

**British Swimming Policy Manual**  
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**CONTRACTUAL ARRANGEMENTS**

No contracts in excess of £5,000 (excluding pool hire) are to be agreed without the prior approval of the British Swimming Board.

A summary to be prepared for the British Swimming Board of all contracts in excess of £5,000 (excluding pool hire.)

ASA Committee Minutes: 27/28 March 1998  
Grammatical amendment made 9<sup>th</sup> April 1999  
Format amended: 2<sup>nd</sup> November 2002

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**REGISTER OF PECUNIARY INTERESTS**

The Amateur Swimming Federation of Great Britain Ltd must maintain a register of pecuniary interests in connection with ASFGB Ltd Board members, members of ASFGB Ltd sub-committees, senior professional staff and Directors of subsidiary companies, covering the following main issues:

- Any employment or income received from work undertaken within the sport.
- Any income received from the sport as a partner or director or employee within a firm.
- Any sponsorship received.
- Any sponsorship given to any aspect of the sport.
- Any contracts with the sport for the provision of services or goods for profit.
- Any interests in any corporate bodies for personal benefit which do business with the Federation or associated companies

The register is to also include interests of close family members.

ASA Committee Minutes: 5.4.97  
Grammatical amendments made 9<sup>th</sup> April 1999  
Format amended: 2<sup>nd</sup> November 2002

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**PURCHASE AUTHORITY LEVELS**

Level One	Officers: Chief Executive Treasurer Chairman
Level Two	Senior Managers and nominated Heads of Department Head of Legal Affairs Commercial Director Director of Education Director of Development Director of Communication Facilities Officer Director of Membership Services and Resources National Performance Director - Swimming National Performance Director - Disability Swimming National Performance Director – Diving Editor - Swimming Times Membership Services Manager / ISTC CEO Awards Centre Manager World Class Plan Manager
Level Three	Nominated Signatories: Line Managers Assistant World Class Plan Manager PA to Chief Executive PA to Director of Membership Services and Resources PA to Director of Development PA to Director of Education Regional Development Officers Team Manager Education Assistant
Level Four	Budget Holders and Administrators: Technical Committee Secretaries Senior National Events Administrator Customer Services Manager International Events Administrator Athlete Support Administrator Information Technology Administrator Communications Assistant PA to Head of Legal Affairs Sports Science Manager Hotel and Meetings Administrator (National Events Team)

The Finance Office staff have no primary authority but may on occasions act as “approval” signatory in the absence of key signatories.

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**SIGNING LIMITS**

CATEGORY	AUTHORISED LEVEL	LIMIT
Capital Expenditure - including equipment purchases and capital projects	Level One	No limit subject to ASFGB Board decisions and within budget.
Contractual commissions.	Level One	No limit subject to ASFGB Board decisions and within budget.
Working replacements (within budget.) (All signatories)	Level Four Level Three Level Two Level One	£1,000 plus Vat £5,000 plus Vat £10,000 plus Vat No limit subject to ASFGB Board decisions and within budget
Equipment purchases - routine items. (All signatories)	Level Four Level Three Level Two Level One	£1,000 plus Vat £5,000 plus Vat £10,000 plus Vat No limit subject to ASFGB Board decisions and within budget
Routine contracts. (All signatories)	Level Two	To value of current contract providing within budget.
Travel and Accommodation - excluding events. (All signatories)	Level Four Level Three Level Two Level One	£1,000 plus Vat £5,000 plus Vat £10,000 plus Vat No limit subject to ASFGB Board decisions and within budget
National event organisation expenditure. (National Event Team, Director of Membership Services and Resources, Officers.)	Level Four Level Three Level Two Level One	£1,000 plus Vat £10,000 plus Vat £20,000 plus Vat No limit subject to ASFGB Board decisions and within budget
International event organisation expenditure. (International Events Administrator, World Class Plan Manager, Officers)	Level Four Level Three Level Two Level One	£1,000 plus Vat £20,000 plus Vat £30,000 plus Vat No limit subject to ASFGB Board decisions and within budget

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**BUDGET PROCESS**

1. The Director of Finance is to set timings for the budget process each year. The ASFGB Ltd Board is to approve the timings.
2. All Committees / Cost Centre Holders are required to submit their first draft to the Director of Finance by the scheduled date.
3. The Director of Finance is to submit the initial draft to the Board by the scheduled date.
4. The Director of Finance is to advise the Committees / Cost Centre holders of revisions required by the Board by the scheduled date.
5. Committee Secretaries / Cost Centre holders are required to issue revised budgets to the Director of Finance by the scheduled date.
6. The Director of Finance is to submit final budgets and full line items to the Board by the scheduled date.

ASA Committee 28<sup>th</sup> July 1998  
Grammatical changes made 9<sup>th</sup> April 1999  
Format amended: 2<sup>nd</sup> November 2002

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**PROCUREMENT POLICY**

1. Staff and volunteers requiring goods or services should complete a requisition form clearly stating their requirement and relevant budget code. Where applicable a full technical specification should be included with the requisition.
2. The requisition must be signed by an authorised signatory as set out in the levels of authority policy.
3. The Purchasing Officer will check that the requisition is valid by verifying the authority limit and budget code prior to processing the order.
4. All orders for goods and services must be placed by the Purchasing Officer who will negotiate terms and will pass the requisition to the Finance Office who will produce a written/computerised purchase order.
5. All suppliers asked to quote must be given exactly the same information regarding the requirement.
6. Written information will be sent to suppliers asked to quote for purchases over £1,000.
7. For purchases between £1,000 and £5,000 two written quotes must be obtained.
8. For purchases over £5,000 three written quotes must be obtained.
9. For all purchases over £10,000 sealed bid tenders must be sought. When inviting a tender full details of the requirement must be stated along with the closing date for the tender. All sealed bid tenders must be enclosed in plain envelopes with no markings to distinguish the sender, marked for the attention of the Chief Executive. All envelopes to be opened on the same day on a day set by ASFGB Ltd.
10. Letters of intent are not permitted without the express consent of the ASFGB Ltd Managing Board.
11. If there is a need to appoint a supplier to provide goods at interim periods of time over a long period (r.g. furniture during a long term refurbishment programme) the above process should be conducted at the onset and the supplier appointed for the duration of the project.

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12. All purchases must comply with EU Procurement Directives. The Directives set out the principles for Works, Supplies, Services and Utilities contracts which are above specified financial threshold levels. The rules specify procedures for advertising and awarding depending on the type of contract which contracting authorities must comply with.
13. Contracts above the threshold levels affected by the EU procurement rules must be advertised in the Supplement to the Official Journal of the European Communities (OJEC) before being notified elsewhere. The current levels and full directives can be found on the Public Tenders website – [www.publictender.co.uk/legislation](http://www.publictender.co.uk/legislation)
14. If a firm repeatedly proves themselves to be the cheapest provider of a particular service and the work is of a satisfactory standard the Director of Membership Services and Resources should be advised to obtain approval to add the firm to the list of nominated suppliers. It will be permissible to utilise their services for orders of £1,000 or less without obtaining further quotes.
15. The Purchasing Officer will be responsible for maintaining the list of Nominated Suppliers and ensuring that comparable quotes are obtained at least every six months to ensure that they should be retained on the list.
16. The list of Nominated Suppliers will also include regular service contractors (e.g. cleaners.) The contract will be renewed on an annual basis and re-appointment will be made in accordance with the above policy.
17. Goods or services will be delivered to the originator of the requisition who is responsible for checking that the goods or services match the order exactly. A satisfaction note should then be sent to the Purchasing Officer advising that the order has been received correctly (or noting any variance.)
18. The Purchasing Officer will send a copy of the Satisfaction note and purchase order to the Finance Office.
19. Invoices will be sent directly to the Finance Office who will only pay the invoice on receipt of the satisfaction notes and purchase order from the Purchasing Officer providing that the purchase order matches the invoice. Authorisation must be obtained prior to paying invoices that differ from the purchase order.
20. The Purchasing Officer will be responsible for maintaining a basic level of stationery of weekly call off by staff and volunteers.

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21. f and volunteers requiring stationery should complete a stationery requisition and submit it to the Purchasing Officer.

Committee Minutes: 21/22 November 1997  
Amended: ASA Committee 15<sup>th</sup> July 2000  
Adopted GB Committee: 16<sup>th</sup> August 2000  
Format amended: 2<sup>nd</sup> November 2002  
Amended Policy Group November 2003

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**TRAVEL EXPENSES**

1. Essential travel for business purposes – ASFGB Ltd Staff  
40p per mile or 2nd class rail fare
2. Essential travel for business purposes – ASFGB Ltd Volunteers  
25p per mile or 2nd class rail fare
3. Air travel by ASFGB Ltd Staff and Volunteers may only be made by prior agreement and must be booked via the ASFGB Ltd appointed travel agent.
4. Assembly costs for Team staff and athletes:  
2nd class rail fare from normal training venue to assembly point and return.  
Internal flights may be arranged at the discretion of the office for swimmers and athletes.

Adopted by GB Committee 16<sup>th</sup> August 1998  
Grammatical amendment made 9<sup>th</sup> April 1999  
Amended 7<sup>th</sup> July 2001  
Format amended: 2<sup>nd</sup> November 2002

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**BUDGETS - LINE ITEM ADJUSTMENT CRITERIA**

1. Cost Centre holders must advise the Director of Finance of individual line items to be included in the Management Accounts. Finance Office to compile Management Accounts detailing the line items.
2. Cost Centre holders and the Director of Finance are to prepare detailed accounts for each line item. Director of Finance is to create spreadsheets for Cost Centres to work to.
3. Cost Centre holders are to advise the Director of Finance of actual figures and any amendments to the agreed budgets. The Director of Finance is to complete spreadsheets and send copies to Cost Centre holder.
4. The Director of Finance is to ensure that the information contained in the individual spreadsheets matches the figures compiled by the Finance Office from invoices and receipts received. Director of Finance and Finance Officer are to reconcile any differences in liaison with the Cost Centre holder.
4. The Director of Finance is to check that the actual figures and revised forecast figures are within budget. The Director of Finance is to advise Cost Centre holders of any overspend. In the event of any overspend future events must be cut accordingly to ensure that the overall budget is not exceeded.
5. Cost Centre holders are to advise the Director of Finance of any changes they wish to make to line items - e.g. change events or reduce the size of one event to increase another. The Director of Finance is to change individual spread sheets accordingly whilst ensuring that the revised figures are within the specified overall budget.

ASA Committee: 28<sup>th</sup> July 1998  
Adopted by GB Committee 16<sup>th</sup> August 1998  
Grammatical changes made 9<sup>th</sup> April 1999  
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**REGULATIONS FOR THE PAYMENT OF EXPENSES BY ASFGB LIMITED**

The payment of expenses shall be subject to the authorisation of the person responsible for the finances of the activity, hereafter referred to as the designated officer.

The Federation require that all claims submitted are accompanied by receipts showing the payment, and where appropriate, any VAT with a VAT registration number. (For this purpose Switch and credit card slips are not acceptable.) Claims submitted without receipts may result in a delay in payment. However, for amounts under £5 whist desirable to submit receipts, it is recognised that this is not always practicable.

For the guidance of members, the following expenses shall normally be considered for payment:

Rail Travel and Public Road Transport - standard fare or concessionary fares that are available and suitable.

Taxis - actual fare, provided that reasonable public transport is not available.

Air Travel - Economy class or lowest prevailing fares available.

Private Car - 25p per mile, calculated over the shortest practicable route.  
(The Federation may, at time to time, review this rate.)

Mileage claims will be checked against a current route planner. Diversions, alternative routes etc. must be denoted on the form and the reason for the diversion etc. stated. If the route involves a several stage journey each individual leg of the journey must be recorded.

Where overnight accommodation is necessary, it should, where possible, be arranged through the Federation office or a designated officer. Payment of expenses shall be against actual costs incurred. Normal reimbursement of payment up to £20 is payable for an evening meal.

Expenses claimed in excess of these guidelines must contain a note explaining the reason for the difference together with a bona fide receipt.

The Federation may, at its discretion, authorise the payment of expenses in excess of the scales above. No duplication of expenses is permitted.

When anyone travels outside Great Britain, at the behest of, or under the control of the Federation, the travel arrangements will be made and paid for by the Federation.

17<sup>th</sup> October 2000

Format amended: 2<sup>nd</sup> November 2002