



## Appendix 1 - Expenses Policy

The organisation (NE Touch) will pay any amounts of expenditure arising from the activities undertaken by the organisation, as described in item 2B of the NE Touch Constitution.

Payments will be made either directly by BACS or cheque by the organisation Treasurer within a timely and efficient manner, noting the terms of the expenditure.

In the event of this normal practice not being possible, examples include but not limited to; short turnaround of funds needed, absence of the organisation Treasurer, cash being the only option, then a current committee member or person authorised by the committee may make a make a payment on the organisations behalf.

The organisation will ensure that any payment made in this manner is reimbursed in full, within a timely and efficient manner; as long as following guidelines are adhered too:

- 1) The expenditure\* must have been approved prior to the payment being made.
- 2) To do this an email must be sent to the organisation committee ([northeast@scottishtouch.org.uk](mailto:northeast@scottishtouch.org.uk)) detailing the nature of the expenditure and reason for the payment being made in this manner.
- 3) This must be proposed and seconded by a committee member as per normal committee matters.
- 4) A valid invoice/receipt must be received by the Treasurer; no payment will be made until full details are received, note this must be the original documentation.

Once the above guidelines are met the organisation Treasurer will issue a cheque to reimburse the amount claimed. The organisation Treasurer will endeavour to issue this cheque within 14 days of the claim being made and guidelines met. In the event that 14 days is not achievable, the committee will advise the claimer; but all efforts will be made to meet this deadline.

\*Item 2b of the NE Touch Constitution states the objective is **“To employ the funds of the association as shall be deemed to be in the best interests of the game.”** Any expenditure falling out with this will need to be approved by the executive committee

all 5/10/16  
*[Handwritten signature]*

