

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 Secretary.
- Unexpected items of expenditure under a £1000 may be agreed by a majority of the Club Officers without meeting.
- Unexpected items of expenditure under £5000 to be discussed and passed at a meeting of the Club Officers.
- For unexpected items of expenditure exceeding £5000 the views of the membership must be sought with the recommendation of each of the Club Officers.

Review and Control

The Treasurer will advise the Club Officers 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 by unanimous agreement of the Club Officers.