Cambridge and District Amateur Radio Club

EXPENSES CLAIM FORM

Issue: 20230501

This document forms a part of the club's financial audit.
Please use it only to provide the information requested; otherwise, resubmission may be required, and payment delayed.
Please complete this form and return it by email, with digital facsimiles of receipts, to the Treasurer (treasurer@cdarc.org.uk).
This form may be filled in using the free Adobe Acrobat Reader (https://get.adobe.com/uk/reader/) or for Linux - LibreOffice Draw
Use the" Fill in form fields" and "Add your signature or initials" drop down menus to add text and a .jpg of your signature.
Reimbursement will be made by Bank Transfer, payable to the account information provided by the person submitting this claim.

GENERAL INFORMATION

Name: | **Callsign:**

Bank Account Details for Reimbursement - if not already registered with the Treasurer (please write clearly)

Account Name		**Sort Code**				**Account Number**	

Copies of Receipts attached: YES | NO | Number of Receipts:

IMPORTANT: Please retain original receipts until you can physically pass them to the Treasurer.

If any Items of Expenditure (with a cost in excess of £10) do not have receipts, state which and explain why:

ITEMS OF EXPENDITURE

	Description	Receipt No.	Amount	*Asset No. Leave Blank*
1				
2				
3				
4				
5				
	TOTAL:			

REASON FOR EXPENDITURE

Please explain why the expense has been incurred and who has authorised it:

DECLARATION

I certify that this claim is to reimburse expenditure actually and necessarily incurred by myself on behalf of the Cambridge and District Amateur Radio Club

Signed: | Authorised: *Leave Blank*

Date: | Date:

Cambridge and District Amateur Radio Club

PURCHASING POLICY – COMMITTEE MEMBERS

Issue: 20230330

This Purchasing Policy was agreed during the Committee Meeting of 30th of March 2023 and is documented in the Minutes of that meeting (5. Treasurer - Spending limits for Committee members).

Items with a transaction value below £10

Pre-approval of these items is **not** required.

The *Expenses Claim Form* **must** be completed and signed.

A receipt for the expenditure is appreciated but **not** required.

Items with a transaction value between £10 and £250

Pre-approval of these items is **not** required.

The *Expenses Claim Form* **must** be completed and countersigned by another Club Officer.

The justification for the expenditure **must** be stated in the *Reason for Expenditure* section of the *Expenses Claim Form*.

A receipt for the expenditure **must** be produced and passed to the Treasurer for auditing purposes.

Items with a Transaction value over £250

Pre-approval of these items **is** required.

Before any transaction, the transaction costs **must** be approved either:

1. At a committee meeting with the expenditure documented in the Minutes, or
2. With the written (email) consent of 5 committee members approving the expenditure

The *Expenses Claim Form* **must** be completed and signed.

The justification for the expenditure **must** be stated in the *Reason for Expenditure* section of the *Expenses Claim Form*. A reference to the Committee Meeting, or email trail, where the expenditure was authorised is sufficient justification.

A receipt for the expenditure **must** be produced and passed to the Treasurer for auditing purposes.