



MORNINGSIDE FOOTBALL CLUB

CLUB POLICY

EXPENSES

Members and Employees must:

1. Only incur allowable expenses within their discretion authority, within the appropriate limit for that payment method, using an approved supplier, and using an approved procurement or payment mechanism.
2. For entertainment or events, pay the bill if they are the most senior person present.
3. Properly classify each expense and process the expense as soon as practicable.
4. Provide supporting invoices and other necessary documentation to meet local tax compliance or audit requirements.

Members and Employees must not:

1. Derive personal financial benefit from incurring expenses.
2. Use Club procurement and payment mechanisms to incur private expenses.
3. Submit fraudulent receipts or falsified expense reports.

The Club Manager has the additional obligation to review the expense supporting documentation and take corrective action if required.

MFC Board - November 2009