



Expense & Purchases Policy

Version 1.0

Approved by the Committee XX

Introduction

This document provides a policy for volunteers at Nidd United JFC who make purchases on behalf of the club for it to fulfil its aims. Such purchases are made in one of two ways:

1. **Prepaid Business Cards:** For some volunteers, the normal method of making purchases is by using an issued prepaid Equals Card. [Click here if this applies to you.](#)
2. **'Out-of-pocket' Expenses:** Where no card is issued to you, then club expenditure incurred using personal cash, debit or credit cards may be reclaimed as an 'out-of-pocket' expense. [Click here if this applies to you.](#)



1 - Prepaid Business Cards

Before Purchasing

Before making any purchases using a business card, the cardholder should ensure that the purchase is:

1. Necessary – what is the benefit to the club, and will it still be needed in the long term?
2. Cost-effective – are there better or cheaper alternatives?
3. Budgeted – which budget line will the money come from and is there enough money left in this budget?
4. Approved - formal budget approval of business card purchases occur in ExpensePlus after the payment has already been made. Therefore, **card holders must be confident that their purchase will be approved by the committee.** This can be done through verbal sign-off with a committee member before the purchase or, if the card holder has been given it, by pre-agreed 'rolling' approval (where small regular amounts are expected and pre-approved for certain budget categories and individuals). If the expense is over £500, the Club Treasurer must approve the purchase in writing, unless the spend is an item already approved in the budget.

After Purchasing

After making the purchase, the card holder must do the following:

1. Enter purchases made into ExpensePlus - This should be done in a timely way (ideally, within 7 days of the purchase. ExpensePlus may email you to request details of any purchases not entered within this timeframe). Descriptions entered must be clear and detailed. If you do not yet have an ExpensePlus account, you will be issued with one after you submit the declaration below.
2. Submit Receipts – An itemised receipt showing a detailed breakdown of expenditure must be obtained and uploaded within ExpensePlus (receipts can be uploaded, photographed, or emailed).

While we do not expect this to happen, in extraordinary circumstance, such as where there is a case of negligence or deceit, the club reserve the right to reclaim purchases that do not adhere to this policy.

Declaration – Business Credit Card Purchases

Before any volunteers at Nidd United JFC can be issued with a business card, [they must read and submit this form here](#)



2 - 'Out-of-Pocket' Expenses

Where purchase have been made from personal funds rather than Club Business Card, the following apply:

Before Purchasing

You should ensure that the purchase is:

3. Necessary – what is the benefit to the club, and will it still be needed in the long term?
4. Cost-effective – are there better or cheaper alternatives?
5. Budgeted – which budget line will the money come from and is there enough money left in this budget?
6. Approved - formal budget approval of purchases is needed in ExpensePlus by the committee before you can be reimbursed. Therefore, **users must be confident that a purchase will be approved**. This can be done through verbal sign-off before your purchase or, if users have been given it, by pre-agreed 'rolling' approval (where small regular amounts are expected and pre-approved for certain budget categories and individuals). If the expense is over £500, the Club Treasurer must approve the purchase in writing, unless it is an item already approved in the budget.

After Purchasing

After making the purchase, the purchaser needs to:

1. Enter purchases made into ExpensePlus - This should be done in a timely way (ideally, within 7 days of the purchase. Descriptions entered must be clear and detailed. If you do not yet have an ExpensePlus account, you will be issued with one after you submit the declaration below.
2. Submit Receipts – An itemised receipt showing a detailed breakdown of expenditure must be obtained and uploaded within ExpensePlus (receipts can be uploaded, photographed, or emailed). This creates a paper trail for our finance team and ensures that all payments are accounted for. We will not reimburse the cost of any interest incurred on your account, only the actual cost of the expense.

Failure to adhere to the above procedures may entail the Club being unable to reimburse expenses. Once expenses have been entered with a receipt, they will need to go through an approval and authorisation process. Following approval, we will aim to reimburse expenses within 7 days.



NIDD UNITED

JUNIOR FOOTBALL CLUB



Declaration – ‘Out-of-Pocket’ Expenses

(NOTE: if you have already submitted a declaration for use of a Business Credit Card, you do NOT need to complete this ‘out-of-pocket’ declaration)

Before any volunteers at Nidd United JFC can submit ‘Out-of-Pocket’ expense claims, [they must read and submit this form here.](#)