



## Surf Casting and Angling Club of WA (Inc.)

PO Box 2834, Malaga WA 6944

ABN 29 925 237 020

Telephone 0459 183 375 Email [surfcast@iinet.net.au](mailto:surfcast@iinet.net.au)

Club Web page <http://www.surfcasters.iinet.net.au>

### **Guide to claiming for reimbursement of expenses.**

Committee and some ordinary members may incur some expenses or pay some costs when doing things for the club. Examples are travel, telephone, consumable items, paper, postage, etc.

**Principles.** This document is based on the following principles:-

1. The club should know all the costs required to run the club and provide the services to the members. That is essential for budgeting, setting fees, etc.
2. Members serve in a voluntary capacity. Members may have different personal financial resources available to them which may affect their discretionary spending.
3. Members should not be directly or indirectly forced to subsidise the cost of running the Club. That may restrict their ability or willingness to volunteer their services.
4. Members may voluntarily choose not to ask for the reimbursement of some or all costs they have incurred. That is a personal decision and does not set any precedent for others.
5. Where members choose not to claim reimbursement, they should preferably still give some indication of the amount of their expenses. That will allow recognition if they should cease to do that work, that amount may need to be included in a future budget.
6. Any claims by members should only cover costs and no profit margin should be applied.
7. Financial accountability requires that adequate records are provided and kept to allow an acceptable level of auditing of club accounts.
8. Significant activities approved by a resolution recorded at a club meeting should specifically include if and how costs will be covered.

### **Rules.**

1. All claims for payment must be submitted to the Treasurer on the claim form, signed by the claimant and supported either by receipts, or by a list of items and their cost. See examples.
2. A list of expenses to be claimed must be emailed or phoned to the Treasurer no less than 48 hours prior to the meeting. Original claim to be handed to Treasurer at the meeting in exchange for a cheque.
3. All claims must be authorized for payment at a General meeting or a Committee meeting.
4. All cash collected must be paid to the Treasurer.
5. All payments for expenses must be made by the Treasurer, not deducted from any cash collected.
6. These rules all apply to the replacement of any cash "floats" which may be supplied.
7. Unsupported claims (ie deductions from cash) will be treated in the accounts as a personal loan to the recipient until justified.

### **Examples of claims without receipts.**

1. Fuel for travel 222 km, Perth - Mandurah and return. Vehicle average fuel consumption is 14 litres per 100km, = 31.0 litres at 120 cents/litre = \$37.20
2. Phone calls. 33 local calls with dates/person as listed at 18c each = \$5.94.
3. Mobile phone calls as per list (with the list from statement attached) = \$27.33
4. Printing of documents (with some details). 250 sheets at 6 cents each = \$15.00