**FINANCIAL POLICIES AND PROCEDURES**

**SECTION 3: CAPITAL EXPENDITURE, INVESTMENTS & RESERVES**

**POLICY 2: CAPITAL EXPENDITURE**

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| **Policy Rationale** | [organisation] will undertake capital expenditure in a controlled and prudent manner so the purchase of capital items is warranted and also efficient and effective. |
| **Policy Statement(s)** | [organisation] shall only commit to capital expenditure subsequent to a business case being put forward to, and approved by [organisation]’s Board, following review by [organisation]’s Audit, Finance & Risk Committee.  The criteria for the requirement of a business case (e.g. $ value) and the criteria by which a business case will be approved are to be dictated and approved by [organisation]’s Board  [organisation]’s capital expenditure commitments must also:   1. Be authorised by staff within Delegated Authorities 2. Be included within the approved annual budget(s). Where the capital expenditure is outside or likely to exceed the budget, [organisation]’s CEO will present a paper to the Board through the Audit, Finance & Risk Committee for approval 3. Include considerations for the cash flow, maintenance and insurance requirements of the capital expenditure 4. Be in accordance with [organisation]’s Procurement Policy and other organisational policies |
| **Policy Implementation and Related Procedure Documents** | The implementation and review of these Capital Expenditure policies are the responsibility of [organisation]’s Audit, Finance & Risk Committee.  [organisation]’s Audit, Finance & Risk Committee will review all Capital Expenditure business cases prior to them being put forward for Board approval, on a [quarterly] basis.  [organisation]’s CFO / Finance Manager will implement systems and procedures to ensure capital expenditure projects are appropriately monitored and recorded.  The following [organisation] policies and frameworks should be referred to in this regard:   * Finance Manual * Delegated Authorities Policy * Budgeting & Forecasting Policy * Accountability, Internal Controls & Audit Policy * Financial Systems & Procedures Policy * Purchasing & Payments Policy * Procurement Policy * Insurance Policy * Fixed Assets Policy * Foreign Exchange Policy * Borrowing Policy * Reserves & Restricted Funds Policy * Risk Management Policy * Leasing Policy * Tax Policy |
| **Legislative Compliance Considerations** | * GST Act 1985 * Tax Administration Act 1994 * Incorporated Society Rules [if an Incorporated Society] * Trust Deed [if a Trust] * Constitution [if a Company] |
| **Review Protocol** | Policy Reviewed By: Audit, Finance & Risk Committee  Date Reviewed: [Date]  Next Review Date: [Date]  Revokes Policy Reviewed: [insert date of policy superseded] |