



Healesville Community Renewable Energy Inc

Finance02 – Authority of Expense

Policy Id	Finance02	Version	1.1
Policy Type	Financial	Subject	Authority of Expense
Approved	April 2020	Scheduled review	April 2023

1 Introduction

It is important that there are proper guidelines in place to control the expenses of Healesville CoRE.

2 Purpose

This policy is a guideline when committing or incurring expenses on behalf of Healesville CoRE. It is a set of rules that specifies how expenses are authorised, how the expenses are paid and how people are reimbursed for the expenses if necessary.

3 Policy

The following rules apply to any expense that is incurred on behalf of Healesville CoRE and any expense that is incurred when acting on authorised work being done for delivery of Healesville CoRE objectives.

- Any Central Committee member or Central Committee nominated individual may incur a Healesville CoRE work-related expense.
- The President in consultation with the Treasurer must approve any expense < \$500 before it is committed.
- Central Committee must approve any expense of \$500 or > \$500 before it is committed.
- Any expense that exceeds the approved amount by more than 10% shall return to the President or Central Committee as appropriate, for re-approval prior to final commitment.
- Central Committee should only approve an expense if there is sufficient money in the appropriate funds source and if that expense is covered by the budget guidelines.
- The Central Committee should only approve an expense if it is necessary to perform a valid business purpose fulfilling the mission of Healesville CoRE.
- The Central Committee should only approve an expense if it is reasonable, in that the expense is not extreme or excessive, and reflects a prudent decision to incur the expense.
- It is preferable that any cost for Healesville CoRE should be paid directly by Healesville CoRE from Healesville CoRE bank accounts.
- If any person individually pays for an authorised expense, they must claim reimbursement from Healesville CoRE using Healesville CoRE's Expense Reimbursement Form within 3 months of the expense.
- All payments made from Healesville CoRE bank accounts must be tabled at the next Central Committee meeting with reference made to the original expense authorisation.

4 Related Documents

Finance01 – Financial Management
Finance06 – Expense Reimbursement