

AGM

At the AGM the Secretary and Treasurer will present a financial projection for the following year on the assumption of static membership.

- Major items of expenditure to be identified.
- A yearly maintenance and repairs budget to be established.
- Other budgets may be established as necessary

Process

During the year, agreed and identified items of expenditure (subject to variation within 15%) may be actioned on-line by the Treasurer alone as well as unexpected items of expenditure up to £250.

- Unexpected items of expenditure under £500 may be agreed by the Treasurer and Site Manager.
- Unexpected items of expenditure under a £1000 may be agreed by a majority of the site committee without meeting.
- Unexpected items of expenditure under £5000 to be discussed and passed at a site committee meeting.
- For unexpected items of expenditure exceeding £5000 the membership of the Club shall be first informed as to the reason and recommendation of the site committee.

Review and Control

The Treasurer will advise the site committee if at any time projected expenditure is likely to exceed 15% of the agreed budget.

Expenses Claims

Claims must be submitted within 6 months of being incurred and in any financial year within one month of the financial year end.

Amendment to this procedure

Any significant amendment to this procedure shall be presented for agreement at an AGM or EGM.