



FINANCIAL AUTHORISATION POLICY

1. Introduction

- 1.1. This policy applies to the North East Bulls Wheelchair Rugby Club (NE Bulls WRC).
- 1.2. This policy sets out the process for ensuring that all expenditure is appropriately authorised and effectively controlled.
- 1.3. The board/committee is ultimately accountable for ensuring that club's income is effectively managed, controlled, and used for the purposes it was allocated. Income streams may have specific conditions attached to their use.

2. Invoice and expense approval

- 2.1. The Club Chair (CC) is authorised to commit expenditure and approve invoices up to £5000 within their designated areas.
- 2.2. Cub Secretary (CS) is authorised to commit expenditure and approve invoices up to and including £1000. CS must also provide secondary approval for any expenditure above £1000, where initial approval is confirmed by CC.
- 2.3. The Financial Secretary (FS) is authorised to commit expenditure and approve invoices up to and including £1000. FS must also provide secondary approval for any expenditure above £1000, where relevant approval from CC and CS is initially confirmed.
- 2.4. Chair of the committee (CoC) is authorised to commit expenditure and approve invoices up to and including £1000. Chair of the committee must also provide secondary approval for any expenditure above £1000, where relevant approval CC, CS, and FS is initially confirmed.
- 2.5. The committee, by majority, is authorised to commit expenditure and approve invoices over £1. The committee, by majority, must also provide secondary approval for any expenditure above £500, where relevant approval from CC, CS, and FS is initially confirmed.
- 2.6. The approval levels are summarised at section 3.
- 2.7. In all instances requiring authorisation where the required approver is not available, authority will be delegated to the next level higher up on the hierarchy; where the chair of the board/committee is not available, the senior independent director will be delegated responsibility.
- 2.8. All approval limits are to be interpreted as gross values (inclusive of VAT), however may be interpreted as net values (exclusive of VAT) where VAT is reclaimed.



3. Approval summary

- 3.1. Authority for making payment is as follows, and is presented as a summary of section 2;
- CC: up to and including £5000
 - CS: up to and including £5000 (requires, where applicable, CC approval also)
 - FS: up to and including £1000 (requires CS and, where applicable, CC approval also)
 - chair of the committee: up to and including £1000 (requires chair of the CS and FS, and, where applicable, CC approval also)
 - committee majority (which may be achieved through circular resolution): over £500 (requires CS and FS, and, where applicable, CC approval also)

4. Expenses (including corporate credit card returns)

- 4.1. Policy relating to expenses is promulgated separately but the following principles are to be observed:
- No personnel may approve their own expenses;
 - The chair of the board/committee is to approve all board/committee member expense claims;
 - The treasurer is to approve all chair of the board/committee expense claims;
 - Committee members are to approve expense claims made by club members relating to their designated area.

5. Board/committee meetings

- 5.1. The treasurer is to ensure that the board/committee is provided with accurate and appropriate financial information at all of its meetings.

6. Asset registers

- 6.1. The club secretary will record fixed assets and items of any significant value, eg rugby wheelchairs, on registers.
- 6.2. Fixed assets are physical items which have long-term, repeat use (eg video equipment), and not those items which are single use or consumable (eg a replacement part for a laptop).

Approved by the club committee at the meeting dated 14/02/2024

To be reviewed by the club committee dated 14/02/2026