



Expenses Policy

1. Introduction

Highcliffe Sailing Club Ltd is set up for the benefit of the members, it is expected that members do not exploit the Club for their own financial benefit. However, certain functions within the Club performed by members do incur expenses wholly, exclusively, and necessarily for the benefit of the club and this is accepted.

Members are not paid a wage or salary.

2. Routine Expenditure

Expenditure on such items as boat spares, fuel, clubhouse needs etc. is to be expended appropriately, economically and within the relevant budget. The Treasurer is authorised to pay routine invoices for utilities, annual maintenance contracts, licences, insurances etc. but with care for economy and appropriateness.

3. Non-Routine Expenditure

Such expenditure over £100 should always be put before the committee before committing.

Such expenditure under £100 should always be approved by the Commodore or Treasurer before committing.

Junior Training – Costs to be funded from the Youth Development Fund are to be agreed with the Treasurer.

4. Bar and Galley

The bar and galley are expected to make a positive contribution to the club's finances in accordance with an agreed pricing policy.

- Bar pricing – 50% (previously 30%) markup including VAT rounded to a 50p.
- Galley pricing – 20% markup + VAT rounded to a 50p in line with Social Events.

There is a budget to cover free tea and coffee provided to members on a self-service basis.

5. Social Events

The income from ticket sales need to pay for any expenses for that event plus 20% extra to cover other club expenses. For example:



Expenses Policy

Cost to host event	£500 (food/entertainment/other expenses)
Income from tickets	£600 (£500 cost plus 20%)
Price of tickets	£7.20 incl. VAT (based on 100 tickets)

There is a small budget for items that can be used for several events e.g., BBQ briquets, tablecloths and napkins etc.

For all major events this breakdown should be submitted to the Committee for approval in advance as this is not budgeted and will be over £100.

6. Expense payment procedure

Authorised expenses should be presented promptly and supported by VAT receipts or invoices wherever possible.

The HSC Expense Claim Form may be used:

https://www.highcliffesailing.co.uk/_files/ugd/10ad64_53c6dd90c82544ba8cd14cfc0a88eb05.pdf

Expenses will be reimbursed promptly by bank transfer.