



Ride Together \* Train Together \* Compete Together \* Have Fun Together

## POLICY FOR EXPENSES, VOUCHERS & GIFTS

Rearsby Lodge Riding Club is keen to ensure that members are reimbursed or rewarded appropriately when undertaking activities solely on behalf of the club or for the exclusive benefit of the club.

The club is equally keen to ensure that all reimbursements and rewards are fair, transparent, accounted for separately, have a paper trail, are reported on to the committee and are in line with the principles of separation of duties in financial management.

### Expenses

The following expenses are reimbursable:

- Fuel when attending qualifiers and championships as essential volunteers
- Fuel when exploring appropriate venues for prospective club activities
- Fuel when attending a venue as a team manager travelling without a horse
- Stamps, stationary and print cartridges used exclusively for club business accompanied by receipts

[For 'gifts' please refer to a later section]

Fuel is reimbursed from home to the venue and back home at the rate of 45 pence per mile.

Stationary and cartridges should be average quality.

### How to make a claim:

- Complete the relevant form
- Take a copy/picture and email it with copies of the appropriate receipt(s) to the clubs Membership secretary Kate Hill - [katehill21@btinternet.com](mailto:katehill21@btinternet.com) to request it is approved and signed off
- Kate will send to treasurer for bacs payment into a personal account.

### Mileage Claim Form

Name	Celia Dyson				
Date	Reason for journey	Destination	Opening mileage (home)	Closing mileage (home)	Total miles
Grand total					

### Expenses Claim Form

Name				
Date	Items	Reason for purchase	Cost	Total
Grand total				

Receipts enclosed/attached.

Signature of person making claim: \_\_\_\_\_ Date: \_\_\_\_\_

Name on bank account: \_\_\_\_\_ Bank: \_\_\_\_\_

Account Number: \_\_\_\_\_ Sort Code: \_\_\_\_\_

Signature of membership secretary: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

## **Vouchers**

Vouchers are given to members as a reward and thank you for helping at shows, for introducing new members to the club, for undertaking first aid duties, and as prizes for winning Facebook and other club competitions. They can be used to pay for any competition and clinic entry fee.

Vouchers are numbered.

They are given out by membership secretary, secretary, and show and training clinic organisers.

A record of distribution is kept by the secretary and reported on (including their combined value) to the committee at each meeting.

The treasurer maintains a record of vouchers used and reports to the committee at each meeting.

## **Gifts**

From time to time it is appropriate for the club to show its gratitude and appreciation to members and others, who have in some way helped and supported the club. It could be to recognise one off support or ongoing support. It could be for service on the committee, the provision of a venue or training or other service or to acknowledge life events such as deaths. This is not an exhaustive list, so there may be other occasions too.

All such situations are brought to the attention of the committee. Each situation will be considered individually and a decision made in each case. The committee member who purchases the gift will use the expenses form and forward to membership secretary.