

POLICY – MSA Expenditure

Summary:

1. The Metrology Society of Australasia (MSA) is a registered membership based not-for-profit entity. The rules and guidelines to operate as such are detailed in the *Constitution*.
2. The MSA receives funding by way of membership fees and event sponsorship that are appropriately accounted for, reported monthly and declared at the annual general meeting.
3. The MSA Committee are voted into office by MSA members and required to manage association funds with fiscal responsibility.
4. The MSA Executive Committee consists of the MSA President, Vice-President, Operational Secretary and Treasurer and all are members of the MSA Committee.
5. All \$ amounts must be in either \$AUD or \$NZD and stated as such.
6. All expenditure over \$5,000 AUD or NZD other than Conference expenditure must be tendered as outlined below.
7. All expenditure must be documented.
8. All expenditure is to go through an approval process as directed by the committee.
9. Once the expenditure has been approved and invoices have been received by MSA, payment can be made by the MSA Committee members who are signatories to the MSA accounts.

Expenditure type	Limit	Required for approval
Day-to-day expenses. (Website fees, one drive, etc.)	≤ \$250 AUD/NZD per transaction	At least one MSA Executive Committee member and any other MSA Committee member
Special – one off payments (e.g. metrology day events)	≤ \$1,000 AUD/NZD per event	3 MSA Committee members including 2 MSA Executive Committee members
Conference Venue	≤ 40,000 AUD/NZD per item	Simple majority of MSA Committee members
Conference Site Visit	≤ \$25,000 AUD/NZD	Simple majority of MSA Committee members
Conference Dinner	≤ \$25,000 AUD/NZD	Simple majority of MSA Committee members
Small Conference Incidentals	≤ \$1,000 AUD/NZD per item	Conference Local Organising Committee Chair plus one MSA Executive Committee member
Larger Conference Incidentals	≤ \$5,000 AUD/NZD per item	3 MSA Committee members including 2 MSA Executive Committee members
Other, e.g. Website, Education lectures etc.	> \$1,000 AUD/NZD to ≤ \$30,000 AUD/NZD	Simple majority of MSA Committee members (note: Tender process to be used for expenditure > \$5,000 to ≤ \$30,000)
Other large expenses, through tender process	> \$30,000 AUD/NZD	Ballot of all MSA Members with approval by simple majority of those who participate in the ballot

Tender process:

1. Details for projects which are expected to have large expenses in excess of the amount specified in the Summary above are written up as a Tender Specification document.
2. The Tender Specification document contains the minimum requirements to successfully complete the project, plus it may have optional extra components.
3. The Tender Specification is published on the MSA Website and all MSA members are informed that the tender is available, with a minimum tender duration of 28 days.
Note: The tender is open to anybody to bid, however if the bidder is an MSA member then there must be a clearly documented avoidance of conflict of interest in the approval process.
4. The MSA Committee evaluates and approves the winning tender by simple majority vote based on a combination of the price and detail in the tender bid.
5. The MSA Committee's decision in awarding the tender is final.