



INTRODUCTION

The Plurabelle Paddlers (the Club) is a registered charity CHY20152, RCN 20079857 and is regulated by the Charities Regulator.

The overall responsibility for effective governance and the implementation of proper financial management rests with the Board but may well involve other members. It is essential that the Board has a good knowledge and understanding of the Club and its finances so that, as far as possible, the continued viability of the Club and its charitable activities can be assured, with the needs of beneficiaries being met. With proper financial controls and procedures in place, the Board should be able to identify financial risks and plan for their management at an early stage. These will enable the Board to be fully aware of the Clubs's overall financial position now and in the future.

In addition to Policy 6, "Reserves", the following Financial Controls are in place

- 1. General:** The Board will ensure that all money and resources are properly used, managed and accounted for. In order to be accountable, suitable systems must be in place and kept up to date.
Use of an online payment system is in place, with 2 payees required for all payments made. The Board will:
 - ensure that they have robust and effective financial controls in place, with clear policies and procedures to deal with, for example, income and expenditure and protecting the Club from financial crime such as theft or fraud
 - Review the finances of the club at each Board meeting, via an update from the Treasurer
 - plan and monitor its income and outgoings so that it can meet its short, medium and long term goals.
- 2. Expenditure** The Chairperson can authorize day to day expenditure up to €100. The Chairperson plus one other board member can authorize once off payment of up to €500. The payment of any expenditure must be accompanied by invoices and authorized by 2 other Board members via the online banking system. All expenditure over this amount must be pre-approved by the Board and approved by 2 authorised signatories via the online banking system. The Treasurer will set up all payments on the online banking system, except in their absence, this can be done by an administrator on the online banking system. As a separate control, the Treasurer cannot authorize payments. Payments to members are in respect of out of pocket expenses, there is no financial gain to any member.
- 3. Quotations:** Where feasible, quotations should be obtained from 3 independent sources.
- 4. Income:** All income should be reconciled by the Treasurer on a quarterly basis. Member subscriptions are logged by the membership team, with all payments acknowledged.

5. **Accounting System.** Financial Transactions are recorded on the SAGE accounting system, input is made by a member of the club and verified by the Treasurer.

6. **Annual Accounts:** Accounts will be prepared by the Treasurer at year end and provided to the auditor as soon as practicable. A date will be agreed with the auditor for provision of final accounts so that the AGM can be convened and accounts agreed by the members.

Approved by Board: 08/09/2025

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