



## Bairnsdale Rowing Club Finance Policy and Procedures

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|-----------------|----------------|--------------|--|
| Approval Date:  | 20/5/2021      | Review Date: | 20/5/2023  |
| President:      | Conrad Avery   | Signature:   |  |
| Vice President: | ROBERT STEWART | Signature:   |  |

### Rationale

Bairnsdale Rowing Club (BRC) is committed to responsible financial management of the Club's funds. This includes income generated through member fees, donations, grants, raffles, investments, regatta entry fees and sales of merchandise and produce.

This policy applies to all members of Bairnsdale Rowing Club when conducting club business or activities. The policy supports the proper management of funds and associated record keeping as required under the BRC Rules of Incorporation.

If you have any questions regarding the Finance Policy and Procedures, please contact the BRC Treasurer or President.

### Responsibility

The BRC Treasurer, all other members of the BRC Committee and all club officers are responsible for reading, understanding and adhering to the Finance Policies and Procedures. All BRC members and visitors are required to be familiar with and comply with relevant Finance policies and procedures. Every member has a responsibility to notify the Treasurer or President of any breach of this policy immediately. A member who makes a purchase in contravention of this policy and requirements of the Rules of Association will be held personally and financially responsible for the purchase.

#### 1. Petty Cash

- A cash float of \$100 will be maintained for the exclusive use of the Equipment Officer to make minor purchases for repairs and maintenance.
- The Treasurer also holds a cash float of \$100 for expendable purchases such as cleaning materials.
- Receipts must be retained for all purchases made using a cash float and must be presented to the Treasurer prior to the cash float being topped up.

#### 2. Purchasing

- Purchases, except as described elsewhere in this document, must have the Committee's prior approval. The supplier must then be provided with written authorization for the purchase (on Club letterhead) by the President, Secretary or Treasurer.

- b. Purchases for in-house emergency repairs and maintenance (eg. fiberglass materials) may be made without the Committee's prior approval when all of the following conditions are met:
  - i. Purchases must be authorized by the Equipment Officer, Coach or President before being made. People in these positions may not authorize their own purchases. They must seek authorization from another authorizing officer;
  - ii. A purchase (which may comprise multiple items) will not exceed \$200.
- c. Receipts for purchases made will be provided to the Treasurer for reimbursement. Receipts are to be placed in an envelope addressed to the Treasurer and must include a note detailing purpose of expenditure, bank account details for re-imbursement and signature of the authorizing Club officer.
- d. Any member of the Committee or other authorized person (eg. Equipment Officer, Junior Co-ordinator, Learn to Row Coordinator) may fill the Club fuel cans used for the motorboat/launch and will be re-imbursed for the purchase on presentation of the receipt as per 2c.
- e. The Treasurer will present a report to the BRC Committee at each meeting and will table any bills for payment to the Committee for approval.

### **3. Regatta Expenses**

- a. Members intending to compete at regattas will pay the annual Rowing Victoria fee at the same time as paying their BRC annual membership fee or at the time of their first regatta for the season.
- b. Regatta competitors (rowers and coxswains) will be charged a levy per regatta to cover club expenses in attending the regatta eg. fuel, coach accommodation. The levy will be adopted for the length of the season and reviewed each year.
- c. Members will be advised of the cost of regatta 'seat fees' and any other required costs in advance of each regatta.
- d. Members will pay 'seat fees', the regatta levy and any other required costs on presentation of an invoice from BRC.
- e. Members who volunteer to tow club trailers and boats to regattas may claim reimbursement for fuel, e-tag/City Link pass and parking costs
- f. Members will fund their own travel, meals and accommodation costs.
- g. In the event that BRC agrees to provide catering and/or organize accommodation on behalf of members, members will be advised of this in advance and the expected costs to be paid by each member.

### **4. Membership Fees**

- a. The annual BRC membership fee will be paid by each member before 1 July.
- b. Visitors may row up to 3 sessions before being required to join the Club and pay a membership fee.
- c. Membership fees and categories will be reviewed each year by the BRC Committee. Fairness and affordability will be paramount in the review.