

Sedbergh Swimming Club

Financial Procedures

General arrangements

Sedbergh Swimming Club is a voluntary non-profit making organisation. This means that all our surplus income is reinvested back into the Club.

The Swimming Club has a Management Committee which is elected at the Annual General Meeting. The Management Committee is responsible for ensuring that the Club is well managed and that any income is put to best use. The Club has an appointed Treasurer to ensure that the following financial procedures are adhered to.

Financial records

We keep financial records relating to the Swimming Club's financial activities. The financial records we keep include:

- Bank statements;
- Details of all funds received on the session attendees list;
- Invoices and other receipts for all payments.

Financial year and annual accounts

Our financial year ends on 30 April each year. At the end of the financial year the Club's accounts are examined by a Chartered Accountant who is independent of the Club. A financial report of the Club's annual accounts is presented at the Annual General Meeting by the Club's Treasurer. All members of the Swimming Club are entitled to attend this meeting and can view the annual accounts upon request. The Club's accounts show money received, payments, and any remaining funds. The financial report also includes details about any projected expenditure, essential training needs and equipment for the following year.

Bank and building society accounts

- We have a current account and savings account with Barclays (Kendal branch);
- All bank transactions go through our current account;
- The Treasurer and a named member of the Management Committee are the signatories for the accounts;
- We receive a bank statement every month and we regularly check this statement against the Club's own financial records.

Income

- We receive cash, cheques, and BACs as payments for annual membership, lessons and sessions.
- Fees are recorded on the nightly attendance sheet. This is overseen by the Swimming Club's Membership Secretary.
- We bank all cash and cheques that are received. We normally aim to carry out our

banking for amounts over £100 within 2 weeks of receipt.

- The Club's Treasurer manages paper files relating to cheques and BACs payments (e.g. grant award letters or copies of receipts issued to the Club).

Buying goods and services

- Our Management Committee agrees payments in advance. This is shown in our annual budget and any known future expenditure is discussed at the Club's committee meetings during the year;
- The Club's Treasurer keeps a file of all the paperwork and checks invoices before making payments.

Payments by cheque, direct debit, bank transfer or debit card

- We do not sign cheques or authorise a direct debit, electronic bank transfer (BACs) or debit card payment without paperwork to support the payment;
- Cheque stubs are completed at the time of payment;

Staff wages

- We keep records of all staff wages (teachers/lifeguards).
- All payments are made by cheque or BACs at the end of each term.
- We will pay affected staff for their time if Sedbergh School notify us of a short notice cancellation before 3pm on day one.

Membership Information

- All members are required to complete a membership form each year before they can attend any swimming session.
- It is the member's responsibility to keep their personal information up to date and inform the membership secretary of a change of circumstances (address/phone number change etc).

Public Liability Insurance

As the Swimming Club is a voluntary non-profit making organisation, we have a duty of care to protect our assets and resources. The Club is therefore covered by public liability insurance as we come into contact with members of the public at swimming sessions, lessons and events. Public liability insurance covers the cost of claims made against the Club by a member of the public should an incident have resulted in injury or property damage. Our insurance is renewed by the Treasurer on an annual basis.

Cancellation & Refunds Policy

The Club recognises how important swimming lessons/sessions are to its members but sometimes unexpected events/emergency situations can occur meaning that we have to make adjustments to our programme. This can happen if the pool is closed at short notice or if a lifeguard or teacher are unavailable due to unforeseen circumstances.

Presence of a qualified lifesaver

During group swimming sessions, a qualified lifesaver must be present at all times. If a lifeguard is not present due to unforeseen circumstances then lessons/sessions will not be able to go ahead. The presence of a lifeguard is essential for the health and safety of all pool users. This requirement has been agreed between Sedbergh School and the Swimming Club as part of the pool hire and is set out in the School's Pool Safety Operating Procedures.

Cancellation of a swimming lesson by the Swimming Club

If a swimming teacher is not available to deliver a swimming lesson then it will not be able to go ahead unless alternative teaching arrangements can be made. We will aim to provide a temporary swimming teacher if we have sufficient time to do so. If this is not possible then the lesson will be cancelled and we will offer a refund if you have already paid for the lesson.

Cancelling swimming lessons – Members

If you need to cancel a swimming lesson due to sickness or you are unavailable then please notify the Club. This is only required if the absence will be over more than one lesson.

If you wish to discontinue lessons, then please either speak directly to the swimming teacher or notify us via email - sedberghswimmingclub@gmail.com so that we can then allocate the place to someone else who is on our waiting list.

Refunds

No refunds will be issued that relate to the closure of the swimming pool which is beyond the Swimming Club's control as outlined above.

The Club's membership fee is non-refundable.

If you wish to pursue a refund please contact the Club's Secretary via email – Sedberghswimmingclub@gmail.com

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