

# 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. The setup of any corporate accounts in the club's name shall be done through the Treasurer
9. All payments shall be made by 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.



Teeball – Baseball – Softball

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3. The Club shall not provide a cash-out facility unless by prior arrangement with the Executive Committee.
4. 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 shall be done online via the recognised payment portals (and as determined by the relevant state sporting organisations)
3. Refunds for cancellation/withdrawal of player registrations shall be allowed with the following allowances.
  - a. A non-refundable administration fee of \$50 will apply for all player registrations.
  - b. Notwithstanding injuries, a player who withdraws their registration prior to 1 December during summer competitions or 1 June during winter competitions each year shall be entitled to a pro-rata refund of the remaining balance of the playing fees collected by the club and calculated as at the date of notification. Backdating of refunds will not be considered.
  - c. Any advice 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. Third-party requests for refunds will not be considered.
  - d. 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.
  - e. No refund shall be provided whilst the player still has club property in their possession or remains otherwise financially indebted to the club.
11. The club may choose to utilise the services of a third-party organisation to facilitate payment plans options (e.g., buy-now/pay-later services). The terms of payment plan agreements can only be offered on the fees collected by the club
12. FIFO/Shiftworker discounts may be offered at the discretion of the Treasurer/Executive. Automatic approval of a FIFO/shiftworker discount claim is not provided. Terms of any FIFO/shiftworker discounts shall be:
  - a. Any FIFO/shiftworker discount shall be calculated on the understanding that the club is liable for certain costs, whether the player participates in 1 or 20 games throughout the season.
  - b. FIFO/shiftworker discounts are only available to those who are unable to play on a regular and known basis. Players are required to provide their regular/known shift rotations at the time of application for the FIFO/shiftworker discount.
  - c. The FIFO/Shiftworker discounts are only available where teams, all things being equal, are able to field a team each week with consideration to the shifts of the respective FIFO/shiftworker players' rosters.
  - d. The FIFO/shiftworker discount application can only be accepted at the beginning of the playing season.
  - e. FIFO/shiftworker options are not available during winter seasons.
  - f. The full FIFO/shiftworker discounted fee must be paid by 1 October at the start of the playing season.
  - g. Should a player participate in more than 50% of fixtured games for that season, any playing rebate offered by the club shall become null and void and players shall be liable to pay the balance of the season's full player membership fees prior to participating in another game for Kalamunda Rangers Inc.
13. Late registrations may, at the discretion of the Treasurer/Executive, be offered a pro-rata registration fee. Automatic approval of pro-rata registration fees is not provided. Pro-rata registration fees may be offered within the following allowances:
  - a. Any Late Registration discount shall be calculated and offered on the understanding that the club is liable for certain costs, whether the player participates in 1 or 20 games throughout the season.
  - b. Late Registration discounts are only available where teams, all things being equal, are unable to field a team each week with consideration to the availability of all currently registered players

across all playing divisions. i.e., No late registrations shall be accepted while the club has players available to complete team lineup on a week-by-week basis

- c. The Late Registration discount shall only be allowed when more than 50% of the playing season has been completed. Any Late Registration applications received prior to this date shall have their fees determined as per the FIFL/Shiftworker registration fees
  - d. The Late Registration fee options are not available during winter seasons.
  - e. The full Late Registration Fee must be paid before the player takes the diamond.
  - f. All applications for registration and requests for consideration of a Late Registration fee discount must be in writing and directed to the relevant Registrar/s, who will forward to the Executive for endorsement.
14. Teams participating in graded competitions and who require additional players may apply to nominate fill-in players. Such fill-in players must:
- a. register via the appropriate portal and pay the relevant capitation fees.
  - b. Pay the membership fee for the club (if not already paid). Any discounts/benefits offered to new players to the club shall also be applied.
  - c. Pay the appropriate three-game pro-rata club-associated playing fees for the relevant sport.
  - d. Should any fill-in player take a team roster over the maximum number of registered players allowed by the sport's affiliated organisation, the team is responsible for additional charges applied.
  - e. If more than three (3) games are to be played, pro-rata or FIFO fees must be paid before the player is can take to the diamond again in a fill-in capacity.
  - f. If a fill-in player takes the team list over the maximum number of registered players allowed by the sports governing body or accredited competition the team is responsible for any costs charged to the club.
  - g. Team coaches or managers are required to notify the sports executive committee each time a fill-in player is assisting the team. Fill-in players should only be used when no other option is available utilising existing registered players to avoid a forfeit.
  - h. Fill-in players are only eligible to participate in three games before they are considered a late registration and must pay the full pro-rata fee, as outlined in clause 3.13.

#### **4. Canteen and Bar**

1. An operational float of \$400 for each service 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 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.
4. The Canteen and/or Bar Manager/Supervisor 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) All cash should be counted and entered into the respective Canteen or Bar Cash Tally sheet along with a copy of the daily EFT transaction report. The float amount shall be deducted and the balance reconciled to the respective register Z-report.
6. The float shall be returned to the secure facility (e.g., safe) and the cash receipts, EFT transaction summary, 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. 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.
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. Financial support of representative players**

The club recognises and encourages players to nominate for development and/or representative teams that may require travel. We recognise this comes at a significant cost to the player and endeavour to support the player/s, while ensuring accountability of our financial management for the benefit of all members. The Club may provide support to players of travelling teams in the form of any combination of:

1. Provision and support of fundraising opportunities (e.g., raffles/fundraising event held within the club, use of the club's public liability insurance,
2. Voucher for reduction in player fees for the subsequent season.
3. Seasonal fundraising specifically for travelling players, to be divided equally between all players.

## **9. 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.

## **10. 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 be presented at the Annual General Meeting.
3. The books shall be audited as required and detailed in the Club Constitution.

### *Related documents:*

*Cash tally sheet*

*Budget worksheets*

*Register Withdrawal Record*

*[FIFO/Shiftworker Application and Agreement.](#)*