



SPENDING POLICY FOR THE PROPERTY COMMITTEE

(revised 12/12/2009)

This policy is intended to permit members of the Church Property Committee to spend Church money, making the procedure as easy as possible to comply with the concept of accountability to the Church. Wherever it is practical to do so, quotations are to be obtained for goods or work prior to commencement of the work. For work likely to cost over £250, the Treasurer or Assistant Treasurer should be informed.

Items can be purchased or repairs initiated as shown in the table below. In all cases, an invoice or receipt must be passed to the Assistant Treasurer or Treasurer as soon as possible after the purchase or repair has been completed.

AMOUNT	AUTHORISATION/PROCEDURE
Up to £250	Purchase or repair may be made without authorization but should be noted at an appropriate Property Committee meeting. Invoice/receipts must be provided to the Assistant Treasurer or Treasurer.
£250 up to £1000	Purchase or repair must be discussed and agreed at an appropriate Property Committee meeting before the expenditure is made. If the expenditure cannot wait until the next Property Committee meeting, approval must first be gained from the Property Committee chair person prior to expenditure. Invoice/receipts must be provided to the Assistant Treasurer or Treasurer along with written approval (note from Property Committee chair person or minutes of the Property Committee meeting).
Over £1000	Purchase or repair must be agreed by both the Property Committee and the Church Council. If a major purchase or repair is pressing, and it is felt by the Property Committee chair and Senior Steward that it should not wait for a scheduled Church Meeting, they must authorize the purchase with a written note to the Treasurer or Assistant Treasurer informing them of the decision.

Exceptionally, any urgent action necessary to safeguard the integrity of the fabric of the building and/or building services and/or the safety of the users of the building, can be authorised by any Steward or any member of the Property Committee, after consultation with those of the Stewards and Property Committee who can be contacted in the available timescale, such action to be ratified or amended according to the above policy as soon as possible afterwards.