

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 ensuring the financial policy is followed, settling all approved costs, and payments from members' funds.

In general, all exceptional expenditure must be approved by the membership at a General Meeting – an All Members Meetings (AMM) or the Annual General Meeting (AGM).

Expenditure with standing pre-approval to cover ongoing recurring costs are as follows:

Social Fund

The Social Secretary manages the social fund cash. 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 also 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.

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.

Significant catering costs for club events will be paid from members' funds by the Treasurer and must be pre-approved.

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 may pay for meats and some items for the Christmas party.

Equipment Officer

The Equipment Officer is responsible for the maintenance of the range facilities and archery equipment and may at their discretion operate one of two expenses methods.

Option A - Identify required expenditure, obtain estimates for purchases, seek approval from the Committee, make the approved purchases, and seek refund from the Treasurer on submission of the receipts.

Option B - Operate a float of £100 on an imprest system (petty cash book) which may be topped up from time-to-time by the Treasurer as expenditure is incurred.

The Equipment Officer also manages quantities of archery equipment and consumables for sale to members such as finger tabs, finger slings, arm guards.

Significant purchases of new types of equipment or increased 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.

Competitions, Shoots and Other Events

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

The purchase of any significant equipment or other significant expense, e.g. computers, printers, trophies etc. must be pre-approved by the membership.

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.

Please complete an expense claim form and provide receipts or other proof of purchases and 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 2025

From an original document by Ian Duffield 2019