10 club money controls

Sample. Adapt to your club.

1. [ ] Two people approve every payment over a set amount.
2. [ ] A different person reconciles the bank statement every month.
3. [ ] All money goes into a bank account in the club?s name, never a personal account.
4. [ ] Cash at events is counted and signed by two people.
5. [ ] Every expense has a receipt, kept in one shared place.
6. [ ] A budget at the start of the season, compared with actual numbers every month.
7. [ ] A short money report to parents every month.
8. [ ] The board sees the books every month, not only at the AGM.
9. [ ] Treasurer and signing roles change every few years.
10. [ ] A written financial policy: fees, refunds, reimbursements, who signs.

Payment threshold: _____

Review date: _____ Responsible roles: _____

AI can make mistakes. Please check important numbers.