



Expenditure Approval Policy

Overview

The purpose of this policy is to provide guidance on the approval required before expenses are incurred by the Society.

For member expenses that require reimbursement please refer to the expense reimbursement policy.

Budgeted and Approved contracts

In brief, if a contract has been **authorised by Council**, or is part of an **approved budget**, invoices may be submitted directly to the Secretariat.

The budget for NZSA committees is approved as part of the annual budget cycle. The Treasurer is responsible for circulating back to the committees their final approved budget. Committees are then free to manage the budget as they deem appropriate during the year but should include a budget update in their Convenor reports to Council. Council may request regular reporting on individual committee expenditure or require separate approval for large items (In excess of \$5000).

Costs in excess of a Committee's budget should be discussed with the Treasurer and pre-approved prior to being incurred.

Non-Budgeted Committee expenditure

From time to time there is the need for expenditure that is not budgeted.

If time permits, then the expenditure should be approved by Council. If the expenditure is time critical or relates to the Professional Complaints Committee then it should be **pre-approved** by two members of Council, including at least one of the Treasurer or the President, prior to being incurred.

This policy was approved by Council on 17 April 2024

A handwritten signature in black ink, appearing to read 'Scott Lewis'.

President, Scott Lewis

A handwritten signature in black ink, appearing to read 'Greg Bird'.

Secretary, Greg Bird