

## **MYA Scottish District**



### **Request for Expenditure**

#### **Guidance Note**

From year to year the MYA allocates each District a budget. The budget allocated to MYA districts is to try to enhance the whole racing/sailing experience for the District. To use this budget we have to request the money from MYA Council to support the specific expenditure.

The budget is for the benefit of the District and **not** a specific club to add to its assets (i.e. Z-boats, engines, buoys and moorings, etc. - these should be procured from the specific club's membership and subscription systems).

Some examples:

- ✓ Stationery & consumables for a District training event
- ✓ Specialist equipment for events: E.g. Walkie-talkies, HSE equipment, etc.
- ✓ Upgrading marker buoys and tackle for a ranking event that could be subsequently used for other events within the district.
- ✓ Weed clearing equipment used or shared by other clubs with similar weed control issues.
- ✓ Reasonable and pre-agreed travel expenditure associated with finding suitable sailing venues for National and Ranking events or should the District Councillor (or delegate) be required at a MYA Council meeting.
- ✓ District promotional events: these could be local but aimed at attracting new people into the sport.

When an expense seems to fit these categories and a specific club is struggling with funds the **MYA-SD REQUEST FOR EXPENDITURE FORM** must be filled in, signed and e-mailed to the MYA-SD District Secretary.

The request will be quickly reviewed and agreed or rejected by e-mail exchange with the other district committee officers. NB Some clarifications may be sought by the District Committee.

If accepted the District Councillor will then request the funds from MYA Treasurer and retain the documentation. This, together with the receipts of the expenditure will be kept by the District Secretary within a governance protocol for review at a future AGM's.

**Please note:** There must be **not** be any assumption that submission of the completed MYA-SD REQUEST FOR EXPENDITURE FORM will result in any payment of the requested funding.

# **MYA Scottish District**



## **Request for Expenditure Form**

<b>Responsible Club:</b>	
<b>Person Proposing Expenditure:</b>	
<b>Person Seconding Expenditure:</b>	

### **Description of proposed expenditure requirement**

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### **How will the proposed expenditure benefit other Clubs in the District?**

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### **How will the proposed expenditure promote model yacht racing in the District?**

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	<b>Signatures:</b>	<b>Date</b>
<b>Proposer:</b>		
<b>Seconder:</b>		

### **Approval given by email**

**Date:**

<b>District Officers</b>	<b>District Councillor</b>	<b>District Secretary</b>	<b>District Racing Secretary</b>	<b>District Senior Measurer</b>
Yes/No				