

FINANCIAL RULES OF THE WSSC

(1) Tenders, Contracts and Orders.

(a) Only the Executive Committee is empowered to enter into contracts for the employment of staff and the provision of goods and services. The Hon Secretary will make any contractual arrangements, in writing, after ratification by the Executive Committee.

(b) Those responsible (including groups, sections and sub-Committees) for allocating funds will maximise value for money and should ensure that the best economies are gained from a given outlay.

(c) Where a contract for the supply of goods and services is required (usually for a single or annual value of more than £999), at least three competitive tenders must be invited. Where a provider is a member of the Club, that interest must be declared in advance. AU tenders to be submitted in writing to the Hon Secretary.

(d) The House, Bar and Catering Committee will approve all contracts of employment, carefully complying with current employment legislation. All offers of employment will be made in writing by the Hon Secretary on the basis of the job specification approved by the Executive Committee. All offers and acceptance of employment will be reported to the Executive Committee for ratification.

(e) No individual, group or section may incur expenditure in the Club's name until the Executive Committee have given their prior written approval. Any budget set for an individual or sub-Committee or Section should not be exceeded without the prior written approval of the Executive Committee which will be given only in exceptional circumstances.

(f) In an emergency, expenditure may be committed with the approval of the Hon Treasurer and/or Hon Secretary and one other Officer, such express action being reported to the Executive Committee members at the earliest opportunity.

(g) All orders for the supply of goods and services, whether subject to tendering or not, shall be given by a written order or instruction in triplicate. Copies will be distributed to: (1) The Provider, (2) The Hon Secretary requisitioning the goods or services, (3) The Hon Treasurer.

(h) All invoices will be reported by the Hon Treasurer to the monthly meeting of the Executive Committee for approval of payment. He/she will be responsible for paying all invoices and accounts. The person issuing an order must first certify on the invoice that goods have been received or services performed.

(2) Safeguarding of cash (including cheques and other negotiables):

(a) The Hon Treasurer is responsible for the management of the budget as approved by the executive Committee.

(b) The Steward will be responsible for accounting for all monies received as bar and catering takings ensuring that income matches the sales value of bar stocks. He/she is responsible for the safeguarding of all stocks and bar assets. He/she will be required to order and re-order stocks from suppliers with whom contractual or other arrangements exist as approved by the Committee.

(c) The Hon Secretary and Hon Treasurer will establish the arrangements for regular stock checks. Additional checks must always take place at the change of Steward.

(d) Only the Executive Committee has the power to change the Club's charging policy. Bar price changes will be made solely with the approval of the Executive Committee upon the recommendation of the House Bar and Catering Committee.

(e) Only the Steward (or approved members of full or part-time staff) will be allowed to serve in the bar. In times of staff shortage, it will be the responsibility of the Hon Treasurer and/or Hon Secretary to vary these arrangements for the shortest temporary duration.

(f) No credit will be given to any member or guest.

(g) All hirings must have the prior approval of the Executive Committee after written application to the Hon Secretary.