

# **Seaway Valley Soccer Club Budgeting/Purchasing Procedure**

## **1.0 Objective:**

The Seaway Valley Soccer Club (SVSC) comprises three leagues, the KMSA House League, the Blazers League and the Coyotes. All three leagues operate autonomously with oversight provided by a Board of Directors elected at the SVSE Annual General Meeting.

This procedure will outline procedures to be followed for capital acquisitions and the procurement of items and services (league overhead) necessary for operation of the three leagues.

## **2.0 Capital Expenditures**

The annual budget of the SVSC will include a capital expenditure budget outlining all capital projects to be undertaken during the fiscal year and their anticipated cost. A capital expenditure budget will be prepared during the early part of the fiscal year for review by the board of directors of the SVSC. Budgets will be established based on costs developed through contact with potential suppliers and or contractors.

The budget for the fiscal year shall be approved by the board of directors prior to the end of February of each fiscal year.

## **3.0 League Overhead**

Each League Director shall prepare a budget for the upcoming fiscal year. The budget shall outline all anticipated revenues and expenditures along with a comparison with similar expenses for the prior year. The budget shall be based on registrations forecast and expenditures required to support this level of League activity.

The budget for each of the three Leagues shall be presented to the Board of the SVSC for review and approval prior to the end of January of the each fiscal year.

## **4.0 Procurement Process**

All items with an estimated value of \$1,000 or more shall be tendered.

The procurement of capital items or League overhead shall be conducted in two manners:

1. The placement of tenders in local newspapers outlining the scope of supply.
2. The issuance of Requests for Quote.

A minimum of 3 quotes shall be required for all items to be procured. If less than 3 quotes are received as a result of tenders placed in newspapers, additional sources of supply shall be identified and Requests for Quote issued.

### **4.1 Board Purchases:**

Tenders for Board purchases shall be issued by the Treasurer. The scope of supply and required delivery schedule shall be clearly outlined in all tenders and a summary of all quotes received shall be prepared and presented to the Board for review and selection of the winning bidder. All decisions by the Board shall result from a majority vote of the directors.

Copies of all quotations received shall be attached to the Check Requisition Form, KMSA 1.

### **4.2 League Purchases:**

Tenders for League purchases shall be issued by the League Director or his designate. The scope of supply and required delivery schedule shall be clearly outlined in all tenders and a summary of all quotes received shall be prepared and presented to the Executive of the League for review and selection of the winning bidder. All decisions by the League shall be the result from a majority vote of the executive.

Any decision by the League executive to procure the item or service from other than the lowest bidder shall be subject to review by the SVSC Board prior to final approval.

If the lowest bidder for any expenditure exceeds the approved budget, the League Director shall require board approval prior to proceeding.

Copies of all quotations received shall be attached to the Check Requisition Form, KMSA 1 and forwarded to the SVSC Treasurer.