

Policy Resolution

1. Financial

1.1. Authority of the Signatories

1.1.1. The signatories of our Bank Account shall have the authority to approve any expenditure which totals no more than \$400 and to approve any expenditure payable to an approved supplier, who are:

- 1.1.1.1. Pacific Net - Internet Services.
- 1.1.1.2. Spark Business – Telephone.
- 1.1.1.3. Warehouse Stationery - refreshments and office products.
- 1.1.1.4. Federation of SeniorNet NZ – Fees/Insurance/symposium.
- 1.1.1.5. S. Nanayakkara – Cleaning.
- 1.1.1.6. Copier Co – copying.
- 1.1.1.7. Two Degrees – mobile.
- 1.1.1.8. Nelson Underwater Club – Rent/Electricity/Building Insurance/Rates.
- 1.1.1.9. Nelson Bays Security and First Security – Security.
- 1.1.1.10. Tutors and other SeniorNet Nelson personnel – authorised Travel and out of pocket expenses.
- 1.1.1.11. Laser Electrical – Electrical work.
- 1.1.1.12. Glenn Roberts Electrical – Electrical work.
- 1.1.1.13. Triple One Care – Health & Safety supplies.
- 1.1.1.14. Fifeshire Pest Control – Pest Control.
- 1.1.1.15. Quantum Plumbing – Plumbing work.
- 1.1.1.16. CloudAccess.net – Website Hosting and consultation.
- 1.1.1.17. Mainland Extinguishers- Fire Extinguishers service & replacement.
- 1.1.1.18. N Z Post – P.O. Box Rent.

Updated 7th September 2017

3.2 Course Fees

The Tutors, Assistant Tutors and Management Committee members shall not pay any session fees at any time.

June 2016