

Club Funding of Trip Deposits

Version 1

1. Introduction

At the 2012 AGM, the committee proposed that a facility be created that would permit members to borrow club funds to place deposits and make up-front payments for trips, events and social activities in order to allow club members to organise events without being out of pocket.

This remains the case, and the committee are keen to encourage all members to arrange events and trips. We would however like to make everyone clear on the procedure for using club funds in this way. This is very much a work in progress, and the committee will monitor and revise the facility if deemed necessary.

We have provided the following guidelines and advice on this straightforward process. We simply wish to avoid the misuse of club funds and would again stress our desire that this facility is used frequently. Any feedback would be most welcome.

2. Guidelines:

1. If you intend to use this facility, please contact the Chairman, Treasurer and Secretary in advance of the request to ensure funds are available when required etc. Please email: r.jamieson@hotmail.co.uk; barry_mears@hotmail.com; stuart.harrows@talktalk.net
2. Only those who have been a member of the club for two consecutive years (i.e. two consecutive annual membership payments) have access to this facility.
3. The borrowed funds should be returned (preferably by BACS transfer) within 14 days of event passing. The club chairman, secretary and treasurer should be notified when this is done.
4. The maximum amount available per request will be £150. Only one request per event can be made.
5. In special/unusual circumstances, more than £150 may be granted at the discretion of the committee. This is especially the case where an event benefits a significant proportion of the clubs active membership e.g. Balmaha weekend away, Callander 25th Anniversary.
6. No more than £300 at any one time will be in circulation. i.e. If prior requests total £300, then no more money will be available until the full amount is repaid.
7. With this in mind, please repay the money as soon as possible to allow fellow members to access the facility.
8. It is the responsibility of the event organiser (fund recipient) to repay the money in full and on time. The liability for the total amount lies with the organiser i.e. GMBC will not pay for no-shows, and non-payers.
9. As a club, we are always on the lookout for new members. Events, trips and other occasions provide an ideal opportunity to show the club in a positive light. However, we would stress that this facility is primarily for the benefit of club members. Events should

be recognisable as club events i.e. open to all members and publicised via Wordpress (www.gmbc.org.uk). The event may be publicised on Facebook, but commitment should be encouraged via Wordpress.

10. For larger amounts (e.g. group weekends away) we would expect to only loan deposits, rather than full costs. For smaller occasions where deposits are not possible, the full amount may be obtained.
11. All requests made, and those granted will be publicised on www.gmbc.org
12. The committee retains full discretion over the use of this facility, and we cannot guarantee that all requests can or will be granted.
13. The committee reserve the right to amend or alter this facility at any time, or add additional conditions.
14. The decision of the committee is final.

3. Process

The process for requesting, receiving, and repaying funds is outlined below.

1. Email the club Chairman, Secretary and Treasurer to propose the use of club funds. Include:
 - a. Details and date of proposed event.
 - b. Informally agreed participants.
 - c. Funds required and their purpose.
 - d. Expected date of repayment.
 - e. Bank account details.
2. The committee will consider the application (within 5 days). One receipt, the request will be circulated around the committee. The committee must reach a unanimous conclusion. Each case will be decided on merit. We anticipate that so long as the guidelines are observed the majority of requests will be granted.
3. The money will be paid into the applicants account via BACS electronic transfer.
4. The money should be repaid as soon as possible, and no later than fourteen days after the event.
5. Details of all requests made, accepted and rejected will appear on www.gmbc.org.uk