Richmond Gymnastics Association
Townmead Road, Richmond TW9 4EL
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DOCUMENT CONTROL

DOCUMENT AUTHOR

The author of the Financial policy is the RGA Management Team

DOCUMENT LOCATION

Richmond Gymnastics Association\Richmond Gymnastics Association Team Site - Documents\Shared\Policies

DOCUMENT HISTORY

The following versions of the document have been produced.

Version	Description of Change	Date
V1.0	Baselined document (Final)	01/2018
V1.0	Reviewed with no changes	11/2019
V1.0	Reviewed with no changes	08/2022
V1.0	Reviewed with no changes	08/2023
V1.0	Reviewed with no changes	08/2025
V1.0	Reviewed with no changes	08/2026

DOCUMENT APPROVALS

The following individuals have been identified as approvers of the Financial policy.

Name	Role	Date
Salme Naylor	Director of Coaching	08/2026
Melanie Sanders	Operations Manager	08/2026
Tracey Brown	GfA Manager	08/2026
Chris Brockbank	Board member	08/2026

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RGA Financial Policy

Richmond Gymnastics Association is a 'Not for Profit' organisation, with charitable status.

The Board of Trustees will ensure sound financial management systems are in place and that they are strictly adhered to as defined by the constitution, by the conditions of affiliation to British Gymnastics and the Charities Commission.

The Board of Trustees will control income and expenditure on all distributed funds in the best interests of the Association

The Board of Trustees will safeguard the Associations' assets.

Accounts

- The finances of RGA shall be held in bank account/s approved by the Trustees.
- All monies must be passed through the said accounts.
- The financial year of RGA shall close on the 31st of August of each year and all accounts closed as of that date.
- The accounts shall be prepared and presented to the AGM each year to the members.
- The accounts shall be prepared for audit as appropriate.
- The accounts will be submitted to the Charities Commission.

Budgets

- RGA shall submit forward budgets for each year, for the Board of Trustees approval
- The financial officer will be required to review the budget and provide a report at each Board of Trustees meeting
- The Board of Trustees has the authority to expend allocated funds within approved budgets
- The Board of Trustees has the authority to control the expenditure on specific discipline projects

Expenses

- The Association is responsible for the reasonable expenses of the Trustees and its sub-committees.

RGA Special projects

- The Board of Trustees will provide money for 'Special Projects'

- The Management Team and Heads of Discipline may make recommendations to the Board of Trustees for monies needed to meet the technical aims and objectives of the Association

- The Board of Trustees may provide funds for charitable purposes beneficial to the Association or in the interest of social welfare.

Conflict of Interest

- Staff, Management Team, & Trustees must disclose any conflicts of interest related to personal or family relationships with RGA suppliers or other third parties with whom the Association does business.

- No contributions of any kind, including the provision of services may be made to politicians, political parties, or action committees, without the prior written approval of the Board of Trustees

Gifts and Hospitality

- Staff, Management Team & Trustees will not accept, for personal benefit, goods, or services of more than nominal value from suppliers, potential suppliers or other third parties

Fraud, Corruption and Whistleblowing

- Staff members are responsible for giving immediate notification to their Line Manager or appropriate person where there are grounds to suggest any financial impropriety or irregularity concerning cash, stock, or other property of RGA.

- Financial irregularities will be dealt with in accordance with the Associations' Disciplinary Policy. Any member of staff with a concern regarding financial irregularity is protected by the BG "Whistleblowing Policy".

The RGA Financial Policy will be reviewed regularly and will be updated as necessary.