

CCSC Expense Policy for Incidental Costs



9th June 2018

1. CCSC General Committee has an obligation to ensure the smooth running of the club whilst managing the membership's finances effectively. The General Committee will issue guidance on all spending for incidental costs and review the guidance regularly.
2. The General Committee will issue a list of all club officials entitled to incur costs on behalf of the club. These club officials will be notified in writing of the limits on their authorisation to incur costs.
3. All listed club officials have authority to incur costs of up to £50 per task for goods or services essential to the running of the club.
4. If costs exceed £50 but are less than £500 then club officials must obtain approval from either the Rear Commodore Shore or the Rear Commodore Sailing in writing before incurring any costs.
5. If costs are £500 or greater then approval of the General Committee is required.
6. Application for reimbursement of expenses will be made by the club official to the Treasurer using the Expense Form. If the cost is greater than £50 then the approval of the Rear Commodore must be attached to the claim.
7. If costs are £500 or greater than the club official must contact the Treasurer before the costs are incurred to make arrangements for payment.
8. The General Committee may also establish accounts with key suppliers and authorise individuals to incur costs to support the running of the club. These arrangements will be agreed on an individual basis and all parties notified in writing.
9. This policy replaces all previous expense policies.