



**Kalamunda Rangers Inc.
Financial Management**

Kalamunda Rangers Inc. recognises that all the income and payments made by the Committee are done on behalf of all members of Kalamunda Rangers Inc. To ensure full accountability the following procedures should be employed.

1. General

1. All locks and safe codes should be changed periodically when personnel changes occur.
2. All income should be deposited in a timely manner (within 2 working days of receipt).
3. All persons responsible for bulk cash handling (Treasurer, Canteen Manager, Bar Manager and Registrars) shall obtain a National Police Clearance. The committee may consider any application for an exemption on a case-by-case basis.
4. All cash and cheque transactions shall be reconciled by at least two members of the Committee, at least one of whom shall be a member of the Executive Committee, prior to banking and signed as a true and correct record.
5. Proof of payment (receipt) shall be issued for all received payments other than Bar and Canteen sales. The register Z-report/s shall be accepted as proof of payment for all Bar and Canteen sales.
6. All payments shall be presented at a General meeting for approval prior to payment being made. Canteen and/or Bar expenses (Cost of Sales items) to be paid as they become due, without the need for prior approval by the Committee. These payments will be submitted to the Committee at the next general meeting for endorsement.
7. The Executive may approve payments of an urgent nature at the request of the Treasurer. These payments will be submitted at the next General meeting for endorsement.
8. A purchase order issued by the Treasurer is required prior to any order/purchase of equipment, uniform or merchandise products.
9. All payments shall be made by cheque payment or direct funds transfer with the authorising signatories to be any two of Treasurer, Secretary, President and one of the Vice Presidents.
10. Any reimbursements to members for payment of an incidental nature shall be submitted on a Reimbursement form and submitted for approval at a General meeting. Any reimbursement claim submitted by an authorised signatory must be authorised by any two other authorised signatories; no signatory is eligible to authorise their own payment/reimbursement

2. Electronic Funds Transfer facilities:

1. Payment may be made via electronic funds transfer (EFT) from either a savings/cheque account or credit card account (Visa and MasterCard only).
2. Mail Order/Telephone Order (MOTO) facilities may be provided for payments where payment in person is not available. All MOTO transactions shall be processed immediately. Records of account details shall be destroyed immediately following the processing of any payment.
3. The Club shall not provide a cash-out facility unless by prior arrangement with the Executive Committee.
4. EFT equipment shall be provided and maintained by Bendigo Bank and retained by the Treasurer.
5. Direct debit/funds transfer facilities shall be made available at the discretion of the Treasurer. All Bank transfer transactions should be identified with an invoice and/or player name for each transaction. Proof of payment using this method remains the responsibility of the payer.

3. Registration:

1. The Treasurer shall provide a float of \$400 in sufficient denominations at the commencement of the registration period (nominally August/September for the summer season and April/May for the winter season).

2. All registrations, and concurrent uniform sales, shall be recorded on the appropriate registration record form.
3. Payment of registration and uniform fees shall be accepted by cash, cheque, EFT or credit card (Visa & MasterCard) payments; on-line registrations or payment by Direct Credit.
4. The Treasurer shall be responsible for the final tallying and reconciliation of all the registration forms and proof of payment (receipt) books.
5. All surplus cash should be removed from the Register on a regular basis and stored in a secure facility (e.g. safe). A record of this transfer shall be recorded and co-signed in accordance with the Section 1 of this policy with a copy of the records to be stored both in the register and with the secured funds.
6. The Registrar/s shall be able to accept payments for individual registration/uniform fees and issue the appropriate proof of payment (receipt) during the registration period (nominally August/September for the summer season and April/May for the winter season) in line with Clause 51(f) of the Constitution. All registrations shall be recorded on the registration summary record and these forms and any payments received shall be forwarded to the Treasurer on a regular basis for reconciliation and banking in a timely manner. The Treasurer shall issue a written acknowledgement of payment to the Registrar/s which shall be signed by both parties.
7. The Registrars shall be responsible for maintaining an accurate record of who has paid the required registration fee and ensuring all unfinancial players are not permitted to participate until such fees have been paid.
8. The procedure for reconciliation of registration records shall be as follows:
 - a) Each column shall be tallied and reconciled: $A+B=C=D+E+F+G+H$ where
 - A – Total registration fees payable.
 - B – Total uniform charges payable.
 - C – Total payment due.
 - D – Cash payment received.
 - E – EFT/savings payments received.
 - F – Credit Card/savings payments received.
 - G – Cheque payments received.
 - H – Balance outstanding/Credit Notes redeemed.
 - b) The totals for all payment received on each registration record shall be transferred to the Reconciliation Summary record and totalled.
 - c) A totals summary shall be printed from the GoPOS machine and the totals reconciled with the EFT and Credit Card totals.
 - d) All cheque payments shall be tallied and the totals reconciled with the registration summary form. The total number of cheques shall be entered onto the registration summary form.
 - e) All cash shall be counted and entered into the cash tally on the registration summary form. The float amount shall be deducted and the balance reconciled to the total cash receipts on the registration summary form.
 - f) The reconciliation procedure and all figures shall be checked, verified and co-signed by one other Executive Committee member.
9. The float shall be returned to the bank account at the completion of the third official registration day.
10. Refunds for cancellation/withdrawal of player registrations shall be allowed with the following allowances.
 - a) A non-refundable administration fee of \$25 will apply for all player registrations.
 - b) Notwithstanding injuries, a player who withdraws their registration prior to 1 December each year shall be entitled to a pro rata refund of the remaining balance of their registration fees.
 - c) All advices of player withdrawals and requests for refund must be in writing and directed to the relevant Registrar/s, who will forward to the Treasurer for payment via cheque or EFT.
 - d)

- e) The club shall refund registration fees in full (including the administration fee) should the club be unable to provide a team/competition for the registered member to participate.
 - f) No refund shall be provided whilst the player still has club property in their possession or remains otherwise financially indebted to the club.
11. Payment plans may be offered, at the discretion of the Treasurer/Executive. Automatic approval of a payment plans is not provided. Terms of payment plans shall be:
- a) An administration service fee shall apply to all payment plans to the value of 10% of the total owing, or \$50, whichever is the greater.
 - b) A minimum of 50% deposit of the total owing (including administration fee) must be paid at the time of initiating the payment plan.
 - c) Payment instalments shall be debited from an approved credit card on a weekly/fortnightly/monthly basis every Friday.
 - d) It is the participant's responsibility to ensure sufficient funds are available at the time of the direct debit.
 - e) Should any direct debit be declined, the payment plan agreement becomes null and void and the full balance is payable immediately.
 - f) All payment plans must be paid in full by 1 October at the start of the playing season.
 - g) Players remain unfinancial until the payment plan is completed and all funds owing have been paid in full. Unfinancial players are unable to participate in any game or club function until fees are paid in full.

4. Canteen and Bar

1. An operational float of \$400 shall be maintained and kept in a secure facility (e.g., safe).
2. To facilitate stock control and cash reconciliation, all transactions should be entered into the appropriate register/s where possible.
3. All surplus cash should be removed from the register on a regular basis and stored in a secure facility (e.g., safe). A record of this transfer shall recorded and co-signed in accordance with the Section 1 of this policy with a copy of the records to be stored both in the register and with the secured funds.
4. The Canteen and/or Bar Manager shall reconcile the register/s at the conclusion of each day's trading. All moneys shall be returned to the Treasurer for banking in a timely manner. The Treasurer shall issue a written acknowledgement of payment to the Canteen and/or Bar Manager/s.
5. The procedure for reconciliation of registers shall be as follows:
 - a) Print off a Z-report on the register as detailed in the register user's manual
 - b) The cash float amount shall be deducted. The remaining cash should be counted and entered into the respective Canteen or Bar Cash Tally sheet and reconciled to the respective register Z-report.
6. The float shall be returned to the secure facility (e.g., safe) and the cash receipts, cash tally sheet and Z-report returned to the Treasurer in a timely manner for final reconciliation and banking.

5. Fundraising

1. The Club may undertake additional fundraising ventures throughout the year. A Subcommittee may be appointed to coordinate all fundraising activities of the club including organisation, setup, operations and collection of moneys.
2. All financial transactions shall be undertaken according to Section 1 of this policy.
3. The method of distribution and use of profit from any fundraising venture shall be determined prior to the event and should be included in any advertising media for each event.

6. Budgets

1. The Executive shall be responsible for projecting anticipated expenses for the upcoming season based on forecasted player/member registrations and determining how these expenses shall be met.
2. It is recommended that financial projections (budgets) be forecast for:

- a) Whole-of-Club operations including but not limited to administration, fundraising, Canteen/Bar and capital works;
 - b) Baseball;
 - c) Softball;
 - d) Teeball.
3. Any profit from previous years shall be distributed in the following manner:
 - a) \$2000 for ground maintenance/upgrades/capital;
 - b) Any balance remaining to be used to offset projected whole-of-club operational costs and capital purchases.
 4. An allowance shall be made in the budgets for
 - a) Life members – administration costs only to be paid by the club for any playing life member, plus an allowance for approximately 10 attendances at windups
 - b) Coaching allowance of 50% of the playing fees for the grade coached, to be distributed to all coaches at the completion of the season.
 - c) An early registration discount may be considered each season.
 - d)
 5. Each budget should be reviewed and adjusted as required following the registration period (nominally October) to meet the actual needs of the Club.
 6. Financial projections (budgets) shall be presented to the Committee for endorsement prior to the registration period (nominally June).

7. Sponsorship

1. The Club shall actively seek sponsorship for the Club and of individual teams each season. All income received from sponsorship shall be utilised to offset player registration fees.
2. Offset amounts each year for any/all sponsorship agreements spanning a period of two or more years, shall be determined by the amount received, less setup costs then divided by period of sponsorship. Any remaining funds shall be transferred to a term-deposit account and held in trust for future years within the agreed period.

8. Other

1. The Treasurer shall be notified of any payment received by any member of the Committee within 12 hours of receipt of said payment.
2. Any payment received by any member of the Committee shall be forwarded to the Treasurer as soon as possible after initial receipt for processing. The Treasurer shall issue a written acknowledgement of payment to the Committee member.
3. All other financial transactions, including but not limited to fundraising, sponsorship, photographs, social activities, etc, shall comply with the procedures detailed above.
4. The club shall pay for training required by our volunteers, including but not limited to coaching and umpiring courses, responsible service of alcohol and first aid on the understanding that:
 - a) Participation in the relevant training must be approved by the Committee prior to attendance; and
 - b) Should a player transfer their membership to another club within two years of the training, the member shall reimburse the Club the full fee prior to being granted clearance.

9. Annual Report

1. All Executive members shall return all financial documents to the Treasurer by the end of March.
2. An Annual Report of the financial records of the Club shall presented at the Annual General Meeting.
3. The books shall be audited as required and detailed in the Club Constitution.

Related documents:

Registration summary sheet

Cash tally sheet

Budget worksheets

Register Withdrawal Record