

The Big House Project

Document: Spending Policy

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This document forms part of a package of ratified policy documents, that are intended to be read in conjunction with the "Associate Membership Agreement". The documents may be updated from time to time by the project's Decision Making Process. The full set of supporting documents includes, but is not limited to: the "Membership Process", "Decision Making Process", "Meeting Procedure", "Minutes Template" and the "Spending Policy". We wish to credit Earthsong Eco-Neighbourhood for the basis of these documents, adapted under Creative Commons 4.0 BY NC SA, and these documents are released on the same terms.

SPENDING POLICY

Explanation

Spending the project's money requires accountability, traceability and full transparency.

Rules

- All moneys received from any source on behalf of the Project are to be paid directly to the Legal and Finance sub-circle for banking and record keeping.
- All Project expenditure will be approved prior to spending, using the Project's Decision Making Process.
- Proposals presented to a Full Circle meeting should include a cost estimate if any.
- Sub-circles may apply for a petty cash float amount that they consider appropriate for their work. Such amount to be authorised via the Project's Decision Making Process
- If a petty cash system is to be operated, the sub-circle must keep receipts for every item of expense. These are to be presented to the Legal and Finance sub-circle when petty cash top up is required.
- Sub-circles will be able to spend their petty cash float as they see fit, with the proviso that no single item of spending may exceed \$100.00
- In the absence of a petty cash float, or for any individual urgent item under \$100.00 that has not been previously approved by the Decision Making Process, may be submitted to not less than three members of Legal and Finance sub-circle for approval. Such expenditure may or may not be reimbursed, i.e. the risk stays with the spender.
- Spending by the Legal and Finance sub-circle, is to only be authorised by the Decision Making Process.
- Legal and Finance sub-circle to maintain a cashbook for all receipts and expenses, to be reconciled monthly against the bank account(s).
- Legal and Finance sub-circle to present to the Full Circle a 3 monthly summary of receipts and expenses.