



Chew Stoke Out of School Club

Financial Controls

The following controls will be put in place to ensure that the club is viable at all times and that the funds of the club are being used efficiently and effectively for the delivery of good quality childcare.

- There will always be a Treasurer in office.
- The Treasurer will keep account of all income and expenditure and will prepare accounts for submission to members at the AGM. These accounts will have needed to be examined by an independent party prior to submission at the AGM.
- The Treasurer will provide an up to date written statement of income and expenditure when requested, acceptance of which shall be recorded in the minutes.
- The Treasurer, Chair of Trustees and Club Manager will be signatories for the bank account(s) for the club.
- No member of the board of trustees or staff will make any expenditure on behalf of the club without prior agreement of the Chair of Trustees, Treasurer or Manager. The manager will seek authorisation from the Treasurer or Chair of Trustees for expenditure over £250.
- At the AGM there will be a specific agenda item to consider the accounts and discuss the future viability of the club.
- If there are concerns about the viability of the club at any time, a small group of trustees members will explore all possible sources of funding and will work up recommendations for fundraising activities. In view of the active role of the Governing Body and the PTA in the school, any plans will be discussed with representatives from both these groups before being implemented.