

Centre for Christian Studies Spending Authority Policy

1. All requests for non-budgeted expenditures, except in the case of emergency expenditures, shall come before the Finance Committee.
2. The Finance Committee may approve a non-budgeted item requested by staff or another committee of CCS under the following conditions:
 - The item is for less than \$2,000.
 - The request is accompanied by a suggested source of funds from the current budget, and if the request is for the purchase of products or services, it includes evidence of a cost comparison.
 - If the request is from a staff member, it has been discussed and supported by staff at a staff meeting prior to being requested from the Finance Committee.
 - If the request is from a committee of CCS, it comes in the form of a motion, duly recorded in the minutes of that Committee.
3. If approved, the request shall be reported to the Central Council at its next regular meeting.
4. The Finance Committee may, at any time in the budget year, re-allocate funds up to \$2,000 from any expenditure sub-account to another sub-account for a non-budgeted expenditure.
5. Any non-budgeted expenditures or requests over \$2,000 shall be reported to Central Council with a recommendation from the Finance Committee whether the request should be approved, and if so, what source of funding shall be used. If the request involves a purchase of services or materials, the request shall show that 3 quotes have been obtained.
6. In the event of an emergency requiring the immediate expenditure of non-budgeted funds, the co-chairs of Central Council and the chair of the Finance Committee, in consultation with the principal, shall take whatever actions they deem necessary, and shall report what actions have been taken to the Finance Committee and to Central Council within five working days of the expenditure.