UPTON JUNIOR FOOTBALL CLUB
FINANCE POLICY

Name - The Club is registered with the Cheshire County FA as **Upton Junior Football Club (Chester)**.

Status - Registered Charity Number 1172690

This policy is published, and should be read, in conjunction with the Club Constitution.

I. Transactions

1. A bank account will be maintained in the name of the Club (the Club Account).
2. Designated account signatories must be a member of the Executive Committee to include the Club Treasurer.
3. Details of all monies payable to the Club must be sent to the Treasurer for reconciliation.
4. Payments to the Club Account can be made by any member of the Executive or Club Committee.

II. Payments Out

1. Non expense related payments - payments to service providers/suppliers, need the following approval:

   a. Payments to the value of £250 by the Treasurer only.
   b. Payments over the value of £250 must be approved by 2 designated signatories.
   c. Payments over £500 must be approved by a majority vote of the Executive Committee and must include the Treasurer. Approval can be agreed at an Executive Committee meeting and documented in the relevant minutes, or via online approval. Payments that are funded from sponsorship, parent or grant funding, where offset can be demonstrated, are excluded from this.
   d. Pitch hire fees will be automatically approved as part of the pitch planning process at the start of each season.
   e. League and Cheshire FA affiliation fees will be automatically agreed at the start of each season.

2. Expense reimbursement (costs incurred by club volunteers), need the following approval:

   a. Expense claims must be made on the expenses form which details the date, purpose and amount of expenditure, and the bank details of the payee.
   b. Expense claims must be submitted electronically to the appropriate person for approval and forwarded to the Treasurer for payment within one week of receipt.
      - All Girl's related costs to Head of Girls Football.
      - Junior related costs (excluding referee fees) to the Club Welfare Officer.
      - Junior referees' fees to the Junior Football Development Officer.
      - Adult related costs & fees to the Adult Development Officer.
   c. Any expenses incurred by members of the Executive Committee that do not fall under any of the above must be approved by another member of the Executive Committee. All expense claims should include copies of receipts as proof of transaction where practical.
   d. All expense forms must be filed electronically in a secure location in accordance with GDPR 2018.

3. Expenses can be claimed by Club Volunteers as follows:

   a) Referee's fees for League and Cup matches at the rate determined by the relevant league.
   b) Expenses incurred in Volunteer recruitment and training (DBS checks and FA approved courses)
   c) Expenses incurred in the management or administration of the Club, approved in accordance with section II (ii)(b).

d) Travelling – when travelling for Club related business, (County FA, League meetings etc) petrol can be claimed by Club Members at a rate of 45p a mile to a maximum of 10,000 miles. This does not apply for travel to matches or training.

III. The Income and Assets of the Club (the Club Property)

All income and assets of the Club must be applied in accordance with the objectives of the Club, as defined by the Club Constitution.

IV. Fundraising

Monies raised via fundraising activities should be:

1. used for the purpose that was stated at the time of the fundraising.
2. matched against the designated expenditure (grant accounting principles).

V. Third Party Suppliers

1. Any new suppliers (e.g. pitch hire, kit suppliers) must be approved by a majority vote of the Executive Committee after a review of pricing and the contract.
2. Decisions must be documented in the minutes of the relevant meeting.
3. Payments to third parties must be made within the agreed credit terms as per the contract of business.

VI. Financial Statements

1. The Treasurer will prepare an Annual Financial Statement (AFS) for the 12 months ending the 30th June each year, a draft of which will be produced and available for all members to review at the annual AGM.
2. The AFS will be finalised, and presented to the Executive Committee, no later than the 30th November of the same year.
3. The AFS should be audited by an independent person (preferably an Accountant) on an annual basis. The person should report their findings back to the Treasurer within 3 months of the finalised accounts. This review should comprise:
   a. Take a sample of debit transactions and verify to invoice/payment instruction.
   b. Confirm that bank statement tallies with the bank transaction list in the accounts, which feeds into the summary account.

VII. Insurance

The Treasurer will ensure that the Club has Personal Accident, Public Liability and Container Contents Insurance in place at all times.

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