



Richmond Rowing Club Expense Reimbursement Policy

It is important for GST, tax and audit purposes that the correct procedures are followed for expense reimbursement. It is the responsibility of the Committee to ensure that RRC funds are spent responsibly.

The following procedures are to be followed when incurring and expense on behalf of RRC and requesting reimbursement.

If these procedures are not followed, the Committee may rule that the expense does not need to be reimbursed.

1. BEFORE a member or volunteer incurs any expense they must get the expenditure approved.
 - a. For an event, a budget should be drawn up with a break-down of expected costs, including suppliers, and anticipated revenues. For events with total expenditures of over \$200 this budget must be approved by the committee.
 - b. For a one-off expense or event with budget less than \$200, an email request should be made to the appropriate committee member stating the purpose of the expenditure, the expected supplier (if possible) and the expected amount.
2. A proper tax invoice MUST be provided for goods or services purchased on behalf of the club. It is the responsibility of the member to organise the tax invoice. See details at end of what constitutes a tax invoice.
 - a. Requests for reimbursement based on credit card statements or EFTPOS receipts will NOT be accepted and the member will bear the cost.
3. Expense reimbursement requests are to be sent to the Treasurer. The request should include a copy of the budget or email approved for the expense and the original tax invoice.
4. Expenses will be reimbursed either by cheque or direct deposit to a member's nominated bank account.
 - a. Members may not be reimbursed to their race fee account or any other RRC account.
5. Unsolicited purchases made on behalf of the club will not be reimbursed. Members who do this are considered to be providing the club with gift or donation.

See next page for details on tax invoices.

For a tax invoice to comply with ATO guidelines it must:

- be issued by the supplier;
- contain enough information to enable the following to be clearly identified:
 - o the supplier's identity and ABN
 - o a brief description of what is sold, including the quantity (if applicable) and the price of what is sold;
- detail the extent to which each sale is a taxable sale:
 - o this can be shown separately or,
 - o if the GST to be paid is exactly one-eleventh of the total price, as a statement such as 'total price includes GST';
- the date the document is issued;
- the amount of GST (if any) payable for each sale; and
- it is also preferred that the tax invoice identifies Richmond Rowing Club as the goods /service recipient (this may not be possible in some instances such as purchases from supermarkets and petrol stations).