

Sutton United Football Club



Financial Controls Policy

Purpose

Sutton United Football Club is committed to maintaining accurate financial records and ensuring that all financial activities are conducted with transparency, accountability and integrity. This policy outlines the controls in place to manage club finances effectively.

Scope

This policy applies to all staff, volunteers and individuals responsible for handling or managing club funds.

Responsibilities

Club Management:

- Ensure proper financial systems and controls are in place
- Monitor income and expenditure regularly
- Approve budgets and significant financial decisions

Staff and Volunteers:

- Follow financial procedures and maintain accurate records
 - Ensure all transactions are authorised and recorded
 - Report any discrepancies or concerns immediately
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Income Handling

- All income (e.g. fees, donations, sponsorship) must be recorded accurately
 - Cash handling should be kept to a minimum where possible
 - Receipts must be issued for payments received
 - Funds should be deposited into the club's account promptly
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Expenditure and Payments

- All expenditure must be authorised by a designated person
- Payments should be supported by invoices or receipts
- Large or unusual expenses must receive prior approval
- Wherever possible payments should be made via bank transfer rather than cash

Record Keeping

- Financial records must be kept up to date and stored securely
- Records should include income, expenditure, receipts and invoices
- Documents should be retained in line with legal and regulatory requirements

Monitoring and Review

- Regular checks and reviews of financial records will be carried out
- Any discrepancies or irregularities will be investigated promptly
- The policy will be reviewed annually to ensure effectiveness

Fraud Prevention

- The club operates a zero-tolerance approach to fraud or financial misconduct
- Any suspected fraud must be reported immediately and will be investigated

Review

This policy will be reviewed annually or following any significant financial changes or incidents.

Policy reviewed: March 2026

Signed: OSCAR J LUGG

Name: Oscar Lugg

Position: Soccer School and Academy Lead Coach

Date: 23rd March 2026

