

Miscellaneous Expenses Policy

Miscellaneous expenses of less than \$500 will only be considered for approval by notifying either the President or Treasurer and at least one other committee member.

Expenses of \$500 or more are to be presented to the club committee.

Approval must be sought before incurring the expense.

Approval must be sought by presentation of the proposed expense by email, SMS or presentation at a meeting of the committee.

Estimates must be provided and a variation of more than +10% will not be accepted. In the situation where the estimate is exceeded the treasurer will reimburse an adjusted amount at the discretion of the committee.

A motion that this Policy be accepted was moved by Tim Woolford-Smith and seconded by Sue Moss.

It was accepted unanimously by the committee on Friday 12th March 2021.