



ISSNZ SENSITIVE EXPENDITURE POLICY & GUIDELINES

Policy purpose: This policy defines the principles that underpin decision-making about sensitive expenditure. ISSNZ expenditure decisions should:

- **have a justifiable business purpose** that is consistent with the strategic objectives of ISSNZ. A justifiable business purpose means a reason that would make clear sense, supported by evidence of the need for the spending and evidence that a range of options have been considered;
- **preserve impartiality.** Impartiality means decisions based on objective criteria, rather than based on any sort of bias, preference, or improper reason;
- **be made with integrity.** Integrity is about exercising power in a way that is true to the values, purposes, and duties for which that power is entrusted to, or held by, someone. It is about consistently behaving in keeping with agreed or accepted moral and ethical principles;
- **be moderate and conservative** when viewed from the standpoint of the ISSNZ community, other similar national sporting organisations, the International Skating Union (ISU) and Sport New Zealand (SNZ). It includes considering whether the justifiable business purpose could be achieved at a lower cost;
- **be made transparently.** Transparency in this context means being open about the spending, and willing to explain any spending decisions or have them reviewed; and
- **be made with proper authority.** This means that the person approving the spending has the appropriate financial delegation to do so, for the type and amount of spending and follows correct procedures.

These principles should be applied together. None should be applied alone, and no principle should be treated as more important than any other.

APPROVING EXPENDITURE PROCEDURES

Expenditure should be approved only when:

- the Board is collectively satisfied that it is for a justifiable business purpose adopting a principles-based approach that is consistent with the objectives of ISSNZ, and
- reimbursement procedures have been formally made with clear information (bank details, invoices etc.) as well as clear meeting protocols have been followed and are consistent with the constitution and are approved in a meeting either electronic or face to face.
- the business purpose of the expenditure. If the supplier documentation supporting a claim for reimbursement does not clearly state the business purpose, a written statement of the purpose should be included as part of the claim.
- be the original document (such as tax invoices) or electronic copies that are retained in a way that preserves the integrity and completeness of the document. Credit card statements are not adequate documentation to support reimbursement.
- document the date, amount, description, and purpose of small expenditure when receipts are unavailable (for example, tips or vending machines);

- be separate claims for each person wherever possible. Where a claim relates to more than one person, reimbursement claims should be made by those other individuals to whom the expenditure relates.
- reimbursement claims should be submitted promptly after the expenditure is incurred; and wherever possible the approved business case and budget is reported against, and any incurred expenditure that is more than the agreed budget is disclosed.
- any expenditure will be within budget and where delegated authority exists; and approval is via a two-person authorisation practice where neither party has a conflict of interest.
- proper supporting records for sensitive expenditure incurred are maintained (e.g. conflict of interest register, minutes detailing decisions made and other audit required records for annual reviews and grant funding bodies)
- monitoring of activities to ensure effective control of sensitive expenditure is regularly undertaken and regular reviews to ensure that there is compliance with policies and that the overall principles are being achieved; and
- taking corrective action on failures are openly disclosed and learning from them is evidenced.