

PURCHASING POLICY
The Parochial Church Council (PCC) of Swanage

The PCC of Swanage desires to maintain a purchasing system that:

- a) Is efficient and economical
- b) Establishes accountability and sufficient record keeping to reflect good stewardship of resources
- c) Avoids duplication and waste
- d) Allows for repurposing existing assets and equipment
- e) Considers the current budget, cash-flow and financial position of the church

Supplier Policy

1. Only the PCC has the power to approve or ask for further information/alternative quotations before purchase of goods or supply of work may proceed. All suppliers **MUST** quote against the same specification. Written quotations can be received by email.
2. The Church Committees have delegated authority from the PCC to spend up to £500 .
3. a) For non-routine items, the **MINIMUM** number of written or verbal quotes required, or the level at which full tendering procedures are necessary are detailed below and wherever possible these must be adhered to:

- i. **Under £25 no pre-authorisation required, notified via expense claim form to relevant churchwarden.**
- ii. **Between £25 and £200 approved in advance by relevant Churchwarden or Treasurer.**
- iii. **Between £200 and £500, one quotation, written or verbal – approved in advance by relevant Churchwardens, Church Committee (if possible) and Treasurer (if possible) and shared with the PCC at their next meeting.**
- iv. **£500 up to £5,000; two written quotations – approved by the PCC plus Faculty application where applicable.**
- v. **£5,000 and above (including VAT) three written quotations – approved by the PCC plus Faculty application where applicable.**

b) For minor routine items, including consumables and maintenance (e.g. plumbing, electrical repair) a list of suppliers has been established by the Standing Committee. The list of suppliers will be reviewed periodically (see 12 below). Purchases are to be made from this list of suppliers wherever possible and the following limits adhered to:

- i. **Under £200 no pre-authorisation required, notified via expense claim form or invoice received to relevant Churchwarden.**
- ii. **Over £200 and less than £500 approved in advance by relevant Churchwarden or Treasurer.**
- iii. **£500 and above – approved by the PCC**

c) For major maintenance work (**over £500**) where it is helpful to have a supplier understand our equipment (e.g. boiler repairs, electrical systems work) a list of suppliers has been established by the Standing Committee. The list of suppliers will be reviewed periodically (see 13 below). Purchases to be made from this list of suppliers wherever possible and the order should be **approved in advance by the PCC (wherever possible) or by relevant Churchwardens in an emergency.**

4. All quotes must be retained for one year.

5. In exceptional circumstances a reduced number of quotes to be obtained can be agreed by the PCC if there is a limited choice of supplier, Diocesan recommendation or previously multiple quotes have been sourced for similar work.
6. When dealing with suppliers, potential Conflicts of Interest can sometimes arise. Church members may be employed by the supplier company or possess shareholdings or other stakes; personal friendships may grow up over time. Such potential conflicts should be reported to the PCC as soon as they are identified. They will not normally prevent trading with the company concerned, but it is in everybody's interests to ensure transparency. PCC members with a Conflict of Interest must declare it and withdraw from any decision making around selecting/authorising that supplier. Refer to Conflict of Interest Policy.
7. For all goods/services purchased, it is good practice to know the exact price (with VAT) and how long it will take to receive the goods or for the work to be carried out.
8. It is the Churchwarden's responsibility to ensure the specifications of the purchase of goods/supply of services or work is fulfilled as agreed and the Treasurer's responsibility to ensure that confirmation of the work having been completed is obtained before payment is made.
9. Reimbursements of £25 or less may be made by the Churchwardens from Petty Cash, held by the Churchwardens at each of the parish's three churches. All Petty Cash payments must be logged in the relevant Petty Cash Book. Reimbursements of more than £25 but less than £100 to individuals for purchases or supply of services or work, made out-of-pocket on the churches behalf, is discouraged. However, the church recognises that there will be times when no other option is available. Before goods are purchased or services or work are carried out, the Churchwardens and/or Treasurer must be informed. The person making the purchase or supply of service or work should submit the receipt to the Churchwardens and Treasurer together with an explanation of the reasons for purchase or supply of service. Purchase of goods/supply of services above £100 must always follow the procedure in i-iv above. **Petty Cash books must be submitted to the Treasurer, up-to-date, at the year-end for audit purposes.**
10. Authorising work – Unless an emergency, relevant Churchwarden and Treasurer should authorise all expenditure.
11. Where there is expense incurred at the Parish Office, rather than one of the three churches, this should follow the authorisation limits in point 3 above with approval from any available Churchwarden (below £200) and the Standing Committee (in place of the Church Committees) for expenditure above £200 and the PCC if over £500.
12. The list of suppliers for routine items identified in point 3 should be reviewed periodically, and **at least every 5 years**, to ensure that good value is still being obtained. This would include obtaining alternative quotes for electrical and plumbing maintenance for at least one piece of work every 5 years. There is a balance here between on the one hand, being transparent and obtaining good value, and the other, not obtaining unnecessary quotations.

Wherever possible, goods and services should be ordered and an invoice sent to Swanage PCC at the Parish Office. The individual churches are not separate legal entities and cannot enter into contracts or take on financial obligations. Where this is not possible and an individual pays for the goods or services in advance these should be claimed back via the Expense Claim Form, which can be obtained from the Treasurer, Bookkeeper or a churchwarden and should be marked as approved for payment by a churchwarden.

Current Policy Date: 13.09.2022

Review: Annually

Date of next review: Sept. 2023

Policy adopted by the PCC on: 20th March 2017

Revised and approved at the PCC meeting on 13th September 2022.

Dates for Review:

- 1. September 2020 – actual review March 2021**
- 2. September 2022**
- 3. September 2023**

PCC of Swanage
Charity Registration Number 1134114