



Huntley Curling Club  
199 Langstaff Drive  
P.O. Box 144 Carp, Ontario K0A 1L0  
Phone: 613- 839-3177  
Email: [Huntley@ovca.com](mailto:Huntley@ovca.com)

# POLICY

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**Title/Reference:** CONTRACTING & SPENDING AUTHORITY

**Prepared by:** Gina Grosenick/Wayne Sampson

**Approved by the Board:** March 20, 2016

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The following outlines Huntley Curling Club's policy with regards to contracting and spending authority for club related activities

### **Budget and Spending Authority**

The Budget is set annually by the Board of Directors based on the policy set out in the "Huntley Curling Club Annual Budget Policy and Procedure". At the time that the budget is approved, Board will also review spending authority limits (attached) for any Directors responsible for the oversight of a given area of operations or specific portfolio. Once approved, board members are to work within budget and authority limits for the day to day operation of the club.

### **Contracts**

All work undertaken by an outside contractor should be formalized through a contract. Contracts exceeding the "single amount authority limit" of the portfolio must be approved by the Board of Directors. Any contract over \$2,000 must be tendered to at least two organizations for quotation. All quotes should be available to the Board for review prior to approval.

### **Cost overruns**

Contractors must be informed that any cost overruns require approval before the work is completed. Directors with spending authority may approve cost overruns up to their single authority spending limit, provided the overrun is within yearly budgeted expenses. Any overruns above the single authority spending limit must be approved by the Board of Directors prior to work being completed.

### **Conflict of Interest**

Members of the Board of Directors are expected to use good judgement, to adhere to high ethical standards, and to act in such a manner as to avoid any actual or potential conflict of interest. A conflict of interest occurs when the personal, professional, or business interests of a Board member conflict with the interests of the organization. Both the fact and the appearance of conflict of interest should be avoided. Board members who are in a potential conflict of interest related to contracting and spending authority should declare their conflict of interest and (1) defer tendering and awarding of contracts to another board member and (2) not participate in voting and Board discussions related to the contract in question.