

## FINANCIAL RESPONSIBILITIES

- Managers should ensure that all players in the team are registered with the club and have also paid the necessary fee in full at the date the registration forms are completed.
- In the event of a player being unable to pay the full annual subscription because of financial hardship, the club may agree to accept a lesser sum, or pay the subscription in full, using a welfare fund administered by the Child Welfare Officer. Team managers should immediately refer all such cases to the CWO with background information regarding family circumstances of the player, with a recommendation on what action should be taken by the club. Parents will not be means tested, but if the player is in receipt of free school meals, this shall be accepted as evidence of financial hardship.
- If a player no longer wishes to be a member of the club, and has not been registered with the relevant league, the amount of membership subscription paid shall be refunded. Otherwise subscriptions are not refundable other than in exceptional circumstances. A refund shall only be made with the approval of the executive committee following a written application by a parent of the player, and the club reserves the right to deduct an administration charge and reduce the size of the refund having regard to the circumstances of the individual case. No refund shall be made after 1 January of any season because a team has failed to complete its fixtures and has been wound up.
- In the event that a team cannot continue during the course of a season any assets shall be returned to the club. Payment of any liabilities such as fines shall be a prior charge on any assets before any remaining surplus is distributed to remaining members of the team.
- A record of money received and membership details for each team will be maintained by the Registration Secretary and the treasurer.
- The Treasurer each month shall provide accurate accounts for the Club. They will be presented at each meeting of the executive and management committees, and the final accounts for the year at the AGM in June each year..
- If external training pitches are hired, payment is the sole responsibility of the team manager, and the club will not be responsible for any unpaid bills. See separate section on training.
- If the Manager wishes to take their team on a trip of any kind, the team must fund the total cost. The monies will be collected by the organiser and passed to the Treasurer, who then will deposit the money into the club bank account. A cheque can be issued at any time when required for payment of expenses as long as enough monies have been banked to cover the request. This is to safeguard the organiser of the trip since all monies received and spent can be accounted for by the club rather than an individual. Money collected for trips should not be held in separate personal bank accounts, or under the bed!
- Two signatures are required on each cheque issued by the club, from the following: Chairperson, Treasurer, and Secretary.
- Managers are advised not to open or operate any separate bank accounts in the name of the club in respect of funds received and spent on club activities. All monies must pass through the club bank accounts. If a separate account is created to handle team monies then it must have at least 2 signatories, usually parents not connected with running the team. Large sums should not be held in this way, and parents should be provided with a regular printed copy of the account showing sums received and how they have been spent.
- All Managers are advised to keep a spreadsheet / book showing all monies collected and paid out within a monthly period. It will show the weekly training fees collected and also show the expenses for the month. Expenses can be referee fees and match refreshments. For purchase of kit and equipment see separate section.
- A request for an payment of referee fees incurred by teams for match officials appointed by the league, County FA or the club, shall be made to the Fixtures Secretary Angie Searle who will keep a cash balance for this purpose. Any claim must be supported by a receipt/invoice signed by the match official. Payment will not be made to unqualified club volunteers/ parents who help out as a match referee at the request of the team manager .
- Teams should undertake their own fund raising to pay for particular activities such as Easter tours, but are expected to contribute to fund raising efforts for the whole club. This can be achieved by allocating a % of income from fund raising events to the club or by taking part in a club funding event such as the sponsored mini soccer festival.

- The treasurer should be notified of all team fund raising events, and should be told of the sum raised so this can be included in the club accounts
- Each team is encouraged to find at least one sponsor to buy kit and equipment, and the names of individuals and companies sponsoring the team should be provided to the chairman at the beginning of or during the season. This is to enable letters of thanks to be sent out by the club at the end of the season, invitations to be given to attend the Annual Awards evenings, and to give an opportunity for the sponsors to advertise in club publications such as the web site. In the event that a team cannot find a sponsor to purchase a team strip, the club will be responsible for buying the kit. Kit purchased by the club must be purchased through its designated supplier, and you should contact Terry Morris to make the arrangements.