

Aim

- To enable Honiton Golf Club Ltd (Management Board) to manage and control the financial affairs and assets of the Club in line with the responsibilities laid down within the Memorandum and Articles of Association of Honiton Golf Club Limited (HGC Ltd).

Objective

- To raise funds for HGC Ltd in order to support the operating of the Club.
- To encourage and support sections of the Club with the organising of fund raising events.
- To raise funds for nominated charities approved by HGC Ltd.
- To run the financial affairs of the golf club efficiently and consistently across the membership.

1.0 Green fees

This is a set charge agreed by the Management Board for playing one round or session on the golf course by a non-member.

- All visitors paying a green fee must comply with section 42 of the Articles of Association of HGC Ltd.
- All events that solicit a green fee must be approved by the Management Board.
- All revenue from any type of green fee must be paid direct to HGC Ltd.

2.0 Members Subscription

- See Articles of Association 45.

3.0 Honiton Golf Club Opens / Invitations Competitions / Coffee Morning etc.

- Open, Invitation Competitions and Coffee Mornings allow members from other clubs to play at HGC Ltd for a specified fee. The Management Board will agree the cost and parameters of eligibility for the competition. (e.g. Seniors Opens - All players must be over 60 years of age)
- Entrance fees for all Club Opens must be paid direct to HGC Ltd. This will allow the Club to cover the cost of making the course and facilities available, including staffing.

3.1 Prize tables for competitions

- A percentage of the money collected in entrance fees may be spent to purchase prizes.
- Organisers of the open must not spend more than 50% of the money collected on prizes.
- Depending on entry levels this percentage may be adjusted (+ or -) with Management Board approval.
- Invoices for all prizes purchased will be required and must be submitted to HGC Ltd Administration Office promptly. Money to purchase prizes in advance must be requested through HGC Ltd Administration Office.

4.0 Payment of Entry Fees for External Competitions/Matches – Representing Honiton Golf Club. (e.g. Dartmoor League/Sheelah Creasy Bowl/Palairret Trophy)

Issue Date	24 th /8/ 2016	11/5/18	6.12.19	24.11.20	Golf Mark	Section (if appropriate)
Issued By	Adrian Cave	Adrian Cave	Adrian Cave	Reviewed	Page 1 of 3	
Issue no:	2	3	4			

- Entry fees for National and County competitions shall only be paid by HGC Ltd on agreement of Management Board via the Golf Committee.
- Any such requests should be presented in a timely fashion by the Section Captains or Junior Organiser to the HGC Ltd Golf Committee for referral to the Board.

5.0 Internal Member Competitions the Club runs weekly competitions for which they charge a fee and award prizes.

Each competition must:

- “Levy a set entry fee or contribution as decided by the organiser with the agreement of the Management Board.”
- Retain at least 10% of entry fees and pay this to HGC Ltd. The remainder to be distributed in prizes.

6.0 Courtesy of Course and facilities.

- Any such events (e.g. Professionals Day) must be approved by the Management board.

7.0 Sundry running costs: Each section has an agreed sum of money to plan their expenditure without the need to consult the office with the following conditions.

- Upper limit set at £750 per year.
- There will be no payment to volunteers in lieu of work undertaken on behalf of the club.
- Accounts must be kept by each section showing income and expenditure annually and provided to HGC Ltd upon request.
- No part of the budget may be used to subsidise a competition prize fund

8.0 Fundraising: There are a number of fundraising events that take part during the year which are run to raise money for charity, as a contribution to club funds or other stated reason.

These events must:

- Have Management Board approval
- Clearly state what the money is being collected for.
- Set annual limit for a specified purpose to avoid a build-up of funds that cannot be re allocated.
- Ensure all incurred expenses have receipts.
- Ensure the money raised is paid into HGC Ltd account and ring fenced for that specified purpose.

9.0 Social events HGC Ltd Social Committee run a number of social events during the year.

These events:

- Must be co-ordinated through the Social Committee.
- Agree ticket pricing on each event.
- Profit / non-profit considerations will be taken into account when organizing the event. This will depend on the type, size and purpose of the event.
- Expenses or costs in excess of £200 must first be authorised by Management Board.

Issue Date	24 th /8/ 2016	11/5/18	6.12.19	24.11.20	Golf Mark Section (if appropriate)
Issued By	Adrian Cave	Adrian Cave	Adrian Cave	Reviewed	Page 2 of 3
Issue no:	2	3	4		

- Social events may draw on funds already raised and set aside for advance payment of an organised event that has been given the Boards approval.

10.0 Captains Charitable Fund Raising: Each year Captains may choose, independently or jointly, to support a charity by way of organising charitable fund raising events at Honiton Golf Club.

- Each Captain must ensure the Charity chosen is registered with the Charity Commission.
- If legitimate expenses are to be paid or be reimbursed from donations, the Captains must first notify their chosen Charity administrators before any fund raising year commences.
- All charitable donations must be managed by the Captains in such a way that an audit trail shall be made available, upon request.

11.0 HGC 250 Lottery must:

- Adhere to the Terms of Reference for the Social Committee.
- Manage the Lottery resources responsibly by implementing appropriate financial controls and manage risks.
- The HGC 250 Lottery shall be managed and be run in line with the Gambling Commission regulations [Private Society Lotteries: www.gamblingcommission.gov.uk].
- All funds in relation to the HGC 250 Lottery shall be held in a designated bank account and accounts shall be made readily available to authorised personnel, upon request.
- HGC 250 lottery account shall stay in credit at all times. Management will not authorize any overdraft facility.
- Accounts must be drawn up at the end of each year for inspection by the Management Board.

12.0 Control Measures

- Nominated Directors of HGC Ltd shall have authority to sign cheques.
- The Club Manager also holds this authority to a maximum single amount of £1,000.00.
- A cheque must be signed by at least two signatories.
- The monthly BACS run shall be authorised by at least two nominated Directors.

Issue Date	24 th /8/ 2016	11/5/18	6.12.19	24.11.20	Golf Mark Section (if appropriate)
Issued By	Adrian Cave	Adrian Cave	Adrian Cave	Reviewed	Page 3 of 3
Issue no:	2	3	4		