



Small Expenditure Policy

This policy allows the Management Committee to respond to expenditure requests outside of committee meetings, to facilitate the smooth running of the Club. Requests can be made by TAC coaches, athletes, and committee members.

Requests should be submitted to the Treasurer in writing or via email, with quotes attached where appropriate. Once checked, the Treasurer will email the request to the following committee members for approval:

President
Chair
Vice Chair
Secretary
Membership Secretary
Winter Team Manager
Coaching Coordinator
Athlete Representative

Requests must be approved as indicated below:

Up to £500 - treasurer and one other from the above list
£501 - £1,000 - treasurer and two others from the above list
£1,001 - £5,000 - treasurer and three others from the above list
Over £5,000 – to be discussed at the next committee meeting.

If the expenditure request is being made by one of the committee members listed above, they may not form part of the authorising decision.

If the approval criteria are met, the Treasurer will authorise the expenditure.