

WWSC Finance Rules of Governance

The Treasurer is responsible for safeguarding the finances of the Club in a prudent manner, advising the Club on financial matters, for maintaining the Club's accounts, and dealing with tax liabilities, licensing and statutory returns not assigned to other officers of the Club. The Treasurer will report to the Main Committee on a regular basis on all relevant financial issues concerning the Club, including the Club's accounts, cash balances and expenditure proposals. The Treasurer is responsible for ensuring that all expenditure proposals are properly scrutinized before approval and are carried out, if approved, in a proper manner in accordance with the approval given.

All liabilities incurred on behalf of the Club must be in compliance with WWSC's Expenditure Approvals process. Invoices and expense claims so arising will be submitted to the Treasurer with all necessary details for payment by internet banking wherever possible. Expense claims will be submitted in writing in accordance with the WWSC Expenses Procedure. Those incurring such expenditure will advise the Treasurer in appropriate form of the budget and cost centre applicable so that he can maintain appropriate accounting records.

Access to and payments from WWSC Bank Accounts shall primarily be the responsibility of the Treasurer. Main Committee shall from time to time approve other Club officers to have access to WWSC Bank Accounts for the purpose of scrutiny, review and, exceptionally in the absence of the Treasurer, in order to make urgent payments in his place. In the event that such officers do make payments from the Club's Bank Accounts, they shall document them to the Treasurer so that accurate accounting records can be maintained.

The Treasurer may delegate certain of his functions, e.g. applying to HMRC to the refund of tax on Gift Aided receipts, with the prior knowledge and approval of the Secretary.

Club Officers responsible for receiving and processing payments to the Club will advise the Treasurer of the purpose, amount(s) and correct allocation of such amounts for accounting purposes.

From time to time, the Treasurer may issue guidance regarding matters falling within his remit, and may amend applicable procedures and forms as appears necessary in the interests of good governance.