

Financial Governance Policy 2022

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Intent

Devizes Canoe Club is affiliated with British Canoeing and aspires to achieve Quality Club status. This policy sets out the framework for effective financial governance. It supplements Club Rules 2021 and other DCC policies, including the Payment to Volunteers Policy.

Devizes Canoe Club will be transparent, accountable and responsive to its members, upholding the highest standards of integrity. The club will undertake responsible financial strategic planning and embed suitably effective financial controls and risk management procedures.

Why is this important? The legal status of the club (a charitable incorporated organisation) requires us to have in place appropriate financial and other controls to help mitigate risk and enhance stakeholder trust.

Financial Affairs

Club Rules 2021 (Section 12) direct how club finances are to be run. They require a statement of annual accounts to be presented by the Treasurer at the Annual General Meeting and submitted to the Charities Commission under the governing rules for CIOs.

Audit of accounts

Accounts are currently prepared by the Club Treasurer and checked by a qualified accountant unrelated to the club.

The Trustees will take due account of the professional qualification and experience of the Club Treasurer and decide annually, before the publication of accounts, as to whether to direct an inspection or professional audit of accounts to take place, under the legal requirements for a CIO.

Controls on travel and subsistence

DCC will make payments to volunteers to reimburse out of pocket expenses incurred on legitimate club business including travel to events as a club representative or official.

DCC's Payments to Volunteers Policy dictates the circumstances when payments may be made including to coaches and volunteers making substantial time commitments to deliver the activity programme, attend national regattas, national governing body meetings etc.

A towing fee may be claimed for towing the club boat trailer to representative events. This will be a fuel cost-plus fee arrangement. Based on a typical journey to HPP (Nottingham) and back. The club will pay fuel costs at £0.45/mile plus a towing fee for journeys over 100 miles at a flat £50.

A person in receipt of an expense payment may not authorise or pay their own expense payment.

Controls on expenditure

DCC Trustees are responsible to members for the effective management of the club's financial resources and approve financial delegations reflecting the day to day decisions necessary for the effective operation of the club and involving immediate or prospective expenditure on matters such as payments to suppliers or workforce (including expenses to volunteers) and the pricing of goods and services provided by the Club. The following rules apply to all delegations:

- Trustees retain authority for any decision or transaction with the potential to have a material impact on the financial well-being or reputation of the Club
- Delegates should exercise prudent judgement when considering whether a matter should be referred to the Trustees for approval or endorsement.
- If there is any doubt as to the appropriate authority level, the decision or transaction must be referred to trustees.
- Delegations are to positions, not individuals.
- Delegates cannot further delegate their powers except where specifically authorised to do so.
- Delegates must not issue purchase orders nor authorise their own expenditure without approval.
- Expenditure may not be authorised unless funds are available within budget.
- Expenditure may not be authorised for another member of the same household or family.

Delegations are recorded in Appendix 1.

Bank account signatories and payment authorisation

Sport England and British Canoeing guidance requires that two independent signatories required for payments. As at 1 Jan 22 three account signatories are able to make payments individually. This is the minimum number deemed necessary for effective management.

Our current free banking arrangements do not permit dual signatories for online payments. The club recognises that this constitutes a risk as most payments are now made online, not by physical cheque. An additional check and balance is now necessary to ensure effective governance whilst alternative banking arrangements are explored.

Before a payment is made by a signatory an independent authorisation is required, in writing, from a second signatory to approve the payment. Whilst this does not meet the requirement for a second signatory on payments, it does ensure additional scrutiny.

Procurement

The club is committed to ensure effective competitive procurement processes are in place to obtain value for money for the club.

In all cases where purchasing of capital works or services exceeding £1,000 in value at least two tenders are required, unless grant conditions stipulate otherwise or Trustees have given written permission to approve based on a single tender (i.e. to a preferred supplier).

Event and programme planning

Any competent person approved by the management committee may organise a club event or training programme. These normally involve:

- Expenses (often including things like medals, prizes, payments to volunteers, food, camping, towing fees, entry fees, facilities hire etc)
- Income (often including attendance charges, entry fees, course fees, sale of food etc)

Event organisers are to develop a simple expenses and income forecast for an event in advance making assumptions about attendance numbers, coach payments, facilities hire etc where necessary. This forecast is to be copied to the Club Treasurer before expenditure is made. After the event, the account is to be presented to the Club Treasurer.

Payments, especially cash disbursements, may only be made in advance of the completed account with prior agreement from the Treasurer.

Event and programme organisers are to ensure events and development programmes run at least at 'break even' level i.e. income matches expenditure and ideally events should make a 20% margin on turnover to supplement club funds.

Cash

Cash presents a degree of risk in any club environment. The club moved to online bank transfers for membership fees and coaching subscriptions several years ago. Event and programme organisers and the club shop MUST avoid, wherever possible, receiving cash in exchange for goods or services provided by the club, with exceptions made for the tuck shop and showers. Payments should be made by bank transfer to the club's nominated bank account.

Cash is generated by the shower timers. The Facilities Manager is responsible for emptying shower cash boxes and provide an account to the Treasurer monthly. A cash float of up to £20 may be made available in the club office for coaches to use at discretion when paddlers in their charge lack change to use the showers. This may be written off at intervals at the treasurer's discretion.

Cash is generated by sales of food and refreshments. A cash float will be provided for this purpose and is not to exceed £100. The cash float and takings should be controlled by a nominated volunteer and surpluses exceeding £100 shall be paid into the club's bank account. The volunteer responsible for food and refreshments shall provide an account to the Treasurer monthly.

Appendix 1

Financial Delegations

Type	Description	Amount	Delegate	Approval
Purchasing	Capital expenditure (premises or equipment) outside agreed budget	Any	Treasurer	Trustee Committee
	Capital expenditure on premises within agreed budget	<£2500	Facilities Manager	Treasurer or Chair
	Capital expenditure on equipment within agreed budget	<£1000	Chair Deputy Chair	Treasurer
	Capital expenditure (premises or equipment) within agreed budget	>£2500	Treasurer	Any other Trustee
	General procurement/purchasing	<£100	Any Committee Member	Treasurer/Chair/Deputy Chair
	Facilities maintenance	<£500	Facilities Manager	Treasurer/Chair
	Boat/equipment maintenance	£1500 annually and <£250 single payment	Boat Captain	Treasurer/Chair/Deputy Chair
	Travel expenses	<£150	Event organiser	Chair/Deputy Chair
	Payments to volunteers including towing charges	<£250 per volunteer	Event organiser	Treasurer
	Selling	Pricing (events/courses)		Event organiser
Pricing (Schools/Youth Partnerships)			Event organiser	Treasurer
Tuck shop		<£100	Volunteer Organiser	No approval required
Application of agreed concessionary rates			Programme Coordinator	Treasurer
Membership fees			Trustee Committee	Club AGM
Club merchandise			Shop Coordinator	Treasurer
Club equipment (boats/paddles etc)			Captain of Boats	Treasurer/Deputy Chair
Club administration	Web domain and related management charges		Website coordinator/Communications Officer	Club Secretary
	External promotion and advertising	<£100	Communications Officer	Club Secretary
	Insurance		Treasurer	One other committee member
	NGB affiliation		Club Secretary	Treasurer