

Saffron Walden Community Football Club

GUIDANCE NOTE



Expense Claims

Expense claims within SWCFC need to be tightly controlled as we are a charity and the club is run on a broadly 'break even' basis each year.

The following guidance is designed to provide clarity to coaches and other volunteers within the club. It should both protect the club overall, and also ensure that people are not out of pocket. Our charity accounts are audited every year and each item of expenditure has to be evidenced.

The basic rules are as follows:

1. The club purchases a number of items centrally for teams. These include: team strips; coaches' kit, balls and other equipment, as agreed by the Board. These are best bought centrally as the club can buy in bulk and secure a better price, and also ensure that broadly speaking all team and players are treated equally.
2. The club does not generally fund things like: team tracksuits; venue hire for friendlies; additional fitness/training sessions; team excursions or trips.
3. Apart from referee fees for league/cup games and genuine emergencies all items of expenditure have to have prior written approval (e.g. by email) by the Club Treasurer or another member of the Club Board (see <https://swcfc.club/contact-us/>). You should therefore contact the Treasurer or another Board member before committing to any such expenditure.
4. The expenses claim form is below this document on the info section of the website ([expenses form](#)). It should be completed and sent to the Treasurer (see <https://swcfc.club/contact-us/>). All relevant receipts or email evidencing expenditure should also be sent or emailed to the Treasurer.
5. Please submit expenses claims in batches if you can. You will be paid by cheque so it may be more convenient for you.
6. Home referee fees must be paid cash on the day. Please make sure you have cash on you for this. It is best to pay the referee before the match as it can be easily overlooked after the match. Please remember that young referees may find it awkward to chase up payment. Complete a line in your claim for each referee fee paid giving: date, match, referee's name and amount.
7. If you have any questions please do not hesitate to contact the Treasurer, or another Club Board member.

SWCFC Board August 2018



CHARTER STANDARD
COMMUNITY CLUB

