

DEVIZES RUGBY FOOTBALL CLUB



Affiliated member of Dorset
& Wilts. RFU

Member of the RFU
and England Rugby

Chairman

Chris Dyer
24 Alan Cobham Road
DEVIZES, Wilts.
SN10 3GE

President

Chris Jones

Date: May, 2021

Secretary

Nick Dark
18 Killbrock Mead
DEVIZES, Wilts.
SN10 2FU

FINANCIAL MANAGEMENT POLICY - v1.3

Financial control at Devizes RFC

The 2020/2021 season was particularly challenging for a grassroots rugby clubs like ours. It showed that we need to carefully track and balance our income and expenditure. We increased our efforts to control our fixed and discretionary costs; to use our sponsors' donations and our membership subscriptions to secure rugby across the club as effectively as possible; and to introduce new fundraising efforts.

New financial arrangements

We needed to implement several changes to financial management. These changes were first discussed in General Committee at the end of the 2019/20 season, approved by the Management Board and came into effect from September, 2020, when:

- All previous responsibilities and authorities for committing the Club to the purchase of goods and services, or to enter any other form of contract, were and remain rescinded.
- From that point (and until further notice) no member, officer or role-holder at the Club other than the Treasurer - or the Secretary when the Treasurer is not available - has the authority to agree to the purchase of goods or services for the Club, or enter into any form of contract on the Club's behalf: the latter in consultation with the Chairman or, in his absence, the President.
- Officers and role-holders requiring goods or services (for example, coaches requiring training equipment, or access to CPD courses) must now follow this protocol:
 - o Discuss your requirement with the head of your section, and obtain their support
 - o Email the Treasurer (treasurer@devizesrfc.org.uk) with your request, copying your section lead, with details - including supplier details and costs
 - o Depending on the nature of your request, the Treasurer may
 - Agree your request, authorise expenditure and place an order on your behalf
 - Agree your request, authorise expenditure and agree to reimburse you, on provision of a full receipt when the goods or services have been delivered
 - Request further clarification before agreeing to your request, authorising expenditure
 - Reject your request, without authorising expenditure.
- In all cases the Treasurer will provide his/her decision in writing via email.

Continued

Teamwork | Respect | Enjoyment | Discipline | Sportsmanship

Devizes RFC Limited : a company limited by guarantee, no: 8050372
Registered Office: The Sports Club, London Road, Devizes, Wilts. SN10 2DL

Continued

What does this mean?

- No purchases may be made without the Treasurer's prior agreement
- Purchases must not be made on the assumption that agreement will be given after the fact.
- Unauthorised expenditure will **not** be reimbursed: discretion lies with Chair in consultation with the Secretary *in exceptional circumstances*.
- Anyone who does not follow these instructions will become personally liable for costs, expenses and liabilities incurred: again, discretion *in exceptional circumstances* lies with Chair and Secretary.

How will this work?

It should work quickly and smoothly - providing the new protocol is followed. Once you've spoken to your head of section and received their agreement, it's highly advisable just to call the Treasurer to say you've emailed your request, and discuss your requirements in person: most routine items **can and will** be agreed and authorised very quickly indeed. The intent is **not** to impede normal operation of the Club; but please be mindful that you do need the Treasurer's authority first and occasionally the response may not be immediate.

- One of the key reasons we need well-managed finances is to cover all the costs of getting rugby played at Devizes; we do not want anyone to feel they are personally responsible or liable to purchase items to facilitate rugby from their own pocket.

Moneys collected or held on behalf of the Club

Please also note that any monies due to the Club should be paid without any deductions into our account at the earliest opportunity and details provided to the Treasurer; *out of pocket* expenses should not be incurred using this money, nor should it be used to reimburse *ad hoc* (unauthorised) expenses. This applies particularly to match fees: team managers should consult the Treasurer to agree any other arrangements in advance.

Our account details: HSBC Bank BACS 40-19-16 A/C 20292176

Devizes Sports Club

Please note that Devizes Sports Club is not authorised to receive money on our behalf. Devizes Sports Club and Devizes RFC are separate financial entities. So, payments due to Devizes RFC (such as membership) must not be made via Devizes Sports Club: they must be made directly to Devizes RFC.

Tours

Going on tour is a fantastic way to build team spirit, morale and identity. However, planning and organising any tour is not something to be undertaken lightly, as it involves financial commitments and liabilities on behalf of both the Club and the many other stakeholders involved. Therefore, no tour is to be arranged without the prior written approval of the Management Board. Moreover, the planning and organisation of any tour so approved must be carried out in accordance with this policy and through a duly authorised sub-committee, of which the Club Treasurer will be a key member. It will be a requirement that any tour organising committee ensures there is sufficient insurance cover in place to indemnify the club against any losses, including (but not limited to) cancellation.

Furthermore, when planning a tour with another Union, whether it is travelling overseas or hosting a team from another Union, approval must be obtained in advance from the Dorset & Wilts. RFU in accordance with RFU Regulation 10. If you are planning a tour for children, it is essential that you read the RFU's Touring with Children Guide and observe the RFU Safeguarding Policy as well.

*First adopted as Club Policy on 14 September, 2020;
Revised on 17 May, 2021 and subject to periodical review.*