Church Crookham Baptist Church – Spending Approval Policy

This policy describes the approval required by individuals who need to make expenditure on behalf of the Church or enter the Church into a contract of services.

within budget line: There exists a budget for the item and the expense does not exceed any budgeted figure.

Case:	Up to £50 in total within an existing budget line.
Example:	Sunday school materials, minor fabric works
Approval needed:	None
Case:	Expenditure of £50-£250 within budget line.
Example:	Fabric expenditure
Approval needed:	One trustee
Case:	Expenditure of £250-£1000 within budget line.
Example:	Front door, computer
Approval needed:	One trustee
Case:	Expenditure of £1000-£5000 within budget line.
Example:	New boiler
Approval needed:	Two trustees
Case:	Expenditure of over £5000 within budget line.
Example:	Major building work
Approval needed:	Trustees meeting approval
Case:	Up to £100 outside or above budget line.
Example:	New initiative
Approval needed:	Trustee
Case:	Over £100 outside or above budget line.
Example:	New initiative
Approval needed:	Trustee meeting approval
Case:	Contract up to £10,000 per annum for existing service within budget line
Example:	Electric contract
Approval needed:	Two trustees
Case:	Contract up to £1000 per annum for new service within budget line
Examples:	Maintenance contract
Approval needed:	Two trustees
Case:	Contract over £1000 per annum for new service, or over £10,000 per annum for existing service, or over budgeted figure
Examples:	Maintenance contract, new employee
Approval needed:	Trustee meeting approval

Notes:

- A trustee can't approve their own expenses
- Request for approval should be sent to the Treasurer and Church Secretary using this form.
- The Property Co-Ordinator is authorised to make purchases of up to £250 per week.
- Tendering: 2 Quotes must be sought for items over £500 and 3 quotes for over £1000

January 2023; Update February 2024