

IBM CLUB LONDON WEST – Financial procedures

CASH HANDLING

Taking in cash receipts is discouraged, payment by BACS transfer to the Club is the preferred method (Account number 20316486 at Sort Code 60-83-01). Payment can also be made by cheque payable to IBM Club London West.

For five a side football, cash is the agreed viable option for players fees due to the high weekly volume and low value of each payment. To conform to current IBM Club Operating Guidance the following process will be used:-

Cash may only be received by the designated organiser of the event. The organiser will make and keep a record of all cash received: the date, person, purpose and amount. At the end of each month, a claim will be made to the IBM Club London West Treasurer. The total payments and receipts for the month will be recorded in a spreadsheet summarising the income, expense and subsidy requested, and this spreadsheet will be sent with the claim.

The receipts for pitches and any other payments will be scanned and included with the claim. The original receipts will be annotated with the dates they apply to and be sent to the Treasurer for filing.

After the end of each year, the Assistant Treasurer may inspect a month from the previous year to verify that the cash receipts are being recorded in full.

CREDIT CARDS

The shows section administrator may with their prior agreement use committee members' cards when booking tickets. A record of each use of any card is kept by the administrator in a spending on cards spreadsheet containing the date, purpose, payee and amount.

To request reimbursement for tickets bought on committee members' cards, the card owner will send an email to the Treasurer once their credit card statement has been received. The email should confirm the amounts claimed and be accompanied by the corresponding items from the spending on cards spreadsheet produced by the shows section administrator.

DELEGATED AUTHORITY

The shows section administrator is employed to run a programme of theatre and musical events for members. The committee agrees a subsidy for the shows section at the start of each year and reviews it each committee meeting. Within this, the shows section administrator will select, price and announce the shows on offer to members. The administrator will keep a record of all tickets bought and sold showing the subsidy for each show and the overall subsidy.

[Changes to these procedures may be agreed by the chair, treasurer and assistant treasurer and the committee will be informed at the next meeting].