

Expenditure Policy

28 November 2023

Description

Policy governing expenditure of Mindful Margaret River funds

Objectives

Good governance and decision making related to Mindful Margaret River funds

Policy

1. **EO is responsible for MMR Taskforce.** The MMR Executive Officer will chair the MMR Taskforce, and be responsible for its good governance. In this role, the EO is responsible to ensure clear communications between the Taskforce and the Board, and to formally put before the Board expenditure recommendations on behalf of the Taskforce.
2. **Board Members cannot vote on the same issue where it come before both the Taskforce and the Board.** MMR Board Members are mindful of their fiduciary responsibilities for the overall good governance and strategic direction of MMR. For this reason, an MMR Board Member must not be a deliberative (decision-making) participant on any one item at both a Taskforce Meeting and a Board Meeting:
 - a. While MMR Board Members will support and, where possible, attend, meetings of the MMR Taskforce, they will not be deliberative (decision-making) participants at MMR Taskforce meetings, *except where, by agreement, they are to carry responsibility for a specific Taskforce activity or project.*
 - b. In such cases, the MMR Board Member will not be a deliberative (voting) Member on an occasion when the Board considers a matter which directly impinges on the particular Taskforce activity or project in which the member is directly involved.

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3. **Delegations to Spend.** The Chair, Treasurer and MMR Executive Officer may carry delegated authority to incur expenditures up to certain amounts duly specified by the Board from time to time.
 - a. The Executive Officer may carry a cash float to the level approved by the Board
 - b. The exercise of these expenditure delegations will be reported to the Board at each meeting.
4. **All Other Expenditures.** All other expenditures require a decision by the Board, either at a meeting or (where necessary) electronically.
 - a. **Expenditure Proposals to the Board.** Proposals for all such expenditures presented to the Board will require:
 - (i) A brief summary of the proposed expenditure, its purpose and proposed outcome and timing.
 - (ii) An indication of how the expenditure will assist in progressing the MMR Strategic Plan.
 - (iii) Where possible, a number of quotes wherever the expenditure involves purchase of goods or services.
 - (iv) A recommendation to the Board for a decision, with appropriate justification, as to the urgency and priority.
 - (v) Any other pertinent information that will assist the Board to make a decision on the proposed expenditure.
 - b. This formal exercise of this Board expenditure authority is not intended to eliminate the conversations and engagement between Taskforce and Board members in relation to ideas for projects and their implementation.
5. **Board Priorities.** Priorities for discretionary spending (i.e. not related to the employment of the EO) will be set from time to time by the Board. In keeping with the largely voluntary nature of MMR, the Board will prioritize spending that supports and catalyses the efforts of volunteers, and in particular of the task force. Payment of fees for the delivery of programs will be kept to a minimum.

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Related documents

MMR Community Mental Health and Wellbeing Plan 2023-2025
MMR Communications Policy 2023

Application

Executive Officer, Board and Chair of Mindful Margaret River.

Document and version control table

Strategic outcomes	Mindful Margaret River Community Mental Health and Wellbeing Plan 2023-2025
Responsible parties	Board, Executive Officer, Taskforce members
Authority of original issue	Board MMR
Date of original issue	13 May 2021
Contact officer	Chair, MMR
Date of next review	December 2024

Version	Date issued	Brief description
1.0	13 May 2021	Initial issue
2.0	28 November 2023	Update