

Truro Cycling (TCC) Financial Procedures

1. The Treasurer and the Membership Secretary will have access to the online bank account(s).
 2. The cheque book and debit card will remain in possession of the Treasurer.
 3. There are two person who can sign a cheque. The Treasurer and the Chairperson.
 4. The daily limit for a single payment is set at £500.00
 5. The Treasurer will maintain the books and records of the club and produce quarterly and annual income and expenditure accounts. Annual accounts will be presented and sign off at the AGM.
 6. Payments of expenses will be issued when supported by an appropriate receipt.
 7. Time Trial payments in cash will be banked by the Racing Secretary who will transfer fees received to the Treasurer by Bank Transfer.
 8. Money received for Club events, such as Charity Rides will be collected by the nominated Club Committee member and passed to the Treasurer.
 9. A separate account summary for each event will be presented at the next available monthly club meeting.
 - Specific advice concerning subscription payments.
- BACS transfers: Should include a reference to show the name of the member to whom the payment refers
 - Cheques: to be banked by The Membership Secretary.
 - 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.