



BASINGSTOKE RUGBY FOOTBALL CLUB

Basingstoke RFC Rugby Club Banking & Bank Card Handling Policy

1. Purpose

This policy sets out how the Club manages its bank accounts, bank cards, and financial transactions to ensure transparency, accountability, and protection of club funds.

2. Scope

This policy applies to:

- All committee members.
- Any volunteers or staff involved in financial processes.
- Anyone issued with access to club bank accounts or bank cards.

3. Bank Accounts

- The Club shall maintain bank accounts in the Club's name only.
- All accounts must be authorised by the Committee and recorded in the Club's financial register.
- Online banking access must be restricted to approved officers (e.g., Treasurer, Chair, Secretary, Administrator).

4. Authorised Signatories

- The Committee shall appoint at least **two** authorised signatories.
- Signatories must be club members in good standing.
- No signatory may approve payments to themselves without secondary approval from another signatory.

5. Bank Cards

5.1 Issuing of Cards

- Bank cards may be issued only to designated officers as justified; (e.g., Treasurer, Chair).
- Each card must be linked to the Club's main account or a controlled sub-account.

5.2 Cardholder Responsibilities

Cardholders must:

- Use the card **solely** for legitimate club business.
- Keep the card secure at all times.
- Retain receipts for all transactions.
- Submit receipts and explanations within **7 days** of purchase.
- Report lost or stolen cards immediately to the Treasurer and the bank.

5.3 Prohibited Use

- Personal purchases (even if "paid back later").
- Cash withdrawals unless explicitly authorised by the Committee.
- Sharing the card or PIN with any other person.
- Online purchases from unverified or insecure vendors.

6. Spending Limits

- The Committee shall set spending limits for each cardholder.
- Any expenditure above the limit requires prior written approval from the Treasurer and one other signatory.

7. Transaction Recording & Receipts

- All transactions must be logged in the Club's financial system within **14 days**.
- Receipts must be stored digitally or physically for audit purposes.
- Missing receipts must be explained in writing; repeated failures may result in card privileges being revoked.

8. Reconciliation & Oversight

- The Treasurer must reconcile bank statements monthly.
- Any discrepancies must be reported to the Committee immediately.

9. Fraud Prevention

- PINs and online banking passwords must never be shared.
- Multi-factor authentication must be enabled where available.
- Suspicious transactions must be investigated promptly and reported to the Committee.
- Any spend not on a company card to be reclaimed, must have pre approval and authorisation from a committee member.

10. Card Cancellation & Role Changes

- When a cardholder steps down from their role, their card must be cancelled within **48 hours**.
- All cards must be returned to the Treasurer or destroyed securely.

11. Disciplinary Action

Misuse of club funds or bank cards may result in:

- Revocation of card privileges
- Repayment of unauthorised spending
- Removal from committee roles
- Formal disciplinary action under the Club's constitution
- Referral to authorities in cases of suspected fraud

This policy has been adopted in accordance with the club constitution.

Signed: *LMottram*

Name: Laurence Mottram

Position: Chair of Governance

Date: 24th February 2026

For further information about Basingstoke RFC Policies and guidance please visit our full document area at <https://www.basingstokerfc.com/information/club-documents>