GREAT HOLLANDS BOWLS CLUB

Green: Recreation Ground, South Road, Wokingham, Berkshire, RG40 3DW Tel: 01344 300105

Reimbursement of Money spent by Club Members

Members of the club should normally only be spending money on behalf of the club with the prior approval of the Treasurer. At the Treasurer's discretion, then such approval can be given retrospectively.

If members of the club have incurred financial cost on behalf of the club, then the following describes how they can be reimbursed:

1. A Payment Chit can be completed and passed to the Treasurer either directly, or by being handed over the bar to be put in the safe. Such a Chit needs to make it clear who the money is payable to and how much. Receipts must be attached.
2. Money for expenses can be deducted from amounts collected (for example match fees to pay for match food). In such cases the Payment / Receipt chit must make it clear how much was collected in total and how much has been deducted for expenses and receipts must be attached for any expenses claimed. Such a chit can again be passed to the Treasurer or handed over at the bar to be put in the safe.
3. A scan or picture of the receipt can be emailed to the Treasurer. In the covering email text please ensure that you make it clear who the money is payable to (presumably the sender, but it may be to an external 3rd party); How much is being claimed (if this doesn't agree with the attached receipts, then I may come back to you). In this case no Payment chit is required.

Cash should continue to be put in the safe together with either a Receipt Chit, or in the case of Bar Sales, the receipt produced by the till each night. These chits are checked against the reports from the till as to how much the till thinks was taken. If there has been an issue and they don't match, then please provide an explanation.

Repayments will normally operate on a weekly cycle as follows:

1. The safe is emptied each Monday
2. Any requests for payments received then, together with any received by email will be processed on the following Friday and the payments will be set up and authorised

There isa form for Events which needs to be completed by whoever organises the Event and the form (together with associated cash receipts and also expenditure receipts) needs to be passed to the Treasurer after the event. There is a button on the till that allows people to pay for events via the till.

Approved by the Executive Committee on 25th March 2025.

To be reviewed by the Executive Committee in March 2026.