



KENWICK FOOTBALL CLUB

Financial Policy and Procedure

Treasurer

The Football Club finances are to be managed by the Treasurer.

The Treasurer is required to:

1. Ensure adequate accounts and records exist regarding the Clubs financial transactions, including accurate and up to date records of all income and expenditure.
2. Set up Supplier accounts as required.
3. Co-ordinate the preparation of an annual budget and monitor the clubs performance to budget.
4. Issue receipts and promptly deposit all monies into the club bank accounts.
5. Ensure all payments are made within the supplier's payment terms.
6. Act as a signatory to the clubs bank accounts (with at least one other management committee member).
7. Manage the clubs cash flow and accountable for petty cash.
8. Prepare and present monthly financial statements to the committee at the monthly meeting.
9. Prepare financial accounts for the annual audit providing the appointed auditor with information as required.
10. Prepare an annual financial report for presentation to Club members at the AGM.

Committee

The Committee is to assist the treasurer in all aspects of the club finances as follows:

1. Two members of the management committee (other than the treasurer) to be appointed as signatories of the club accounts in conjunction with the treasurer.
2. Approval of cash float amounts to be held for weekly trading requirements or the ensuing season.
 - Bar float - \$1,500.00 (All bar sales)
 - Match day float - \$1,500.00 (Match day payments)
 - Eftpos float - \$1,500.00 (Cash out for members)
3. Match day payment amounts are to be established and approved by the committee at the commencement of the playing year (umpires, trainers, scorers etc).
4. All expenses are to be approved by the committee at the monthly meetings. In addition up to \$250 can be approved by the treasurer and two executive committee members if required.
5. All invoices are to be tabled for payment approval at committee meetings. (Treasurer to co-ordinate)
6. Provide approval for all Supplier accounts.

Bar Manager

1. Ensure all sales are processed through the till
2. Responsible for all purchases of stock for sale within the club.
3. Provide till tapes and stock reconciliation sheet to the treasurer for input into the account records

4. Carry out monthly stock takes with the final count being carried out and reported at the end of the trading year (30th Sept)
5. Maintain a staff roster utilising every club member who holds a current RSA. Paid staff are only to be employed on special functions and approved by the committee