

## Winchester Running Club Expense Policy

Section	Explanation
Introduction / Statement of Purpose	<p>This policy applies to all members of Winchester Running Club. It is a framework that covers how a member can claim and be reimbursed for reasonable and authorised expenses that are incurred wholly and exclusively in carrying out the objective of Winchester Running Club as outlined in the Club constitution (3.1):</p> <p style="text-align: center;"><i>“to promote community participation in healthy recreation by providing (a) a platform for people to participate in athletics including running, track &amp; field and such other related sports capable of improving fitness and health and (b) coaching, competition and other services to support these activities.”</i></p> <p>As a newly established club, we will ensure to support our members financially where possible with access to facilities, equipment and events.</p> <p>The policy applies to one off expenses. If an expense is approved, this should not be taken as a precedent that a similar expense will be approved in the future.</p> <p>A cost which is expected to be incurred on a regular basis e.g. facility hire will undergo a separate review and should be raised with the committee.</p>
Expense process	<p>An expense request should be submitted to the treasurer (<a href="mailto:treasurer@winchesterrunningclub.org.uk">treasurer@winchesterrunningclub.org.uk</a>) in advance to the expense being incurred outlining:</p> <ul style="list-style-type: none"> <li>• The proposed expense (equipment, petrol, facility hire etc)</li> <li>• Estimated cost</li> <li>• When the expense is expected to be incurred</li> </ul> <p>The treasurer will approve/reject the expense request.</p> <p>If approved, the requesting member can either:</p> <ol style="list-style-type: none"> <li>a) incur the cost themselves and request reimbursement by submitting an expense claim form including a receipt; or</li> <li>b) arrange for the club to make the payment directly. The requesting member must submit an expense form prior to payment, with the treasurer attaching the receipt, to ensure transparency of approval of costs and for record keeping.</li> </ol> <p>Where the expense is expected to be recouped from members and is over £150, the proposer of the expense should provide the following information to the committee who may agree the expense:</p>

	<ul style="list-style-type: none"> <li>• The expense value</li> <li>• Explanation of event</li> <li>• Whether any contribution/event funding is requested e.g. 10% pp</li> <li>• Mitigations of any expense overrun e.g. with the disco we stated we would only have this if we had enough attendees</li> <li>• Date expense to be paid by</li> <li>• Date that expense can not be reclaimed e.g. final deposit/payment date</li> <li>• Cut off date on when a decision should be made as to whether an event should go ahead</li> </ul> <p>The committee will review the expense, and determine whether it will be reimbursed, the contribution from the club and the deciding date as to whether the event should go ahead</p>
Policy compliance for Members	<p>As a member, we expect you to:</p> <ul style="list-style-type: none"> <li>• Behave honestly, responsibly, and within the guidelines of this policy (e.g. keep costs within reason)</li> <li>• Submit expense requests within a reasonable time frame and with enough detail for the treasurer and, where applicable, executive committee to fairly consider the expense request</li> <li>• Complete an expense claim form and provide VAT receipts (not just credit card slips)</li> </ul>
Responsibilities of the committee	<p>The treasurer will:</p> <ul style="list-style-type: none"> <li>• Review expense requests and check that requests and claims comply with the policy</li> <li>• Refer to the executive committee if expenses are likely to exceed single sign off limits (see below)</li> <li>• Approve expense requests and claims promptly, or if rejected give clear reasoning</li> <li>• Ensure expenses are reimbursed promptly. If members don't comply with this policy, there may be a delay in reimbursement or rejection of claim.</li> </ul> <p>If the treasurer is unavailable, another member of the executive committee will undertake the role as outlined above, with the chair facilitating reimbursement where they have access to the WRC bank account.</p> <p>Where any expense, including costs which will be recouped from members, exceeds £150, the expense must be approved by the executive committee.</p>

Fraud, Bribery & Conflicts of Interest	<p>Winchester Running Club has a zero tolerance approach to bribery. Offering or accepting a bribe, or behaving corruptly in anticipation of a bribe or advantage is not acceptable.</p> <p>Where an independent third party would consider that the requesting member or the authorising committee member has a conflict of interest e.g. the expense incurred will directly benefit the individual rather than the members of Winchester Running Club, then the expense must be authorised by the Executive Committee.</p> <p>Where a member of the Executive Committee is conflicted, another member of the committee will be consulted to approve the expense.</p>
Expense caps	<p>Up to £150 can be approved by one member of the executive committee</p> <p>Over £150 must be approved by the executive committee</p>
Expense types (examples of, but not limited to)	
Event entries	<p>The Club will not pay for individual entry fees for events or competitions.</p> <p>Entry fees for team events, including cross country and road relays (all age groups) will be considered.</p> <p>England Athletics Affiliation, Hampshire Athletics Affiliation and entry into cross country and road running leagues fees will be paid by WRC (including RR10 and CC6). This does not include individual entry fees.</p> <p>The Club will pay the entry fees of individual athletes to compete in home countries national championships (all age groups) and the UK or British championships (seniors and masters), where there is a qualifying standard for entry.</p>
Travel	<p>Car travel:</p> <p>Travel to an event must be pre approved</p> <p>Must include other passengers from the club (i.e. cant be a single member travelling to an event)</p> <p>Must be a club team event e.g. cross country nationals/WCR/South Downs</p> <p>The club may agree to partially approve e.g. pay 50%</p>
Equipment	<p>Any equipment purchased on behalf of the club must be available for use and for the benefit of all members.</p>