

# Financial Regulations Policy

Date of last review 07<sup>th</sup> January 2025

Date of next review 30<sup>th</sup> May 2025

## 1.0 Purpose

The purpose of this document is to agree the management rules that will be applied to the financial affairs of the Lacey Green and Loosely Row Sports and Social Club (“the Club”).

These rules are necessary to:

- a. Protect the Club’s assets for the benefit of the whole community
- b. Identify and manage the risk of conflicts of interest, loss, waste, bribery, theft or fraud
- c. Ensure financial reporting is robust and sufficiently detailed to enable sound decision making when applying funds
- d. Enable the Committee to comply with the law

## 2.0 Financial Year

2.1 The financial year runs from 1st April to 31st March.

## 3.0 Conflicts of Interest

3.1 Conflicts of interest can impact on the quality of decision making. All Committee Members have a responsibility to declare that they have an interest in an item on the agenda or one that is raised during a Committee meeting.

3.2 To avoid any conflicts of interest, the Treasurer shall not have a financial role within any other Village organisation. In the event that we are unable to find a Treasurer that meets these criteria then the Treasurer must declare any interests in any other local organisations at every meeting.

## 4.0 Role of the Treasurer

4.1 The Treasurer is the guardian of the Club’s assets and is responsible for:

- 
- a. the day to day management of the Club's financial affairs
  - b. maintaining adequate and effective financial controls
  - c. recommending the annual budget
  - d. providing reports on financial performance for the Club
  - e. carrying out a monthly reconciliation of the bank statements
  - f. collecting and banking income
  - g. paying suppliers
  - h. ensuring the annual accounts are completed as soon as is practical after the end of the financial year and definitely before the AGM in April
  - i. lodging a copy of the accounts, together with an up to date list of Committee Members
  - j. organising suitable insurance cover
  - k. taking regular meter readings

## **5.0 Accounting Records and Controls**

5.1 The Committee will use the "receipts and payments" method of accounting. A record of all receipts and payments will be maintained by the Treasurer.

5.2 A list of debtors will be maintained and reviewed monthly.

5.3 A list of creditors will be maintained and reviewed monthly

5.4 Bank reconciliations will be performed at least once a month

## **6.0 The Annual Budget and Financial Performance Reporting**

6.1 The Treasurer will recommend an outline budget at the November Committee meeting and this will be formally agreed by the Committee at the December meeting prior to the start of the new financial year.

6.2 Finance will have a separate heading on the agenda of each Committee meeting and time will be set aside for discussion of financial matters.

6.3 The Treasurer will prepare a report for each meeting showing income, expenditure and performance against budget. This will be circulated to all Committee members and any major discrepancies, either positive or negative, noted in the minutes.

6.4 Details of cash flow and bank balances must also be reported, and minuted, at each meeting.

## **7.0 Bank Accounts**

---

7.1 Opening and closing bank accounts requires the minuted approval of the Committee. All bank accounts set up to handle the Committee's money must be in the Committee's name.

7.2 Bank accounts will be reconciled monthly and any discrepancies brought to the attention of the Committee at the next meeting.

7.3 Bank statements for the last 3 months will be brought to the Committee meeting and be available for scrutiny. Any Committee member may request a copy of a bank statement at any time.

7.4 Two cheque signatories are required for every cheque written. Cheque signatories must be Members of the Committee.

7.5 The Committee must review bank mandates and authority limits annually at the AGM.

7.6 Internet banking will only be permitted if it is possible to apply two levels of authorisation to any internet banking transaction.

7.7 Committee Members with access to the Committees bank accounts must ensure that these are never disclosed to persons unknown, or by email, or in response to unsolicited telephone calls or emails.

7.8 Committee's bank accounts may only be accessed electronically by trustees running suitable firewall and anti-virus software on their computers.

7.9 PIN numbers, user IDs and passwords issued in conjunction with Committee's bank accounts must be kept confidential.

## **8.0 Authority to Incur Expenditure**

8.1 Contract expenditure: All contracts need full Committee approval. The Treasurer is authorised to settle bills in accordance with approved contracts.

8.2 Single item expenditure: All expenditure shall be properly authorised and documented. The flow chart details Committee Members authority to incur expenditure on behalf of the Committee

Is it an Emergency, requiring immediate action?	
Yes	£1000 Limit, any Committee Member
	No limit, Chairman and at least one other Member
No	Unplanned £500 Limit, any Committee Member
	Unplanned £1000 Limit, any Committee Member and at least one other Member
	PLANNED Item Agreed limit in committee minutes

## 9.0 Major & Capital Works

9.1 For major works (defined as over £2000 in value) three quotes must be obtained and circulated at least a week in advance of the meeting at which the final decision is made to give all Members time to investigate and reflect on the expenditure and come to the meeting ready to make an informed decision.

9.2 The decision will be taken based on best value for money and need not necessarily be the cheapest.

9.3 The decision of the Committee, based on its normal majority vote of those present, will be final and irreversible and gives individual Committee Members full authority to commit the expenditure on behalf of the whole Committee.

## 10.0 Lettings

10.1 Lettings rates will be agreed in advance for the coming financial year and will only be varied with the prior permission of the Committee.

10.2 Any letting of the Club or Grounds will be in accordance with the Committee's Lettings Policy.

---

## **11.0 Cash/Cheque Handling**

11.1 The Treasurer is responsible for defining adequate procedures and controls over cash at Clubs events and for advising volunteers of the rules that are in place to protect cash.

11.2 Cash and cheques should be held in a locked cash box in a secure location.

11.3 Cheques and cash must be banked regularly and promptly. Any outstanding banking in excess of £200 should be reported at the Committee meeting.

11.4 Cheque books must be kept securely.

11.5 It is forbidden to sign blank cheques or to post-date cheques.

11.7 Personal cheques shall not be cashed out of money held on behalf of the Committee.

## **12.0 Reserves**

12.1 Committee Members have a duty to apply the club's income for the benefit of its beneficiaries. This means that income generated should be spent for the furtherance of the club and not accrued or invested.

12.2 However the Committee Members have deemed it prudent to keep some funds for unseen difficulties. The Reserve Policy shall be approved annually and determine the extent and nature of the reserve. This reserve will be held in a secure bank account in the name of the Club which provides a competitive rate of interest.

## **13.0 Risk Management**

13.1 It is important that we have a high level of public trust and confidence in our work as the future of the Club depends on the support from local people and on volunteers from the community.

---

13.2 If the Club falls victim to financial crime resulting from Committee Members not putting adequate financial controls in place, then the Committee will have failed to meet their legal duties to the club.

13.3 The Committee will therefore maintain and review a financial risk register detailing any major risks to the financial position of the club, methods of mitigation and probability.

13.4 As a policy, any instances where it is suspected that the club is a victim of financial crime will always be reported to the police following an initial investigation by more than one Committee Member of the Club.

## **14.0 Donations**

14.1 The Committee are aware of the growing trend for “tainted” donations and will refuse or return any donations where they feel this may be a risk.

## **15.0 Data Protection and Data Monitoring**

15.1 Any paper copy records of the club’s business should be stored appropriately. Financial information must be kept for a minimum of 7 years.

15.2 Where club information is produced by computer it should be running anti-virus and antispyware software and care should be taken to protect other members from inappropriate use.

15.3 Key charity documents should be backed up in the Sports Club Google Drive account. All Committee Members should have access to these, however where they contain personal information, they should not be disclosed outside of the Committee members.

15.4 The Committee Members will ensure that the club is registered under the Data Protection Act and that this registration is renewed annually.

## **16.0 Loans**

---

16.1 The Club will aim to cover all expenses by fundraising and will not commit the Club to expenditure that it is unable to fund from its own reserves.

16.2 However in the unlikely event that the Club requires taking out a loan this must be agreed by a majority of the Club members and the decision minuted accordingly. Any resulting loans will be in the name of the Club.

## **17.0 Stores and Equipment**

17.1 Delivery notes, Invoices or receipts must be obtained in respect of all goods received and goods must be checked as regard quality at the time delivery is made.

17.2 Any stock should be kept to a minimum and maintained at the level consistent with operational requirements.

## **18.0 Insurance**

18.1 The Treasurer is responsible for organising suitable insurance cover for the Club's assets including the Pavillion and any public liability insurance.

18.2 Copies of insurance certificates will be circulated to the Committee.

18.3 The Treasurer will negotiate insurance claims on the Club's behalf

## **19.0 Review**

19.1 These financial standing orders will be reviewed annually at the AGM.

Approval

Lacey Green and Loosely Row Sports and Social Club Committee meeting  
Annual General Meeting on 07th January 2025  
Date for next review: May 2025