



Financial Policy

Subs

1. Managers are responsible for paying subs to Club Treasurer at each monthly Committee meeting or as requested by Treasurer. Please give the Treasurer your subs prior to a meeting in the event of you being unable to attend. Subs should be entered on a Monthly Account sheet in format requested by Treasurer.
2. Managers should nominate a responsible person to collect match and training subs.
Records should be kept in the format requested by the Treasurer.
Match subs are not payable for holidays and sickness.
3. The Treasurer must be informed if a player's subs remain unpaid for four consecutive weeks.
A letter will be sent to the player's parents/guardian requesting payment within 10 days.
After this period the player will be suspended from playing.
4. In the event of a player receiving a DCFA fine, 10 days from receipt of official notification will be allowed for payment to be made. Following this period the player will be suspended from playing.
5. Referees fees should be deducted from subs. Expenses up to the value of £30 may be deducted from the subs and these should be declared on the Monthly Account sheet with the appropriate receipt. **The committee must approve any expense above the amount of £30.**
6. Each team should present a set of accounts at the AGM meeting in July.
7. Training costs and subs are the sole responsibility of each individual team, no team should commit the club to any training cost or liability without prior agreement of the Management committee.

General

1. Club accounts will be presented at each monthly meeting and made available for audit annually.
2. Any team holding a bank account in the name of the team or club must declare this and make all statements and balances available to the General Committee at each monthly meeting.
3. Teams are encouraged to seek sponsorship for kit and equipment they require. All correspondence relating to sponsorship must go through the Club Secretary. All money received by teams must go through Club Treasurer. Sponsors may pay invoices directly to the supplier.
4. Funding requests should be raised at Committee meetings. In the event of this not being possible requests should go to Chair, Vice-Chair or Secretary.
5. All invoices should be addressed to the Treasurer.
6. Teams may hold a raffle at home matches. Proceeds must only be used for the benefit of the players of the respective team or deposited with the treasurer. All money raised should be declared in the financial statement at the July AGM.
7. Team managers will be allocated an amount of £25 to help with telephone calls etc. This should be deducted from the September match subs. and declared on the Monthly Account sheet. The Derby City League Secretary, Mansfield Youth League Secretary, Chair and other officials may request payment of any expenses at any monthly committee meeting.
8. The Treasurer will monitor income and expenditure on a monthly basis and produce regular balance sheets for the Committees perusal.
9. Charitable donations/memoriam donations, etc.
Donations will be made where appropriate i.e. some close connection with the Club. Donations made will be of a reasonable amount at the discretion of the Committee. If no Committee meeting is imminent and a decision needed quickly, these payments can be authorised by the Secretary and Chair together.

Should the club fold or cease to exist for any reason The General Committee will, after the payment of all debts and expenses, donate the residue of cash and bank accounts to a charity of its choosing.