

Grafham Water Sailing Club

Procurement Strategy - Approval of expenditure

This Strategy applies to the approval of expenditure of a non-routine nature. By non-routine we mean expenditure, which is not of a recurring expenditure, included in the annual budget (an example of this would be our rental payments and utilities payments).

The general rule is that Council must approve any non-routine expenditure. However, Council delegates this authority as follows.

1. Expenditure up to £1000 (single item) may be approved by the Club Manager or any Officer.
2. Expenditure up to £1500 (single item) may be approved by any two from the Club Manager and the Officers
3. Expenditure up to £4000 (single item) may be approved by F&GP, Club Treasurer must also agree.
4. Expenditure above this amount must be proposed and agreed at a Council Meeting

A list of relevant expenditure will be included by the relevant Officer/Manager at every Council Meeting

Requirement to Obtain Quotations

- Proposed expenditure up to £1500.00 will require evidence of at least two quotations from different suppliers
- Proposed expenditure up to £between £1500 -4000.00 will require evidence of at least three quotations from different suppliers
- Proposed expenditure above £4000.00 will require a written business case document submitted to Council with at least three quotations from different suppliers

If three different suppliers cannot be found then the reasons should be written into the business case document.

Ray Webb Rear Commodore 2 October 2021