
St. Joseph's Parish Finance Committee Spending Policy

Objective

To ensure that due diligence is served with respect to all expenditures made on behalf of St. Joseph's Parish.

Principles

St. Joseph's Parish adheres to the following general principles concerning expenditures:

1. All operating (i.e., non-capital) expenditures shall be accounted for within St. Joseph's Parish Annual Operating Budget.
2. All capital expenditures shall be accounted for within St. Joseph's Parish Annual Capital Budget.
3. Any material exception (i.e., expenditure not included in the budget), or any anticipated or actual exceedance of a budget category, shall be brought to the attention of the Finance Committee which shall subsequently provide notice to Parish Pastoral Council in a manner appropriate to the relative importance of the situation.
4. Any material change to St. Joseph's Parish annual operating and/or capital budgets (including the exceedance of a budget category) requires approval by the Parish Pastoral Council.
5. Any proposed single expenditure or series of related expenditures (i.e., related to a single project) totaling in aggregate greater than \$2,000 shall be presented to the Finance Committee for its review and recommendation to Parish Council as an individual expense or as part of the annual budget process. For the purposes of this policy, expenditure includes any transaction or forward-looking financial liability including but not limited to purchases, contracts, and leases.
6. For the purpose of this policy, a material change shall constitute any change in excess of \$500, or a series of changes which total greater than \$500.

St. Joseph's Parish further adheres to the following principles when making purchases or awarding contracts:

7. The Parish shall strive to ensure that expenditures deliver value for money i.e., that any expenditure is reasonable and in line with the value being provided. Where possible, lower-cost alternative options will be identified for consideration;

8. When the price and the quality of goods or services provided by a local and international firm are comparable, the Parish shall strive to make any purchases from the locally operated or owned company;
9. The Executive Director shall carry out annual price comparisons on regularly purchased supplies (including liturgical, office and maintenance supplies) and service contracts (in the lead-up to the end of the contract period) and present results to the Core Team, to be then submitted to the Finance Committee for review;
10. If anyone but the lowest bidder is selected for a contract, this decision must be justifiable based on service or product quality, or social justice principles (i.e., the decision may be targeted at ensuring that the provider engages in business practices that are in keeping with the general social justice values of St. Joseph's Parish). Justification will be provided by the Executive Director, the Finance Committee or its delegated sub-committee, as appropriate, to the Core Team or Parish Pastoral Council in advance of a decision being rendered.

Spending Authority

11. The Executive Director acts as the primary purchasing agent for St. Joseph's Parish and oversees the two secondary purchasing agents, namely: the Director of the Women's Centre and the Manager of the Supper Table.
12. The Executive Director is responsible for ensuring the payment of all mandatory expenditures, including: municipal taxes, Oblate tax, utilities, insurance, staff salaries and HR premiums.
13. Prior to entering into any contractual agreements, including new staff hires, or a change in the employment status of an employee, which commit the Parish to new routine expenditures (i.e., increase in on-going financial liabilities), the Executive Director shall advise the Core Team and the Finance Committee of budgetary and cash flow implications. The Finance Committee will provide the Executive Director with their assessment. The proposal, including the assessment of the Finance Committee, shall then be submitted to Parish Pastoral Council for further discussion and approval.

Discretionary Spending

All purchasing agents shall ensure that:

14. Prior to proceeding with any budgeted spending in excess of \$2,000, three quotes are sought for comparison;
15. Any budgeted capital expenditures in excess of \$5,000 are to be put out to public tender by the Parish providing a minimum of two weeks (10 business days) between the advertising and closing dates. Whenever there is a preference for

locally owned or operated suppliers or service providers, the Parish shall indicate this preference in the call to tender. Such a call to tender shall be advertised in accordance with industry norms, as well as through notification of interested and qualified members of the Parish through a notice in the Sunday Bulletin.

The Executive Director shall issue purchase orders for the Parish and its Ministries in the following instances:

16. Where the expense is within the budget approved for that category and is less than \$2,000, no further approval is required;
17. Any budgeted spending equal to or greater than \$2,000 requires review by the Finance Committee, or a designated sub-committee, and upon their recommendation, approval by PPC;
18. Parish Pastoral Council may, on a case-by-case basis, decide to waive Items 13 (three quotes) and 14 (public tender), in exceptional circumstances and in the best interests of the Parish.

The Director of St. Joseph's Women's Centre and the Manager of the St. Joseph's Supper Table shall issue purchase orders for the Women's Centre and Supper Table, respectively, in the following instances:

19. Where the expense is within the budget approved for that category and is less than \$1,000, no further approval is required;
20. Where the expense is within the budget approved for that category and is between \$1,000 and \$2,000, it must be approved by the Executive Director;
21. Any budgeted spending equal to or greater than \$2,000 must be mediated by the Executive Director and is subject to the review and approvals described in Item 16;

Emergency Expenditures

22. Emergency expenditures are defined as any expenses that must be incurred immediately, in order to avoid endangering personal safety or damage to the property or other assets of the Parish;
23. When immediate emergency repairs are required outside of regular business hours, the Executive Director will attempt to contact the Parish Council Chair, and/or the Chair of the Finance Committee, and/or the Treasurer to consult, as long as the delay does not endanger personal safety or the state of the property. If the Executive Director is unable to secure timely consultation, he/she may proceed with, or authorize an appropriate designate to make the purchase, and no further approval is required. The Executive Director shall produce a report as soon as possible, and no later than 24 hours following the incident and expense, and submit this report to the Core Team and Finance Committee;

24. All emergency expenses must be reported to PPC no later than at the following scheduled meeting;
25. When emergencies arise within normal Parish business hours (Monday to Friday, 8:00AM to 7:30PM and Saturday, 11:00Am to 5:00PM), the Executive Director will attempt to contact the Core Team and/or the Chair of the Finance Committee, and/or the Treasurer prior to approving an expense, provided that this delay does not endanger personal safety or the state of the property.

Policy Review

26. This policy will be reviewed on an annual basis as part of the Parish's budget-setting process.

Reference Table

Spending Threshold	Spending Authority / Approval Process	Notes
< \$1,000	Director / Manager Level	
\$1,000 - \$1,999	Executive Director	
>= \$2,000	1. Present to Finance Committee / designated sub-committee for review and recommendation.	3 quotes typically required
>=\$5,000	2. Upon FC recommendation, present to Parish Pastoral Council for approval	Public tender typically required