



Richmondshire Cricket Club and

Richmondshire Cricket Club Trading Ltd

Authorisation of Expenditure Policy

Document Control

Version Control

Author	Version	Date	Description
Jim While	1.0	17/02/2025	As agreed by Committee 27/01/2025

Document Approval

Name	Position	Version	Date
Dave Moffatt	Chair	1.0	27 Jan 2025

1. Scope

This document applies to expenditure by both employees and members; it covers both Richmondshire Cricket Club (the Club) and Richmondshire Cricket Club Trading Subsidiary Ltd (the Trading Subsidiary) and is written on the basis that the Chairman, Treasurer and Secretary of the Club are the Directors of the Trading Subsidiary, which is the arrangement at the time of writing.

2. Introduction

The underlying principle is that all expenditure must be authorised before it is incurred whilst not impeding the ability of the club to make swift and timely decisions about expenditure where necessary.

Some expenditure is pre-authorised because it is already budgeted and a routine purchase that is defined as part of somebody's responsibility (e.g. groundsman buying grass seed, clubhouse manager replenishing cellar drink stock).

For expenditure that is not pre-authorised, specific authorisation must be sought.

There are also some types of expenditure for which authorisation must be sought irrespective of whether it falls within pre-agreed budgets.

3. Roles with Expenditure Authority

Certain roles are budget holders. These budget holders have authorisation for routine expenditure in the following categories subject to the rules in section 4:

Category	Budget Holder
Bar Purchases	Clubhouse Manager
Bar and Cleaning Wages	Treasurer
TV/Sky subscriptions	Treasurer
Telephony/Internet	Secretary
Clubhouse and Kitchen Maintenance	Secretary
Gas and Electricity	Secretary
Insurance	Secretary
Ground staff wages	Chairman
Ground maintenance	Head Groundsperson
Paid players	1 st XI Captain
Mens Cricket expenses	Cricket Secretary
Junior and Ladies Cricket expenses	Junior and Ladies Chair

The club's Management Committee may approve additional categories and associated budget holders as and when required and may also change Budget Holders if needed. The table above must be updated if this occurs.

4. Types of expenditure with specific rules

4.1 Contracts for paid players

Contracts for paid players will be made in writing between the Trading Subsidiary and the player. The Club Chairman will be the signatory on the contract.

4.2 Contracts for rental of property, equipment or a service, or purchase of anything via a finance agreement or hire purchase.

Only the Chairman or Secretary are authorised to sign such contracts, which must be reviewed by the Chairman, Secretary and Treasurer before they are signed. In the case of items purchased on finance, particular attention must be paid to what happens at the end of the initial term.

4.3 Expenditure of a type that has been budgeted that will probably result in the budget being exceeded

When it is apparent that a budget is likely to overspend by £1000 or more, e.g. unexpected equipment failure requiring repairs, significant supplier price change, then this must be shared by the budget holder with the full committee by the time of the next committee meeting and actions agreed.

4.4 Purchases that may significantly impact the club's cashflow

When single purchases of more than £1000 in value are to be made, even if already budgeted and authorised, the Treasurer must be consulted before the purchase is made, to confirm there will be sufficient cash available when the invoice falls due for payment. Typical expenditure of this type would be refilling the club's diesel tank, end of season pitch work and annual maintenance on ground equipment.

Routine replenishment of bar stocks by the Clubhouse Manager is not subject to the £1000 limit. The Clubhouse Manager only needs to consult the Treasurer if it is proposed to bring forward purchases of more than £1000 in value, for example, due to upcoming holidays or to take advantage of a supplier offer.

4.5 Capital expenditure

Proposals for any purchases of a single item greater than £1000 in value must be shared and agreed with the club's Management Committee before they are progressed.