



## Rochdale Company of Archers

### Policy and Guidance on Expenditure Approval and Expense Claims

As a non-profit organisation RCA funds are classed as members' funds. The Treasurer and the Committee are responsible for managing expenditure on behalf of the RCA membership. In general all expenditure must be approved at Committee Meetings, at All Members Meetings or the Annual General Meeting. The Treasurer is also responsible for settling all approved costs and payments from members' funds and overseeing that the financial policy is followed. Expenditure with standing pre-approval to cover certain costs are as follows:

#### **Equipment and Maintenance Fund:**

This is a float of £100. It operates on an imprest system, i.e. it is topped up on a regular basis by the Treasurer as expenditure is incurred. It is managed by the Equipment Officer and is intended for the replacement and maintenance of equipment and facilities at the range - in the first instance please speak to the Equipment Officer for any expenditure likely to fall into this category. The Equipment Officer also has some quantities of archery equipment consumables for sale to members, e.g. finger tabs, finger slings, arm guards etc. Significant purchases over the imprest or purchases of new types of equipment, i.e. not replacements, replenishments or increases in quantity of existing equipment **must be approved in advance** on an ad hoc basis and may require ratification at an All Members Meeting/AGM.

#### **Social Fund:**

This is not an imprest float and the cash is managed by the Social Secretary. It is funded by the sale of drinks and snacks at the range, the sale of food at events, (e.g. burgers, bacon sandwiches etc. at shoots) and the operation of raffles or similar and is expected to accrue funds from these sales. The Fund may be topped up by the Treasurer from time to time as required and any excess accruals not required by the Fund will be repaid into members' funds from time to time.

In the first instance please speak to the Social Secretary for any expenditure for catering or other social events or matters. All catering must be approved by the Social Secretary if it is to be paid for from the Social Fund. Significant catering cost for events will be paid from members' funds by the Treasurer and **must be approved in advance**. Existing events with standing pre-approval are the two friendly shoots with Blackpool and North Cheshire and catering will be paid for from members' funds direct or the Social Fund and reimbursed by the Treasurer.

The catering and costs for the Junior and Senior presentations events will be funded as much as possible by a charge for attendance and a raffle or similar at the event and will be paid for from members' funds by the Treasurer. The Social Fund will normally make a contribution to cover the cost of table wine at the Senior Presentation Evening, (Dinner Dance). The Social Fund will also pay for turkeys and some items for the Christmas party.

#### **Committee Expenses:**

Committee Members may claim out-of-pocket expenses. Please complete an expenses claim form and provide receipts or other proof of purchases and pass/email them to the Treasurer for reimbursement. These expense claims are meant to cover the administration costs of managing the role on a day-to-day basis, i.e. stationery, printer ink, postage etc. The purchase of any significant equipment or other significant expense, e.g. computers, printers, trophies etc. **must be approved in advance**. Invoices will normally be paid direct by the Treasurer, but Committee Members can also be reimbursed if they make such **pre-approved** payments themselves - if in doubt please check with the Treasurer.

#### **Competitions, Shoots and Other Events/Activities:**

Maintenance and engraving of existing trophies will be paid for from members' funds. However the relevant Committee Member or other nominated person should obtain estimates for work and manage the cost to obtain best value. **Catering costs, prizes and any other costs for all other events and activities other than those detailed above should be self-funded** by the sale of tickets or entry/participation charges for the event, the sale of food or the sale of raffle tickets or similar. This should be managed by the relevant Committee Member or other nominated person organising the event.

#### **All Other Expenditure:**

This **must be approved in advance** as described above. If in doubt please bring the matter before the Committee or check with the Treasurer or Chairman. **In the event of an emergency**, expenditure up to £1,000 can be approved by the Treasurer or Chairman between Committee Meetings who will consult with each other and any appropriate persons, and with approval from at least one other Committee member, or two if either of the Chairman or Treasurer are unavailable.

Ian Duffield  
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