



Financial Policy and Procedures

Financial Policy Statement

1. The Surrey County Netball Association (hereinafter known as SCNA) is responsible for:
 - Safeguarding the assets of the SCNA.
 - Preventing fraud, bribery and corruption.
 - Avoiding mistakes.
 - To offer a grant scheme to support members on a case by case submission.
 - Keeping financial records in accordance with the Constitution and Sport England's Sports Code of Governance Tier 1.
 - Preparing Annual Accounts in accordance with the Constitution and Sport England's Sports Code of Governance Tier 1.
 - To maintain a minimum reserve fund based on average of past twelve months.
2. To enable SCNA responsibilities, the Financial Procedures detailed below must be followed at all times by all SCNA members and volunteers.
3. A copy of this policy and procedures will be given to all the SCNA Executive members on their election/appointment and to all relevant volunteers as part of their induction.
4. Any personal data and special categories of personal data may be required in making payments. SCNA will process such data in accordance with the SCNA Data Protection Policy.
5. The Chairperson is responsible for ensuring that this Policy is implemented effectively.
6. The Treasurer is responsible for ensuring other account holders actions are in accordance with this policy.
7. The policy and procedures will be reviewed annually by the SCNA and revised as necessary.



Financial Procedures

1. Organisational Information

- a) Our Financial Year runs from 1st June
- b) Name of Bankers: Barclays Bank for all income and expenditure
- c) Name of Independent Examiner

2. Bank Accounts

- a) All bank accounts must be in the name of the organisation known as “Surrey County Netball Association”.
- b) New accounts may only be opened by a decision of the SCNA Executive Committee, and must be minuted.
- c) All bank accounts must be set up to be dual signatory.
- d) No account may ever be opened in the name of an individual or individuals
- e) Changes to the bank mandate may only be made by a decision of the SCNA Executive Committee, and must be minuted.
- f) SCNA’s preference is for online banking but will accept cheque/cash payments.
- g) Online banking is the preferred method for all income and expenditure.
- h) All cheques must be signed by two signatories.
- i) Blank cheques must **never** be signed.
- j) The signatories are responsible for examining the cheque for accuracy and completeness.
- k) The Treasurer is responsible for ensuring accuracy and completeness prior to transaction transmission.
- l) The signatories are responsible for examining the payment documentation (purchase invoice etc.) prior to signing the cheque or authorising an Internet Transfer.

3. Signatories to the accounts:

- i) Name: Chris Kelso
Role/Job Title: Chairperson
- ii) Name: Julia Martin
Role/Job Title: Treasurer
- iii) Name: Laura Pawley
Role/Job Title: Vice Chairperson
- iv) Name: Chris Stephens
Role/Job Title: Assistant Treasurer
- v) Name: Patricia Balcombe
Role/Job Title: Development Pathway Manager

4. Annual Budget

- a) A draft annual budget, setting out the Association's financial plan for the year, will be prepared by the Treasurer prior to the end of the current financial year so that the SCNA Executive Committee can approve it before the start of each financial year.
- b) The Annual budget will be prepared by the Treasurer and approved by the SCNA Executive Committee.

5. Financial Reports

- a) A financial report will be prepared for every SCNA Executive meeting by the Treasurer.
- b) The financial report will consist of:
 - Income & Expenditure
 - Balance Sheet
- c) Each Financial Report will be circulated to all SCNA Executive Committee members and discussed at the following committee meeting.
- d) Reports will be prepared by the Treasurer for individual income/expenditure areas.
- e) A statement of Income and Expenditure shall be submitted to the AGM, including any comments from the Independent Examiner.

6. Accounting and other financial records

The SCNA maintains a computerised accounting system which records:

- Online is the preferred method of payments or receipts.
- Cheques and cash received and banked.
- Cheque payments, Internet Banking Transfers and other amounts paid from the bank accounts.

- a) Every transaction will be entered into the system and will include:
 - The date of the transaction.
 - The name of the person money was received from or paid to and the full amount
 - A brief description of why the money was received or paid.
 - An analysis of each amount under its relevant budget heading, where applicable.
- b) All documents relating to receipts and payments will be filed in the month they are input into the system.
- c) A regular backup copy will be taken, saved to CDROM or data disc which should be password protected. Passwords should be known by the Treasurer and the Chairperson of SCNA.

7. Authorisation and Payment

- a) All expenditure requests must be directed via the Treasurer, Membership Secretary, Development Pathway Manager or approved by the Chairman in their absence in accordance with the Expenses Claims Processing document.
- b) No SCNA Executive Committee Member or volunteer may authorise payment to themselves, their partner or relatives.
- c) Invoices or requests for payment should be processed as swiftly as possible from the correct bank account when payment is authorised.
- d) Before Internet payment (or cheque) is made the document should be scrutinized for validity.
- e) Once payment has been made the invoice (or other receipt) should be marked with date stamped or action date be written on the supporting documentation.
- f) Any requests for Grants will be reviewed on an individual basis and approved by the SCNA.

8. Fraud, Bribery and Corruption

The prevention, detection and report of fraud, bribery and corruption is the responsibility of everybody associated with SCNA.

Anyone who has concerns regarding acts or potential acts of fraud, bribery or corruption should contact the County Secretary. All reports will be treated with the utmost confidentiality. Further information about reporting concerns is available in the England Netball Whistleblowing Policy.

Members of SCNA must not:

- a) Accept any financial or other reward from any person in return for providing some favour;

- b) Request a financial or other reward from any person in return for providing some favour; or
- c) Offer any financial or other reward from any person in return for providing some favour.

9. Grants

Discretionary Grants to support members or member Leagues who meet the criteria approved by SCNA will be considered.

Grant applications must be approved by SCNA Executive and recorded in the Minutes prior to payment.

10. This Financial Policy, and the Financial Procedures detailed above were agreed and minuted at a meeting of the SCNA Executive Committee on:

Name: Chris Kelso - Chairperson

Signed: Christine Kelso

Date: 10th May 2023

Review date: May 2024