

Epsom District Swimming Club

Authority Levels for Financial Commitment and Procedures

Introduction

The Club (EDSC)'s Financial Authority Matrix (FAM) is a summary of the financial spend levels at which Teachers, Coaches, Club Administration Roles and Committee Members (Club Personnel), can commit to in the course of their duties and the approval required at each level. It forms the principal documentation of the Club's financial governance and control. It has been approved by the Committee and designed to allow the Club to operate flexibly and efficiently; to empower and protect our team. It is not designed as a tool for restriction or suppression and hence incorporates trust that all working within the framework will do so in the best interest and full benefit of all EDSC members, not for personal or restricted member gain.

Definitions

The Club / EDSC	Epsom District Swimming Club
FAM	Financial Authority Matrix
Club Personnel	Teachers, Squad Coaches, Administrator Roles (paid), Committee Members
Member	EDSC swimmer
Named Authority	See Table C (Roles subject to fulfilment change – see website for latest individuals appointed to roles)
Executive Committee	Chairperson, Honorary Secretary, Honorary Treasurer

Table A

Setting Authority Levels & Review

The FAM covers both Transaction and Commercial Commitments. The FAM will be reviewed on an annual basis or more frequently if the committee feels a need arises. Changes to a named Authority's Level of sign off can only be made by vote of the Executive Committee. The Club's Committee are responsible for assigning levels of authority and for ensuring that the FAM is being adhered to. Periodic overviews will be carried out by the Finance Team to ensure the framework is working in the best interest of EDSC. This will particularly cover expenditure where authorisation is not required.

Individuals Responsibility

Club Personnel are responsible for ensuring that expenditure is approved at the correct Authority Level (see Table B) in advance of financially committing EDSC. Written approval is required in advance in all circumstances. An email confirmation will suffice as written approval. All spend is required to be in the best interest of all club members and provide value for money to EDSC.

Self - authorisation is not permitted at any level. For example, Club Personnel cannot authorise their own expenses above the no authority category of £50.

Club Personnel providing authorisation will perform compliance checks on expenses claims, supporting invoices and purchase orders. Any documents that do not comply will be rejected, and payment will not be made until the document is correctly authorised.

Club Personnel providing authorisation are encouraged to consult with other Club Personnel or Honorary Treasurer whenever they consider necessary.

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Financial Limits	Authority (see Table C)
£0 - £50	No limitation
Up to £100	Level 1 personnel
Up to £250	Level 2 personnel
£251-£500	Level 2 (or above) plus Level 3
£501-£1,000	Level 3 plus Level 4
£1,001 +	Quorate Committee

Table B

Individual Named Authorities

EDSC Role	Current Holder	Paid / Volunteer
Level 1		
Finance Administrator	Lorna Flower	Paid
Squad Administrator	Hayley Moore	Paid
Seahorses Administrator	Liz Beckenham	Paid
Seahorses Manager	Kieran Child	Paid
Performance Coach	Alfie Howles	Paid
Merchandising Officer	Sam Parker	Volunteer
Welfare Officer	Patrick Higgins	Volunteer
Social Secretary	<i>Vacant</i>	Volunteer
Fundraising Secretary	<i>Vacant</i>	Volunteer
Level 2		
Head Coach	Seamus Higgins	Paid
Level 3		
Treasurer	Sue Ladell	Volunteer
Level 4		
Chair	Justine Trippier	Volunteer
Secretary	Anna Perkins	Volunteer
Committee	See Website for full Committee	Volunteers

Table C

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Guidance for on-going operational costs and typical expenditure

It is not always practical to follow the Financial Authority Matrix for all core operational expenditure. Therefore, the following is a guide for typical forms of expenditure incurred by EDSC. If in doubt please confirm with Finance Administrator or The Treasurer the level of authorisation needed.

Nature of expenditure	Financial Limit / Authorisation		
	Amount	Authorisation 1	Authorisation 2
Teachers / Coaches			
Monthly Pay		Head Coach / Seahorse Manager Hours are expected to be in line with quarterly forward forecasting of hours & gala sessions budgeted by the Head Coach, agreed with Finance Admin and Treasurer (only full hours/sessions worked will be paid)	
Additional Hours		Head Coach/Seahorse Manager pre-authorisation	
Teacher/Coaches/Officials/Volunteers			
Expenses – general, travel to galas (if own child not swimming)		FAM	
Equipment		FAM	
Training courses		FAM	
Seahorses and Squad Operating Cost Renewals i.e. pool hire, Registration Fees, Insurance, badges and Certificates, Medals	<5% increase	Finance Administrator	
	>5% increase	Finance Administrator	Treasurer
	>10%	Finance Admin	Committee
New Events / Kit /Medals /Initiatives – Seahorse, squads & Social	<£1000(gross)	FAM	
	>£1001	Committee agreement to spend strategy	

Table D