



## **HERTFORD SWIMMING CLUB**

**(Affiliated to Herts ASA and ASA East Region)**

**[www.hertfordsc.co.uk](http://www.hertfordsc.co.uk)**

### **Policy-Verification & Management of Club Accounts.**

All monies payable to the Club are paid into a bank account in the name of the Club by or as directed by the Club treasurer. Such payments, and withdrawals to settle club bills, can be made by cheque or by current established accepted electronic methods including but not limited to faster payments made online, at the bank, or by phone. Most transactions are now conducted online. The Club treasurer will keep clear records of all transactions and produce reports for committee meetings. Accounts records must be available for inspection at any time at the request of the committee, independently of access to the Club bank account. In addition to the treasurer, the committee can appoint up to two others to have access to the Club bank account to facilitate inspection or continue the operation of the account in the absence or incapacity of the treasurer. They will confirm accounts verified 'en masse' as part of the Treasurer's report at committee meetings. We currently operate single person online authorisation. Dual signatory online authorisation is preferred and should be implemented if it can be arranged with the bank.

This policy was agreed following discussion at committee meeting 01-11-2016 and was updated at committee meeting 11-09-2017