

**MOTION NO: AGM/2024/05**

**ADDITION OF NEW CLUB RULE 27.4.5 – PETTY CASH**

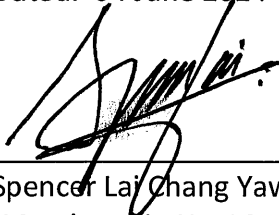
To add Club Rule 27.4.5 into “Club Rule 27 - Officers of the Club and Their Duties” to establish the allowable sums that may be held in cash as petty cash advance for the expenses incurred in the day-to-day running of the Club.

*Club Rule 27.4.5 - The Honorary Treasurer or the Club Manager may hold a petty cash advance not exceeding RM2,000.00 at any one time. All money in excess of this sum shall be paid into the Club’s Account at a bank and/or financial institution to be named by the Committee.*

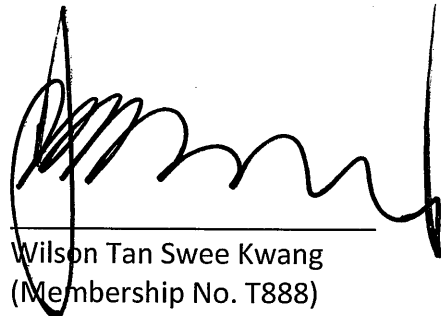
**EXPLANATORY NOTES TO THE MOTION**

1. The Registrar of Societies Malaysia has advised The Sarawak Club to establish in its Constitution rules for managing the petty cash, which is a requirement for all organizations registered under the Registrar of Societies Malaysia. This was highlighted to the Management of The Sarawak Club in a site inspection at our premises on 21 July 2023. The addition would be under “Club Rule 27 – Officers of the Club and Their Duties”.
2. The Constitution of the Club is silent on petty cash details. The Management’s current internal policy on the petty cash advance is a sum not exceeding RM1,000.00 at any one time. However, for the addition of the new Club Rule, the sum for the petty cash advance would be not exceeding RM2,000.00.

Dated: 04 June 2024



Spencer Lai Chang Yaw  
(Membership No. L956)  
Proposer for the motion



Wilson Tan Swee Kwang  
(Membership No. T888)  
Secunder for the motion