

## Truro Cycling (TCC) Financial Procedures

1. The Treasurer and at least one other member of the committee will have access to the online bank account(s)  
*Current Treasurer : Dennis Summers*  
*Secondary account member: David Bennett*
2. The cheque book will remain in possession of the Treasurer.
3. Two signatures from those authorised members of the Committee are required to sign a cheque.  
*Current Signatories: David Bennett, Jude Lawrence, Chris Fearnley, Dennis Summers*
4. No Cheques are to be countersigned by the person to whom the cheque is payable.
5. The Treasurer will maintain a Ledger of all payments into and from the account(s).
6. Payments of expenses will be issued when supported by an appropriate receipt. A record will be maintained in the duplicates report book.
7. The Treasurer will make a short report of monthly income, expenses and account balance for each monthly meeting.
8. An Annual report will be prepared on the first day of January and will be presented at the AGM.

### Specific advice concerning subscription payments.

- BACS transfers: Should include a reference to show the name of the member to whom the payment refers
  - Paypal payments: Should show the name of the member to whom the payment refers
  - Cheques : to be banked by The Treasurer.
  - Cash: In order to maintain a record of who has paid. These will be banked by the Membership secretary, who will make separate BACS Transfers with reference to the member who has paid.
  - The issue of a new Membership Card will serve as a receipt of payment.
9. Time Trial payments in cash will be banked by the Racing Secretary who will transfer fees received to the Treasurer by Bank Transfer.  
*Current Racing Secretary : Chris Fearnley*
  10. Money received for Club events, such as Charity Rides will be collected by the nominated Club Committee member and passed to the Treasurer, who will tally receipts and make deposits to the appropriate account.
  11. A separate account summary for each event will be presented at the next available monthly club meeting.