

CLUB FINANCIAL SAFEGUARDS

There are a number of safeguards you can use to protect the club's money against accidental loss and theft.

Here are some easy steps to safeguard your club's money.



DUAL AUTHORISATION

You will need dual authorisation on club bank accounts. This means that it takes two separate people to authorise a transfer of money out of your account.

APPROVAL

Approve or ratify all expenses at a committee meeting. Remind your members that they should never spend their own money on club purchases without prior approval, in writing.



RECORDS

Get and keep receipts for everything you spend money on. Regularly keep the club's financial records up to date. See the Record Keeping module and video for more information.

SUPERVISION

Don't let one person handle cash unsupervised.



ELECTRONIC PAYMENTS

Minimise the amount of cash the club handles by making and receiving payments by electronic funds transfers or card payments wherever you can.

SPEAK UP

If you have a funny feeling about anything, speak up quickly. Don't let a small worry turn into a long-term problem.



DO THE RIGHT THING

And most importantly, DON'T STEAL THE CLUB'S MONEY!