

Institute of Professional Editors
Policy and procedure on expenditure
Endorsed by the Council, 30 November 2008¹

1. Budgets for major activities are approved by council.
2. All expenditure must be approved by council.
3. Council has delegated approval of individual items of expenditure to an executive committee comprising the president, honorary treasurer and secretary. Apart from the secretary's remuneration and their own expenditure, any two members of the executive committee can approve expenditure. The secretary's remuneration must be approved by the president and honorary treasurer. Expenditure by one member of the executive committee must be approved by the other two members.
4. Items of expenditure that are part of a budget passed by council are deemed approved unless they exceed the budgeted amount by more than ten per cent, in which case further approval must be sought from the executive committee before the expense is incurred.

¹ See also 'Policy and procedures on costs of meetings'.