

## Spending discretion authority / policy

This policy sets out the Club's policy on the capacity of members to commit the Club to spending or to incur expenses on the Club's behalf for later reimbursement.

This policy was last updated on [date] and first authorised by the club's management committee on (date).

Committee and club members have authority to commit the club to expenditure only to the extent expressly authorised by this policy. Any expenditure beyond the amounts described below must be expressly authorised by the Club's Management Committee

### Tier 1 - large purchase authority

Club/ committee members authorised under tier 1 have the following spending discretion:

One-off purchases of up to \$1,000

- Total monthly expenditure of up to \$2,000

Unless otherwise approved through the adoption of a purpose work plan and budget by the Committee then:

- One-off purchases of up to \$5,000
- Total monthly expenditure of up to \$8,000

### Tier 2 - small purchase authority

- One-off purchases of up to \$100
- Total monthly expenditure of up to \$300

Tier	One-off purchase authority	Monthly spend authority	Club / committee members authorised - "Authorised Person"
1a	\$1,000	\$2,000	Ian Holzberger and Andrew McNicol individually
1b	\$5,000	\$8,000	Any two of Ian Holzberger Andrew McNicol– jointly.
2	\$100	\$300	Any Committee Member

**Purchases made for club purposes only**

The authority described above may only be exercised in respect of expenses relating to:

- the upkeep of the Club's facilities
- the maintenance of the Club's fleet and equipment
- consumables required for the operation of the club or the fleet
- authorised social or fundraising events held by or for the Club
- coaching or the learn to row programs

**Authorising expenditure by club members not named in this policy**

Club members without authorisation can request approval from an Authorised Person under Tier 1 and Tier 2 to a maximum of the Authorised Person's limit. In such circumstances and for the purposes of this policy the Club member so authorised will be deemed to be acting as an agent of the Authorised Person;

All such requests/ approvals should be evidenced in writing (including via email) and a copy:

- 1) Sent to the Club Treasurer where the Club is directly responsible for making payment; or
- 2) Attached to any reimbursement request made under the club's Expense Reimbursement Policy where the expense has been incurred / paid by the member on the club's behalf.

## Expense reimbursement process / policy

This policy sets out the Club's guidelines on reimbursement of expenses incurred by members on behalf of the Club.

This policy was last updated on [date] and first authorised by the Club's management committee on [date].

Committee and club members may claim reimbursement for expenses incurred on the Club's behalf only in the manner described in this policy.

### Members with delegated authority

The authority of members to commit the Club to expenditure is described in the Club's Spending Discretion Authority/ Policy (**Spending Policy**).

The members named in the Spending Policy may request reimbursement of expenses incurred within the scope of their authority as described below.

### Members without delegated authority

Club members without authority under the Spending Policy other than as outlined above in "Authorising expenditure by club members not named in this policy" must, before committing or incurring any expenditure have the written approval of the Committee. The Committee will consider such expenditure during its normal course of business based on a written submission including a budget provided that such consideration by the Committee may be undertaken by resolution circulated by email.

All such requests / approvals should be evidenced in writing (including via email) and attached to any reimbursement request made under the club's Expense Reimbursement Policy where the expense has been incurred / paid by the member on the club's behalf.

### Request process

1. An Authorised Person or a member who has obtained prior written approval from an Authorised Person or from the Committee may purchase items or service for the Club.
2. Within **30 days** of an expense being incurred - send to the Club's Treasurer
  - a. A copy of the paid invoice(s) / receipt(s)
  - b. Written authority from an authorised member (where relevant)
  - c. An expense claim in the form available [insert link].
3. Reimbursements should be processed by the Treasurer within 14 days.

### Authorising reimbursement payments

Any two members with signing authority to the Club's bank accounts must authorise any reimbursements made under this policy.

### No self-authorisation

A signatory must not authorise a reimbursement of their own claimed expenses