



Financial Management and Control



ENGLAND
HOCKEY

Policy no AFHC Fin v1

The primary purpose of this financial management and control policy is to provide guidelines to AFHC personnel when making financial decisions that involve any resources belonging to AFHC. Using these internal control procedures reduce process variation and ensures that the resources of the club are protected and used in the most efficient and effective manner possible for the benefit of all members

1. **Keep business and personal finances separate:** All personnel must be aware that they must never co-mingle AFHC and personal finances.
2. **Conduct background checks: Any individual** whose role involves any interaction with the club's finances may be subject (at the Chair's discretion) to checks including DBS checks.
3. **Require suppliers to submit detailed invoices:** Anyone ordering goods / services must ensure that vague language is avoided on invoices in order that it is immediately obvious to all what the invoice is for.
4. **Separation of Duties:** Separation of duties must be adhered to – all cheques and online payments require two signatures. Duplicate bank statements are to be sent to the Chair such that all income and expenditure can be monitored by someone other than the treasurer.
5. **System Access Controls:** In a similar way to which controls implemented on the members database (for safeguarding purposes), the accounts system (Quickbooks) is to have controlled access via passwords. This ensures unauthorized users are not able to access the system whilst at the same time providing a way to audit the usage of the system to identify the source of errors or discrepancies.
6. **Standardized Financial Documentation:** Standardised documents for financial transactions such as internal reimbursement requests are to be used as this will help to maintain consistency in record keeping and hence can make it easier to review records.
7. **Executive committee to review finances: On a monthly basis at the exec meeting** finances are to be reviewed.
8. **Expenditure:** All non-routine (where routine is pitch hire and the like) expenditure is to be voted through by the Executive Committee at the monthly meetings and recorded in the minutes of the meetings in order that the relevant authority to purchase is recorded.
9. **The Treasurer is to:**
 - A provide a monthly trial balance for review at the executive monthly committee meetings highlighting events as appropriate.
 - B review the monthly bank statements in detail and provide an update as necessary for review at the executive monthly committee meetings.
 - C provide end of year accounts for scrutiny at the AGM