



INVERLOCH SURF LIFESAVING CLUB

163 Surf Parade, Inverloch, Victoria
PO Box 47, Inverloch 3996, Victoria
(w) islsc.org.au (e) info@islsc.org.au

Expenditure and Reimbursement Policy

1 Purpose:

The Inverloch Surf Life Saving Club (ISLSC) is committed to ensuring that all expenses incurred on behalf of the club are properly authorised and documented.

By adhering to this policy, we are maintaining the financial integrity within our processes and ensuring the responsible use of club funds.

2 Scope:

This policy applies to all members of the Inverloch Surf Life Saving Club.

3 Requirements:

All purchases must be made per this policy unless otherwise approved by the club's executive.

Authorisation by a Board or SLT member in accordance with the Authorisers & Authorisation Limits Table is required before any purchase on the club's behalf is carried out.

Club members making purchases on the club's behalf shall seek written authorisation where practical. Verbal authorisation is possible provided the Authorising Individuals are stipulated on any reimbursement claim form.

Where **authorised** club expenses are paid for by club members, a member shall be reimbursed in accordance with this policy. Reimbursement of approved claims will be within 14 days of the submission date.

All ISLSC payments are subject to review by two executive board members prior to any transfer of funds from the clubs bank accounts for financial security purposes.

4 Definitions:

ISLSC – Inverloch Surf Life Saving Club

Board – As defined by the club's constitution and the club structure documentation



Executive Board Member – President, Secretary, Treasurer (Note: For expenditure purposes, the Treasurer shall be recognised as an Executive Board Member)

Non-Executive Board Member – All other board members

SLT Member – Senior Leadership Team Member as defined by the Club's Structure documentation

SLT Sub-Committee Leader – Person nominated as the leader of any SLT sub-committee

Club Member – Any person who is a fully paid-up member when the purchase is made.

Bar Manager – Nominated club member with the responsibility of managing the Deck Bar

5 Authorisation Limits & Authorisers

5.1 General Purchases:

| Purchase Value (PV) | Minimum Authorisation Requirement |
|-----------------------|-------------------------------------|
| PV > \$10000 | Formal Board Approval |
| \$5000 < PV ≤ \$10000 | Three (3) Executive Board Members |
| \$2500 < PV ≤ \$5000 | Two (2) Executive Board Member |
| \$1500 < PV ≤ \$2500 | One (1) Executive Board Member |
| \$750 < PV ≤ \$1500 | Two (2) Non-Executive Board Members |
| \$250 < PV ≤ \$750 | One (1) Non-Executive Board Member |
| PV ≤ \$250 | SLT Member |

5.2 Recurring & Specific Product Purchases:

| Recurring & Specific Product Purchases | Purchase Value | Approver |
|--|----------------|-------------|
| Bar Stock Alcohol Purchases | <\$2000 | Bar Manager |



| | | |
|-------------------------------------|--|--|
| Bar Stock Snack Food Purchases | <\$500 | Bar Manager |
| Vehicle Fuel (BP Inverloch Account) | <\$200 | Board Member, SLT Member, Responsible SLT Sub-committee Member |
| IRB Fuel (BP Inverloch Account) | <\$200 | Board Member, SLT Member, Responsible SLT Sub-committee Member |
| Patrol Lunches or Dinners | Total Value = \$10 x Number of actual patrolling members recorded on that patrol | Patrol Captain |

6 Purchasing Guidelines:

Purchase of merchandise, alcohol or food that is to be on-sold by ISLSC shall, where practicable, be made using a club-issued purchase order or on a club supplier account or a club-issued credit card.

Where purchases are made using an ISLSC-approved supplier account, the full name of the purchasing member shall be used as the order number.

All purchases are required to have a compliant Tax Invoice issued by the supplier.

Photos or scanned copies of any invoice are acceptable if they are clear and legible.

Failure to submit a compliant tax invoice or proof of purchase may result in the rejection of any member's expense claim form at the discretion of the treasurer or executive board member.

Please note: Board and SLT members cannot **approve** their own reimbursement claims. Such claims require approval from the next higher authority or another board member.

7 Member Purchasing Procedure:



Member is either asked to purchase or is responsible for the purchase of goods.

Member obtains pricing and seeks approval to purchase from the nominated authorisers before the final purchase is made.

Verbal or written approval granted

Goods & Tax Invoice received from supplier

Goods delivered to the club.

Member completes online expenses claim form

- Date of Purchase entered
- Purchase Description entered
- Amount Inclusive of GST entered
- Scanned copy or photo of tax invoice uploaded
- Member Information entered
- Member bank details entered
- ISLSC Cost Centre Nominated
- ISLSC Authoriser Nominated

Treasurer receives member expenses claim form

Treasurer confirms claim details including authorisation process

Treasurer re-imburses member expenses

Treasurer records all details using the clubs accounting software program and allocates expenditure to the appropriate cost centre

8 Compliance:



All members must comply with this policy. Failure to adhere to the policy may result in delays or denial of reimbursement

Misuse of club funds or falsification of expense claims will be subject to disciplinary action

9 Questions or Additional Information:

For questions or assistance with the Expenditure and Reimbursement Policy and procedure, please contact the treasurer at treasurer@islsc.org.au

This policy has been issued by the ISLSC Board of Directors and is effective from the 1st of October 2024 and will be reviewed annually or as needed.