

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, and
 - The request is accompanied by a suggested source of funds from the current budget, or from a suitable fund with the Bursary Fund, and if the request involves a purchase of services or materials, the request shows that costs have been obtained from alternative suppliers,
 - 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 and
 - If the request is from a committee of CCS, it must be in the form of a motion, duly recorded in the minutes of that Committee.
 - If approved, the request shall be reported to the Central Council at its next regular meeting.
3. 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.
4. Any non-budgeted expenditures or requests over \$2,000 shall be reported to Central Council with a recommendation from the Finance Committee whether or not the request should be approved, and if so, what source of funding shall be used.
5. In the event of an emergency requiring immediate expenditure of non-budgeted funds, the co-chairs and the chair of Finance, in consultation with the Principal shall take whatever actions they deem essential, and shall report what actions have been taken as within five working days to the Finance Committee and to Central Council.