

North Wales Technical Divers
Expenditure Policy V1.0
11 March 2025

Purpose

To ensure that there are agreed parameters for expenditure, evidencing and reimbursement of authorised expenses by a payer incurred on behalf of North Wales Technical Divers (NWTD) by its Officers and Executive Officers.

Scope

All expenditure to a payee, for example, in respect of club management, goods, services and planned maintenance should normally be paid by the Treasurer by making direct payments to the supplier/provider against quote or invoice with a receipt gained. However, there may be occasions where a Branch Officer procures goods or incurs reasonable expenses as a payer on behalf of NWTD.

Authorisation

No individual Executive Officer or Officer can approve reimbursement of their own expenditure made by non-club payment methods. However, Executive Officers can make direct payments to payees in respect of goods and services on behalf of NWTD as part of their responsibilities.

Executive Officers; an executive officer can make purchases and independently approve expenditure up to the total value of £500.00 GBP without requiring the written agreement of another executive officer. All expenditure above this limit will require the written agreement of another executive officer.

Officers; an Officer can make purchases up to the total value of £100.00 GBP without requiring the written agreement of an executive officer. All expenditure above this limit will require the written agreement of an executive officer.

Members; ordinary members should not incur any expenditure on behalf of NWTD without the prior written agreement of an executive officer.

Reimbursement

Reimbursement requests must normally be made in writing to the Treasurer within five working days of incurring the expense and must be accompanied with an itemised receipt or similarly verifiable proof of payment. All efforts will be made to reimburse funds within five working days of receipt. Reimbursement requests must normally be made within the same financial year as the expenditure incurred. It is the responsibility of the payer to request payment and to provide a receipt.

Policy Date: 11 March 2025

Review Date: 11 March 2028

Approved by: Chairman/Treasurer, Steve Barnard

Seconded by: Diving Officer/Membership Secretary/Secretary, Dave Howson