

Devizes Hockey Club Financial Policy

This policy aims to ensure the Finances of Devizes Hockey Club are handled responsibly and to allow sound day to day financial management practices, protecting both the club and the volunteers responsible.

Records and Reporting

- Records of all club income and expenditure will be kept by the Treasurer.
- The year end for the purposes of reporting and year-on-year comparisons will be 31st August.
- The Treasurer will provide a summary of Income and Expenditure for the current year at each Committee meeting.

Payments

- All payments must be supported by an invoice or other relevant documentation.
- All payments must be agreed in advance by the Treasurer and at least one of Chair or Secretary. If payments are regularly made to the same payee for the same reason (eg for pitch hire) then approval is only required for the first payment.
- To mitigate the risk of fraud, new payee details must be verified by two members of the committee before any payments are made to that payee.
- Payments should be made by BACS where possible. Other methods may include cheque or cash in some instances.

Receipts

- Receipts to the club should as far as possible be deposited directly into the club's bank account or via Pitchero or via SumUp.
- All receipts must be accounted for and recorded in the club's records.
- Cash collected must be counted with two people present and the total declared to the Treasurer. The cash amount must then be deposited to the club's account as soon as possible.

Review

- This policy will be reviewed at each club AGM.

Review Date: