



# FINANCIAL POLICY

## 1. Introduction

Hawarden Park Girls and Ladies FC (the "Club") is a registered charity (CIO no 1208531) committed to promoting girls' and ladies' football within our community. This financial policy outlines the procedures and regulations governing the raising and management of funds at the Club, ensuring compliance with the Charity Commission, fostering individual team development, and promoting the long-term sustainability of the Club.

## 2. Fundraising Objectives

The Club encourages its members and individual teams to engage in fundraising activities to support their respective initiatives, tournaments, and overall club development. All fundraising efforts must align with the charitable aims of the Club and adhere to the guidelines set forth in this policy.

## 3. Fundraising Regulations

### 3.1 Collection and Deposit of Funds

- All funds raised by teams must be collected and deposited into the Club account within 72 hours of collection.
- Any physical or electronic card reading devices used for fundraising must be linked directly to the Club's bank account to ensure accurate accounting of all transactions.
- Cash Handling: Due to the logistics involved in depositing cash at banks, it may be necessary for teams to initially deposit funds into an alternative account before transferring the total into the Club account. However, evidence of the deposit (copy of paying in slip) must be provided to the Club Treasurer to ensure transparency and proper record-keeping for audit purposes.
- Cash must be counted by more than one fundraiser prior to depositing into the bank

### 3.2 Distribution of Funds Raised

- Individual teams are encouraged to raise funds specifically for their activities.
- Funds available for specific activities should be to support the club or individual players and officials only. This can include tournaments, training camps and other team building expenses.
- All events and fundraising activities organised should be co-ordinated via the fundraising committee to ensure no duplication with other age groups or wider club initiatives.



# Hawarden Park Girls and Ladies Football Club

20 Palmerston Crescent,  
Hawarden, CH5 3SF



- Teams should be mindful to also support the general running and development of the Club, a target will be given each year for individual teams to aim towards which will be allocated to the Club's central fund.
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## 4. Transparency and Accountability

- The club will have a designated finance communication group which will include the Club Treasurer, Team Managers and key individuals who support fundraising events.
- All fundraising activities must be reported to the Club's treasurer via the finance communication group within one week of completion. This report should detail the total amount raised, any expenses incurred, and the net amount available for the team.
- Copies of receipts detailing all expenditure must be sent to the club treasurer to hold. It is noted that club accounts are independently audited and evidence of spend can be requested at the end of the financial year.
- The Club will maintain transparency regarding the use of funds and will provide regular updates to all members about the impact of their contributions on the Club's activities and development.
- The club treasurer will transfer team funds back for use as requested. All requests for funds should be made via the club finance communication group.

## 5. Compliance with Charity Requirements

- All fundraising activities must comply with the guidelines of the Charity Commission.
- Communication regarding fundraising efforts shall emphasise the charitable nature of the Club, ensuring that all promotional materials clearly indicate that funds raised will contribute towards the Club's mission and activities.

## 6. Support for Fundraising Activities

- The Club will provide support and guidance to teams in planning their fundraising activities, including ideas for fundraising initiatives and assistance with promotional materials where feasible.

## 7. Review of Policy

- This Financial Policy is subject to review annually or sooner if deemed necessary by the Club committee. Suggestions for improvements or updates are always welcome from members.

## 8. Acceptance of Policy

- By participating in any fundraising activities on behalf of Hawarden Park Girls and Ladies FC, members agree to adhere to this Financial Policy. Non-

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**compliance with the policy may affect the member's ability to engage in future fundraising activities.**

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## Conclusion

This policy aims to balance the individual fundraising efforts of team members with the long-term needs of the Club, fostering an environment of support and community while ensuring proper financial management and compliance with charity regulations.

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