



## New Zealand Rugby League Board Expenditure Policy

### 1.0 Purpose

This policy outlines the authority of New Zealand Rugby League (NZRL) Board Directors to personally commit expenditure on behalf of the organisation. This policy forms part the Code of Practice for Directors and other Board related policies that are established.

### 2.0 General Principles

*2.1 The general principle is that no NZRL director may personally authorise any transaction or make a commitment on behalf of the organisation.*

Any such transaction or commitment must be made by the NZRL Board, and passed by a majority of votes of the directors. Any such decision shall be minuted and communicated by the Chairperson to the General Manager.

*2.2 Any expenditure that is required for the Board as a group, or individually, shall be approved by the Board prior to any commitment being made.*

If there is no minuted approval then the commitment shall be deemed personal, and the director(s) concerned shall immediately reimburse NZRL. Failure to do so may result in the director's position on the Board being terminated in accordance with the NZRL Constitution.

*2.3 Any commitments made shall relate to Board members only in undertaking their duties as Board members, and not to family and/or friends.*

Should a Board member require personal arrangements to be made to coincide with NZRL related duties, the Director concerned must provide credit card details for the transactions to be charged so that NZRL does not bear any holding costs.

*2.4 Only NZRL staff are authorised to make business arrangements on behalf of Directors such as travel, accommodation etc.*

This allows the organisation to retain control over the financial transaction, to maximise supplier arrangements and ensure all Directors are treated equitably. It also provides transparency in the operations of the Board and ensures that no personal gain may occur.

*2.5 Directors cannot offset personal expenditure against honorariums.*

It is not appropriate for Directors to use NZRL as a bank for personal arrangements.

### 3.0 NZRL Employee Relationships

NZRL staff, whether employees or contractors, ultimately report to the General Manager. Having contact with Directors over transactions that may have a personal element can put the staff member in a difficult situation that could ultimately impact their employment relationship.

Maintaining a clear boundary between the Board and management will provide a level of protection to NZRL employment relationships.