

Orion Harriers

Club expenses policy

Version: 4

Version date: 01/12/2023

This policy was discussed at the committee meeting dated 23 November 2023.

This policy is effective from 1 January 2024.

Introduction

The purpose of this document is to summarise the expenditure authorisation process for the Club. It is intended to provide transparency to members of the Club on the process to recover out-of-pocket expenses on behalf of the Club and the process for committee members binding the Club to future liabilities.

This policy covers Orion Harriers Seniors. Orion Harriers Juniors have a separate committee, Treasurer, Banking facilities and their own policies. Please contact a member of the Juniors committee for guidance on their policies.

Approval limits and process

The table below summarises the approval amounts and process.

| Amount ^{1 2} | 1 st approver | 2 nd approver |
|-----------------------|-------------------------------|--|
| ≤ £150 | Committee member ³ | X |
| | | |
| ≤ £1,000 | Club Treasurers | X |
| £1,000 - £2,500 | Club Treasurers | Club Captain Honorary Secretary Honorary President |
| >£2,500 | Club committee | X |

1. Amount relates to the whole amount for an item or theme of expenditure, for example:
 - a. An item of expenditure costing £1,000 but payable in equal £100 instalments. This item would require approval for £1,000.
 - b. Race expenses where the total cost exceeds £500 but is made up of small individual expense items of <£150. This would require approval of the Club treasurers.
2. Regardless of amount or approver, all expenses must be wholly and exclusively for the benefit of the Club. There must not be personal gain by members from any expense transactions in which the Club enters into. Refer to breaches section below for the consequences of personal gain by members.
3. The Club recognises that not all committee roles require them to actively incur expenditure on the Club's behalf. However, there are circumstances that committee members may have to incur one-off expenses which have been unforeseen. However, if committee members breach this policy, they may have this privilege withdrawn. This is detailed further below in the breaches section.

Reimbursement

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All expenses are reimbursed through electronic bank transfer by default. Cheques can be issued by request, however the Club prefers electronic payment due to lower paper consumption and no postage costs are incurred.

Members shall not offset expenses against funds owed to the Club i.e. net expenses against their membership fees.

The Club does not permit the reimbursement of expenses out of petty cash such as race entries on race day or any other cash reserves.

All expenses must be presented to the treasurer(s) for reimbursement through email at Treasurer@orionharriers.com

This ensures that the treasurer(s) has accurate records on the Club's income and expenditure to report to members. ***This will also satisfy any historical authorisation and payment record request which should come from our Auditors.***

Out-of-pocket receipts ***must be provided to the treasurer(s) within 3 months of the expense date*** in order to be eligible for reimbursement. Expenses older than 3 months will be considered by the treasurer(s) but are not guaranteed to be reimbursed.

Itemised receipts must be provided for all claims. If receipts are not provided, the Club reserves the right to refuse reimbursement.

Exceptions

In order to simplify the above process, recurring and expected payments do not need to follow the above process. The approval process only applies to new expenditure whether recurring or one-off. For clarity, some of the items that are included as exceptions approval process include:

- Annual England Athletics renewals for existing Club members;
- Rent and rates payments to the Corporation of London;
- Gas bills for consumption and tank rental;
- Quarterly payments to the Club's facilities manager;
- Orion Harriers Christmas Party run by the OH Social Secretary (with a £600 limit decided upon at the Committee Meeting on 23/11/23)
- Any other costs that have been pre-authorized by the treasurer(s) or full committee prior to the approval of this document.

Additionally, any gifts for individual members must be consulted with the Club Treasurer(s) regardless of value and cannot be authorised by individual committee members.

Signatories

The following members are signatories who can authorise payments with the bank on behalf of the Club:

- Callum Smyth (Joint Treasurer)
- Paul Goodhew (Joint Treasurer)
- Daniel Carroll (Joint Treasurer)
- Roy Perrott (Honorary Secretary) as reserve signatory

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Travel

The Club does not reimburse runners, volunteers or officials for travel. For key races or events, the Club may provide coaches at the cost of the Club. There are some exceptions where members are expected to contribute towards coach costs (i.e. London Marathon Coach), however this will be clearly communicated to members.

Any exceptions must be agreed with the Treasurer(s) in advance.

Parking

The City of London Corporation recently introduced parking fees to the parking facilities on Bury Road and other car parks within Epping Forest. The Club does not cover the parking for volunteers, marshals or officials who have incurred parking charges at these car parks.

Any exceptions must be agreed with the Treasurer(s) in advance.

Training courses

Having volunteers with the appropriate level of training and qualifications is essential to keep the Club going. The Club requires volunteers who are LiRF trained, first aid trained as well as other qualifications.

The Club will cover the full cost of such training, however volunteers must commit to:

- Volunteering as a run leader at 10 training sessions for LiRF courses;
- Marshalling at 5 races for first aid training courses; and
- Volunteering as a run leader at 10 training sessions for coaching courses.

Anyone who wishes to undertake any courses provided by the Club should notify a member of the committee. The Club will sponsor members using the above criteria and will determine an appropriate criteria for any other courses not listed above.

The sponsorship of courses is at the discretion of the Club's committee and will be decided based upon the Club's needs for volunteers at the time. Based on joint agreement between the Club Captain, Club Secretary and Club Treasurer(s), volunteers who have not met the criteria can be put forward for courses if this addresses the needs of the Club at a given time. The decision on courses will be determined using the approval limits earlier in this document.

Exceptional athlete funds

From time to time, the Club may support athletes who are at exceptional level, the Club may provide funding towards certain event entry fees and travel. Such funding will be considered on a case-by-case basis. These cases will be considered collectively by the Club Captain, Club Secretary and Club Treasurer(s) who will determine the funding provided, any criteria which must be met and any conditions attached to funding.

Athletes who receive third party funding from professional sponsors are automatically ineligible for Club funding.

The Club receives various grants for junior runners. These are administered and distributed by the Orion Harriers Juniors' Committee and are not covered by this policy.

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Captains' allowance

The committee recognises that the Club struggles to obtain sufficient turnout at certain events, either collectively or low turnout from the Men's or Women's team.

With this in mind, the Club is willing to allocate funds in order to promote higher turnout at races or increased volunteering at the Club. The Club has allocated £200 to the Men's captain and £200 to the ladies' captain to promote racing and volunteering at the Club. This allowance is per year with the year ending in the financial year end (30 June). There is no additional allowance for either the Men's Captain or Ladies' Captain acting as Club Captain. If an allowance is unspent during the financial year, this cannot be carried forward to future years.

The allowance can be spent how the respective captains see fit, however must benefit at least 20 members per annum, ensuring that the average benefit per member is £10 or less. This ensures the allowance is not abused or spent on a small minority. For guidance the following examples are provided as potential uses of the allowance to meet the objective of increasing race turnout and promoting volunteering at the Club;

- A round of drinks for each racing Club member after a race;
- A box of chocolates to recognise a devoted volunteer;
- Coffee / cakes after a race; or
- Other small gestures that meet the objectives of the allowance and ensure the maximum of £10 per head is adhered to.

This will present a maximum expense to the Club of £400 per annum which represents a small proportion of the total costs of the Club but seeks to address one of the key challenges of the Club.

Supplier accounts

From time to time, committee members may open accounts with suppliers in the Club's name. In the event that these accounts are on credit terms, the Treasurer(s) should approve the opening of such accounts. Otherwise, committee members are free to open accounts with suppliers provided expenses are authorised in line with the limits above and the other provisions of this policy.

Club credit card

The treasurer(s) hold a credit card in the name of the Club. The purpose of this card is to pay for some of the Club's expenditure that does not accept bank transfer as a method of payment. The Club credit card is not provided to other committee members or members of the Club. ***In the exceptional circumstances that the Club credit card is provided to a committee member for a one-off purchase, a waiver must be completed which indemnifies the Club for improper usage of the card.***

Breaches

Any members or committee members claiming expenses must have read this policy first. If this policy has been breached, the Club reserves the right to not reimburse members for out-of-pocket expenditure incurred or recover amounts already paid to members if a breach is later identified.

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Any expenditure authorisation limits allocated to committee members may be withdrawn from individual members if any breaches have been discovered.

In the event member personal gain from expense transactions is later discovered, the Club reserves the right to recover amounts from members who have claimed out-of-pocket expenditure or legally binded the Club to transactions where personal gain has been identified.