

Lions Club of Torquay Inc.

Expense Policy

Policy outline

This Expense Policy outlines how we reimburse Lions for Lions-related expenses. We explain how our expense process works, which expenses will or will not be reimbursed and share guidelines for expense etiquette.

Scope

This policy applies to all Lions who spend money on Lions-related activities or products. We'll reimburse all reasonable approved expenses, in part or in full, depending on their alignment with this policy.

Proof of purchase

You can only claim reimbursement of expenses with a valid proof of purchase. So always ask for a receipt for every single purchase. Where the club is being invoiced, make sure that invoices always have our Lions name on it. Specifically ask the merchant to change this, if that is not the case. Also **make sure the receipts and invoices include the product or service provided.** (Only stating 'goods' or 'services rendered' is not sufficient to establish the expense was reasonably incurred).

Minimizing expenses

We want to guarantee Lions have the right materials and services as and when they need it. But we want to avoid unnecessary spending. Therefore we always aim for an affordable option, as long as it provides the best outcome.

The public who are supporting us also deserve to know that all expenses against activities income are only what was necessarily incurred in raising money for the benefit of the community.

Are you in doubt? A good general guideline would be to ask yourself if you would make the same decision if you were spending your own money. If the answer is yes, it will usually be ok. **You must contact the treasurer or president for authorisation unless the expenditure is of a type, and amount, that is pre-authorised by this policy or by the club.**

Remember - the treasurer or president may not provide authorisation 'on the spot' and may require the request to go to the next business meeting of the club, or to a meeting of the Board.

Pre-authorisation of some expenses

Where the club authorises an event (such as a BBQ fundraiser) **or activity** (such as the induction of a new member), **a Lion is delegated the responsibility of purchasing necessary supplies. Implicit is the authorisation for that Lion to purchase, in the name of the club, all necessary supplies.** This may be through use of a Lions debit card, by authorising a merchant to invoice the Club or by purchasing and seeking reimbursement.

Where additional expenses are to be incurred during an approved Club event (such as a BBQ), it is appropriate to remove cash from the Lions till and purchase the necessary supplies. The Team captain should be advised that this is the case, and a receipt is to be left with the cash till for recording at a later date. The invoice should be endorsed with either 'paid from till to [Lion]' or 'Paid by [Lion] – to be reimbursed' (or to that effect).

In addition – the following expenses are pre-authorised (providing the treasurer, president, Board or club has not asked or passed a motion to the contrary) without further authorisation or approval being required:

Nature of expense	Requirements
Fuel for Lions SUV	By any Lion using the SUV for authorised use – up to the cost of 1 tank of fuel
Other expenses in connection with Lions SUV	Emergency repairs, oil etc – up to \$100
Repairs and running costs for the train (including fuel)	As authorised by the train controller (or team captain when the train is in use) up to \$250
Repairs and running costs for the BBQ trailer	As authorised by the BBQ maintenance coordinator, safety officer or other office bearer up to \$250
Reasonable expenses incurred when representing the Club	Any Lion officially representing the Club, up to \$50 (not including alcohol)

Where an expense of this nature is to be incurred above the limit or by another Lion, specific approval of the Treasurer or President is required.

When you are in doubt, please ask the Treasurer about reimbursable expenses. In general the rule is: only claim expenses made with the Lions best interest in mind. Personal expenses will not be reimbursed. We trust our Lions to make decisions that are in line with our Lions interest.

Procedure

When you plan to spend money on behalf of Lions, you need to advise the Treasurer. You need to make sure you:

- Keep track of any expenses and always ask for receipts! Submit your expense claims by presenting a receipt to the Treasurer or forwarding a digital image of the receipt.
- Please submit your claim as soon as possible after the expense has been incurred.
- Provide the Treasurer with your bank account details so that funds can be lodged in your bank account.

Sometimes we forget to ask for a receipt, or misplace it. If that happens, you need to provide a brief explanation to the treasurer in writing (email is fine), to be included in our records (i.e. why there is no receipt, what the request relates to, how much, from where and when etc).

Other expenses

We will not reimburse the following expenses:

- Purchase of equipment that has not been approved in accordance with the Club's Rules (i.e by the Executive or at a Club meeting).
- Donations to recipients that have not been approved at a Club meeting.
- Personal trips or purchases.

This list is not exhaustive. Please ask the Treasurer about reimbursable expenses when you are in doubt, before you submit a claim.

Money in a Lions till should never be used for expenses other than those incurred for that activity. Other expense claims must be separately submitted to the treasurer for payment.

Fraud

At Lions we believe in trusting our members. Therefore we don't pre-authorise most expenses and expect you to make the right decisions when incurring expenses. However claiming false expenses, double expenses or excessive expenses may amount to fraud, or conduct that is inconsistent with Lions membership.

Approval and application

This Policy was approved by resolution of the Club on 13 April 2023 and applies to expenses incurred after that date.