

# **Aireborough RUFC**

## **Expense and cash handling policy (April 2009)**

### *Ad-hoc/out of pocket expenses*

#### Amounts less than £10.00

Preferably agreed in advance and supported by a receipt (but not absolutely necessary depending upon the nature of the expenditure).

Reimbursed in cash by the Treasurer (on receipt of completed Expenses Claim Form)

Multiple ad-hoc/out of pocket expenses must not total more than £50. Further expenses exceeding £100 in the current season will require authorisation by the Committee.

### *Other payments*

#### Amounts up to £100.00

Agreed in advance by the Treasurer or Chairman (or if a regular/standing expense e.g. medical supplies, match day costs, etc as agreed by the committee). Always supported by a receipt. Reimbursed by cash/cheque/bank transfer direct to individual.

In exceptional circumstances, a cash advance of up to £100 may be paid by the Treasurer. This must be supported a completed Expenses Claim Form and followed by the supply of a receipt after the purchase has been made.

#### Amounts over £100.00

Agreed in advance by the Committee. Paid direct to the service provider.

### *Cash collection*

All cash/cheques collected from members/sponsors to be handed to the Treasurer within 7 days of receipt. Alternatively, paid into Club bank account with e-mail explanation and breakdown to Treasurer the same day.

### *Notes*

- Expenses paid to committee members to be ratified at the next committee meeting.
- Non-compliance with the above policy may result in expense claims being withheld.