

## **Harpenden Arrows Expenditure Guidelines**

These guidelines apply to Committee members, Club Officers or any member of the club incurring expenditure or making financial commitments on behalf of the Club.

The following extracts from the Club's constitution are relevant:

*10.5 The Management Committee shall have the power to enter into contracts for the purposes of the Club on behalf of all the Members.*

*10.6 The members of the Management Committee shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club.*

### All expenditure

1. No expenditure should be incurred or committed on behalf of the Club without the prior knowledge of the Treasurer and/or Chairman. This is to ensure that the relevant expenditure has already been approved by the Management Committee in the annual budget or, where this is not the case, that appropriate approval is obtained. This applies to all expenditure, no matter how small the amount involved.
2. All expenditure must be properly incurred and be supported by an invoice, receipt, contract or other appropriate written documentation.
3. Approved payments should preferably be made to a supplier by the Treasurer directly but may be made by another Committee member, Committee Officer or club member. To reclaim the cost, an Expenditure Authorisation Form (available from the Treasurer) must be completed with supporting documentation attached and passed on a timely basis to the Treasurer who will arrange for re-imbursement.

[Note: clause 10.6 of the Club's constitution limits the re-imbursement of costs to Committee members, this guideline extends it to anyone else, which has historically been the Club's practice.]

4. Payments to suppliers or reimbursement of costs incurred on behalf of the club which do not follow these procedures may be delayed (for example where subsequent approval is required) or may not be settled at all.

### Events

5. Where an event is being organised on behalf of the club, the organiser is responsible for discussing terms in advance with the supplier(s) including, but not limited to price, deliverables, deposit (amount and terms), numbers attending, and cancellation policy. There should be a written contract, agreement or detailed quotation provided by the supplier and approved in advance by the Treasurer or Chairman, or in their absence another member of

the Management Committee. [Note: this is to ensure compliance with clause 10.5 of the Club's constitution.]

6. Where the supplier is not able to provide written terms as described above, the organiser should document the terms that have been discussed and a copy passed to the Treasurer/Chairman for pre-approval. The Treasurer/Chairman is happy to discuss appropriate terms with the organiser.
7. The organiser is responsible for ensuring that payment requests match the agreed terms before presentation to the Treasurer for payment. Where this is not the case, a reconciliation or explanation should be provided to the Treasurer. Payments to a supplier or re-imbursement to the organiser should follow the guidelines above.

If you have any queries about these guidelines please contact:

the Treasurer at [treasurer@harpendenarrows.co.uk](mailto:treasurer@harpendenarrows.co.uk), or

the Chairman at [chair@harpendenarrows.co.uk](mailto:chair@harpendenarrows.co.uk).