



# North East & Yorkshire Youth Sailing Association

## Finance & Expenses Policy

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### NORTH EAST & YORKSHIRE YOUTH SAILING ASSOCIATION

### Finance & Expenses Policy

<b>Version History</b>	<b>Date</b>	<b>Changes</b>	<b>Approved By</b>
2026_1.0	05/02/2026	First Draft	FS
2026_1.1	28/02/2026	First Issue	FS/HS/CT



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The notes below outline the association's core operating philosophy to protect the association's funds and ensure they are used solely for the benefit & development of regional youth & junior sailing.

### Association Bank Account

The association bank account will have a minimum of three signatories. Two signatories must approve all payments.

Some payments need to be made by credit card, prior approval will be required (see below) and an expense form must be submitted by the committee member to reclaim the monies owed.

### Association Accounting

The following electronic records will be kept by the Treasurer (with support from Event Lead as needed);

- Monthly bank statements
- Cash flow spreadsheet
- Annual Profit & Loss Summary
- Event Profit & Loss Summaries
- Stripe transactions
- Any other transactions pertinent to the association business.

Where appropriate these will be stored on the committee cloud.

If it is not appropriate or practical to store on the committee cloud, a working copy will be kept by the Treasurer and uploaded to the committee cloud on (at least) a monthly basis.

### Expenses on Behalf of NEYISA

Committee members are not to commit association resources above the value of £150 without prior agreement of 3 additional committee members. This agreement should be obtained at a Committee or relevant Sub-Committee meeting and formally minuted.

Some expenditure necessary for specific events (such as venue or RIB hire etc) is exempt from this review provided that the event has correctly budgeted for the expenditure. [This list of exempted expenditure is provided in Appendix 1.](#) Discretion is expected by committee members and review should be sought if any unusual expenditures are likely to be incurred.

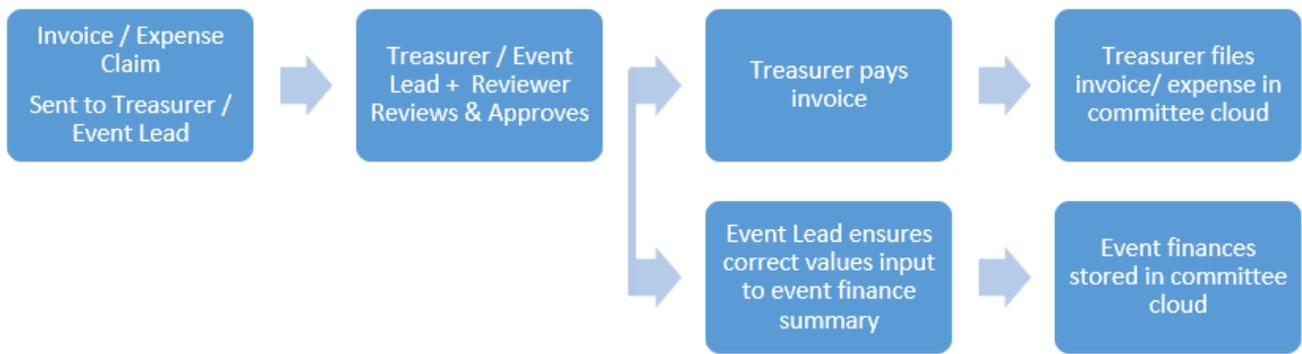
### Purchase Ledger (Invoices Received)

Invoices received from suppliers will be paid by the due date.

Invoices received will be stored in the appropriate folder in the committee cloud system. Invoices received will be reviewed per the process outlined below prior to payment.



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## Sales Ledger (Invoices Issued)

The official NEYSA invoice template shall be used to issue all monies owing to the association which are not recovered via entry forms & stripe/BACS payment.

Invoices issued will be stored in the appropriate folder in the committee cloud system.

Invoices will be issued and tracked as per the process below:



## Committee Expenses

Committee members will submit an expense claim form which must be reviewed by two other committee members prior to payment. Review and confirmation will be managed via email where appropriate.

## Volunteer Expenses

Volunteers are requested to submit an expense claim form by email to recover costs incurred from supporting an event on behalf of the association. This will be reviewed and approved by two committee members, also managed via email where appropriate.

The expense claim form will be issued by the event lead to the volunteer and will be listed in the event accounts.

## Expenses Will be Covered for

The association will cover the following expenses for volunteers supporting events;

- Equipment that is transported on trailers will be paid at the RYA towing rate (currently £0.55/mile). This will be paid to anyone who tows a trailer to/from a NEYSA event for the benefit of the event team (RIBs, committee boats, equipment trailers etc).
- Mileage will be paid at the HMRC mileage rate (currently £0.45/mile) to any volunteer attending to support the event who does not have children or grandchildren participating in the event.
- RIB fuel will be paid at cost upon production of a receipt. (RIBs are expected to arrive at an event fully fuelled and to be fuelled after the event, the post event re-fuelling receipt should be submitted).



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- Committee member mileage to attend official meetings or events (eg representing NEYSSA at RYA conferences).
- Accommodation costs will be paid to any volunteer attending to support the event who does not have children or grandchildren participating in the event.
- Food costs will be paid to any volunteer attending to support the event who does not have children or grandchildren participating in the event.
- Accommodation & main meal costs for all house/camp parents attending residential events to support a NEYSSA team (these are likely to be paid direct by NEYSSA as part of the event entry arrangements).

Volunteers who incur additional expenses on behalf of NEYSSA must attach relevant receipts/invoices to the expense claim form.

Volunteer expense claims must be made within one calendar month of the event, NEYSSA reserves the right to decline to pay an expense claim received after this time.

NEYSSA reserves the right to decline to pay an expense claim if they have reason to believe it is fraudulent.