

## Surrey Athletic Network

### Operating Procedures

#### Introduction

To facilitate the smooth running of the Surrey Athletic Network ('SAN'), certain operating procedures have been adopted. These are described below.

#### Basis of operation

- The Network will not directly employ anyone to carry out work on its behalf.
- Attendance at Committee meetings will be performed on a voluntary basis.
- The Network may pay honoraria to individuals performing specific work on behalf of the Network.

#### Committee meetings

- The SAN Committee meets on the second Wednesday of September, November and March unless otherwise agreed.
- The meetings will be held at different clubs in order to share across the clubs the cost of hosting and travel expenses.

#### Project Sub-Committee

- The Project sub-committee meets twice yearly, preceding the September and March meetings.
- The sub-committee reviews the outcome or recent SAN activities and prepares a recommendation for the Committee on future activities

#### Financial procedures

- The Network Committee has overall responsibility for the finances of the Network.
- The Finance Director of the Network manages the day to day financial transactions of the Network and reports to the Committee at each regular meeting on the status of the Network's financial position.
- For the purposes of financial probity, 2 separate signatures are required on SAN cheque.
- Access to view the operations of the Network's bank account by an independent SAN member has been arranged to ensure transparency and good practice.

#### Management accounts and budgeting

- The Finance Director will prepare a projected budget for the following year to be approved at the last meeting of the previous year (e.g. in November for the following year). Budgets will be prepared for each project within the Network's annual plan for approval by the Committee, or the Financial Director as delegated. The annual budget will set out the proposed annual contribution for each club for the following year.
- The level of the following year's contribution will be communicated to member clubs one month before the end of the current year for payment by 31 December of that year. If any club fails to pay its annual contribution its membership will be suspended and it will be liable to pay higher charges for participation in Network activities.
- The annual management accounts prepared by the Finance Director will be subject to independent verification.

The SAN company

- The Network's company will produce and submit to Companies House annual accounts as required under the applicable Companies Act. The Network's accounting year runs from 1 January to 31 December