

Adopted by the Society Board on 20 January 2018.

Swansea City Supporters Trust - Governance

Treasurer

- 1.1 All money collected by Society Board Members on behalf of the Society must be either forwarded to the Treasurer for entry into the Society's Bank Account or deposited in Society's Bank Account with the consent of the Treasurer and a receipt provided to the Treasurer as soon as reasonably practicable. There will be no exception to this rule.
- 1.2 The Society may pay any reasonable expenses which Society Board Members properly incur in connection with their attendance at meetings or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Society.
- 1.3 The Treasurer has the authority to pay any reasonable expenses to the Society Board Members for phone calls, stationery etc without the consent of a full Society Board, but he/she must inform the Society Board of the amounts paid out. The Treasurer has the authority to authorise spending of up to £500 on any single item in preparation for a fund-raising event agreed by the fund-raising sub-committee and up to £250 for other matters but he/she must inform the Society Board of the amounts paid out.
- 1.4 An item "Declaration of Expenses" will form part of the Treasurer's report for each Society Board meeting. The Treasurer may only authorise the payment of expenses that have been declared in a Society Board Meeting.
- 1.5 All cash donations and payments taken must be recorded on a form approved by the Treasurer and as advised by the Society Auditor/Independent Examiner. At least two Society Board Members must sign the completed form. A failure to complete the form to the requirements of the Treasurer may be a Disciplinary Offence.