



FLITWICK DOLPHINS SWIMMING CLUB

Finance Policy

Introduction

Flitwick Dolphins Swimming Club (FDSC), the finances of the club will be run inline with the Clubs Constitution with these additional points being taken into account.

Authorisation

1. It is a requirement that all payments are authorised by two individuals of which one must be from the Committee Executive prior to the physical payment being made. The Committee Executive consists of Chairman, Treasurer and Secretary.
2. Authorisation must be in writing and not verbal but can be one or more of the following:
 - written email approval
 - hard copy document signed

This authorisation procedure applies to all types of payments

Payments

Payments should be made in the most efficient manner possible, taking into account the recipients requirements where practical.

Payments will be authorised by the Treasurer and will act as follows:

1. All Cheques must be signed by 2 authorised signatories.
2. Any Bank Transfers must be authorised beforehand by 2 authorised signatories, this authorisation may be via email.
3. When making cash payments, it must be authorised by 2 authorised signatories beforehand and the receiver must sign to say they have received it.
4. All monies, including fees and expenses, paid to the coaches must be authorised by the Chairman, Secretary and the Treasurer.