
MFC Expense Policy

January 2009

Introduction

MFC requires around 50 volunteers to ensure it can operate and thrive. In general, these volunteers are unpaid with a few exceptions where specific professional skills are required that are not available from volunteers. The current exceptions are:

- Coaching Director
- Treasurer

For all volunteers, we need to have fair, consistent policies for what reasonable expenses should be covered by the club, and how these should be reimbursed.

Guidelines

1. Out of Pocket Expenses. The overall principle is to be as (or more) careful with MFC money as we are with our own. In addition, the authorisation process needs to be tighter with larger expenditures.

Major One-Off (>\$50,000). Major purchases should be approved in advance, preferably at a Leadership meeting, by the President and all VPs with payment by cheque with authorised 2 signatories (eg President & Treasurer) within an agreed budget. Examples:

- MWFA Fees
- Complete new kit
- Capital expenditure on lights, grounds etc

Major (\$5,000 - \$50,000). Major purchases should be approved in advance, preferably at a Leadership meeting, by a majority of VPs/President with payment by cheque with authorised 2 signatories (eg President & Treasurer) within an agreed budget. Examples:

- Equipment purchases
- Coaching program
- Five a side competition

Minor (\$100 - \$5,000). Minor purchases should be consistent with the strategies, budgets and policies agreed by the MFC leadership, and can be authorised by the President (by email) for payment with one signature or by bank transfer by the Treasurer. Examples:

- Grassroots coaching course
- Advertising in Mosman daily
- Grounds fees
- Accounting fees

Incidental (<\$100). Incidental expenses are those incurred by VPs and other on behalf of MFC in performing a volunteer role (nb not for specific teams). These expenses must be supported by GST receipts and submitted to the Treasurer for approval and payment. Ideally, expenses should be aggregated and submitted once a quarter or at least by 30th September each season. If there is any doubt, the Treasurer will escalate to the President, who will make a policy decision that will then be reflected in these guidelines.

Examples of acceptable expenses:

- Photocopying of flyers
- Postage of registration cards
- Itemised phone calls for registrars
- Travel to MWFA meetings

Examples of unacceptable expenses:

- Email (use a capped plan)
- Phone calls made to team to check who is playing
- Travel to matches

2. Registration. In the past, MFC has provided complementary registration to some committee members, as a small reward for the effort expended in running the club. To ensure this program is fair and transparent, the following guidelines apply:

- President, VPs, Registrars : 1 free rego for self or child or 50% of multiple regos (est 13)
- Other volunteers : 50% -100% of 1 rego at discretion of President, paid as rebate at end of season (est 10-20)
- Premiership Squad : Free rego, but significant team effort on sponsorship and coaching support expected

These registration rebates will be explicitly recorded as a cost item in the MFC annual accounts made available to members.