

### **Non-profit Organisation**

RCA is a non-profit organisation and its funds are classed as members' funds.

The Treasurer and the Committee are responsible for managing pre-approved expenditure on behalf of the membership. The Treasurer is responsible for settling all approved costs and payments from members' funds and overseeing that the financial policy is followed.

In general all exceptional expenditure must be approved by the membership at an All Members Meetings or the Annual General Meeting. Expenditure with standing pre-approval to cover certain costs are as follows:

### **Equipment Fund**

The Equipment Officer holds 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 manages quantities of archery equipment and consumables for sale to members, e.g. finger tabs, finger slings, arm guards, etc.

Significant purchases of new types of equipment or increases in quantity of existing equipment must be pre-approved in advance on an ad hoc basis and will require approval by the membership at a General Meeting - AMM or AGM.

### **Social Fund**

The Social Secretary manages the social fund cash but is not an imprest system, it is funded by the sale of drinks and snacks at the range, the sale of food at shoots, and the operation of raffles or similar. The Fund may be topped up by the Treasurer from members' funds from time to time, and any excess accruals may 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 club events will be paid from members' funds by the Treasurer and must be pre-approved. Existing events with standing pre-approval are the two friendly shoots with Blackpool Bowmen and North Cheshire Bowmen. Catering for these events will be paid by the Treasurer direct from members' funds, or by the Social Fund.

The catering and costs for the Junior and Senior presentations events will be self-funded as much as possible by a charge for attendance and a raffle or similar at the event, and the balance will be paid for from members' funds by the Treasurer.

The Social Fund will pay for the meats and some items for the Christmas party.

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

Maintenance and engraving of existing trophies will be paid for from members' funds. 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.

## **Target Faces**

The Competitions Officer will periodically check the stock of target faces and message the Committee the replacements needed. A volunteer will obtain quotes from suppliers and on agreement by the Committee will arrange for their purchase. The Treasurer will reimburse the volunteer from members' funds on production of the receipts.

## **Committee Expenses**

Committee Members may claim out-of-pocket expenses. Claims may be made 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 pre-approved by the membership.

Please complete an expense claim form and provide receipts or other proof of purchases and pass/email them to the Treasurer for reimbursement.

Invoices may be paid direct by the Treasurer or Committee Members **may** be reimbursed if they make such pre-approved payments themselves - if in doubt please check with the Treasurer.

## **All Other Expenditure**

This must be approved in advance. If in doubt, please bring the matter before the Committee or check with the Treasurer or Chairman.

## **Emergency Expenditure**

In the event of an emergency which cannot wait for the next Committee Meeting, expenditure up to £1,000 can be approved by the Committee but approval must be obtained before the purchase. Approval can be granted by the Treasurer, Chairman and at least one other Committee Member, or if either the Chairman or Treasurer are unavailable then by the Chairman or Treasurer and two other Committee Members.

Andrew Taylor 2023

*From an original document by Ian Duffield 2019*