

# **Bledlow Ridge Cricket Club**

## **Financial Regulations**

1. The club will have a financial year that begins on 1<sup>st</sup> October and ends on the following 30th September
2. The club will have a treasurer appointed at the AGM
3. The club will keep a bank account at a UK clearing bank.
4. The treasurer will keep a full record of the receipts and payments of the club in a cash book, in electronic format using any software deemed suitable by the Treasurer.
5. The management of the bank account will be the responsibility of the treasurer
6. Cheques drawn on the club bank account will be signed by two authorized signatories
7. Electronic, cheque and cash payments will be made by the treasurer or other elected committee member but only after the payment has been authorised by another bank signatory or elected member of the Committee of the club
8. At the end of March, June, September and December the treasurer will provide a summary of the bank transactions for the quarter and for the year to date for review at the next Committee meeting
9. Within four months of the end of the financial year, the treasurer will provide the annual accounts for the previous year comprising a profit and loss account, and a balance sheet drawn up on suitable accounting principles
10. The Committee will appoint one of their number to review the receipts and payments summary, and the underlying documentation on their behalf