



North Epping Rangers Sports Club

Football Netball Tennis

SPENDING POLICY

PURPOSE

To provide an understanding of the statutory requirements and general method of the decisions involving the spending of money at North Epping Rangers Sports Club (NERSC).

POLICY STATEMENTS

Spending Authority

The NERSC Constitution states that only those members in the Executive Positions of the Club can spend the Club's money. Those positions being the President, Vice President, Secretary, and Treasurer. For Club money to be spent, the signatures of two (2) of these people are required. No other member of NERSC can authorise a payment, either by promise or purchase order without the consent of at least two (2) members of the Executive Committee.

Spending Framework

The NERSC Executive and Management Committee must remain conscious of the needs of the sections as well as the needs of the Club, and the potential for unforeseen circumstances that may require the use of surplus funds. Whilst the Management Committee may be consulted in matters of spending, it is ultimately the Club Executive that determines spending. The Executive Committee will establish appropriate spending controls and approval thresholds to ensure responsible financial management, distinguishing between routine operational expenses and significant expenditures requiring enhanced oversight.

Sectional and Sector Spending

NERSC has responsibilities equally to each of its sporting sections (Football, Netball, and Tennis), and other equity sectors (Canteen, Merchandise, etc). To streamline the process and to facilitate a level of autonomy, NERSC requires each section, and equity sector, to provide spending budgets for approval that will allow each to make purchases without the need for individual requests.

Should a section or sector require spending outside their approved budget, they are required to make representation to the NERSC Executive who may refer the request to the Management Committee for discussion. Such requests should explain the reason for the spend request, and explain other initiatives, benefits, project incomes, or external funding that provide support to such request.

Responsibilities

- **Applicants** are responsible for providing complete information and adequate time for spending request reviews
- **Executive Committee** is responsible for establishing and maintaining appropriate spending controls and approval processes
- **Treasurer** is responsible for financial reporting, record keeping, and ensuring compliance with statutory requirements

Record Keeping and Reporting

All financial records and supporting documentation will be maintained in accordance with statutory requirements and club governance standards. Regular financial reporting will be provided to ensure transparency and enable effective budget management.