

HAVANT RUGBY FOOTBALL CLUB

GROUND: HOOKS LANE, FRASER ROAD,

BEDHAMPTON, HAVANT, HANTS. PO9 3EJ

TEL: 023 92492311 / 92477843

MINI & JUNIOR SECTION

Financial Procedures

Background:

In previous seasons some events organised in the name of Havant RFC Mini & Junior Section have been insufficiently funded. Reasons have included unexpected charges not discovered during the planning process, late cancellations changing the group rate offered previously and the simple failure of some members to pay. As a result, actual and unbudgeted expenditure of Club Funds has been required to make good and, through this financial mismanagement, the Club has lost funds.

Purpose:

The primary purpose of these procedures is to ensure that Club funds are protected from financial mismanagement for the life of any event being organised on behalf of Havant RFC Mini & Junior Section. A secondary function is to provide guidance to those who have volunteered to organise events in the Club's name. It is hoped further that the experience of event organisers be recorded in post-event notes so that advice, guidance and lessons learned can be passed on to those considering volunteering to organise events in the future.

Events:

These procedures apply to all events undertaken by, or on behalf of, members of the Havant RFC Mini & Junior Section where funding is raised from either those taking part in the activity or from any other fund raising and/or sponsorship. These events include section or age group tours and organised trips to high level games. Events such as the annual Mini Festival and Junior Sevens Competition are not included in these procedures for which direct financial procedures apply.

Guiding Principles:

1. Havant RFC Mini & Junior Section shall implement a Finance sub-committee to consist of the Treasurer and two other appointed committee members.
2. All events, once approved, are to be financially supported entirely from funds collected from those participating in these events, fundraising activities (with the agreement of the committee), and / or other sponsorship, specifically for the event.
3. Age Group Managers or other volunteers proposing to organise such events are to request outline approval from the Mini & Junior Section Management Committee before any monies can be collected.
4. Once approval has been granted, the event organiser is to submit a costed proposal (together with money collection and payment dates) to the Finance sub-committee for review. This sub-committee will recommend approval (or otherwise) to the Management Committee. Once this approval is in place, the event may be arranged in line with the proposal.

N.B. Due regard must be made for the time scale necessary for the Management Committee to consider the initial proposal and then for the Finance Sub Committee to review the plan. As a guide, outline approval for an Easter tour should be before the Management Committee at its last appointed meeting prior to the previous season's AGM. Accordingly, planning should commence approximately one year in advance of a major event such as the Mini Section Tour. Day trips envisaged during the season should be before the Management Committee for outline approval at the first meeting of the season.

5. Each event must have, as a minimum, a nominated Event Organiser and a nominated deputy.
6. Havant RFC Mini & Junior Section shall provide the banking function for all monies collected for events. Funds collected from participating members are to be forwarded to the Treasurer as soon as possible under covering letter explaining what event the funds are for. All collected money is to be held in the Mini & Junior Section main account until required.
7. Under no circumstances are such monies to be held in private bank accounts nor separately as cash from the Club's main account.
8. The Treasurer is not authorised to make payments to any claimant and/or third party until all funding (as necessary to support contractual obligations with respect to the event) has been collected from participating members.
9. Where third party organisers are contracted to arrange events or provide services, consideration must be made as to contractual obligations concerning the payments of deposits and the financial consequences of individuals withdrawing before or at the final date when payment is due.
10. Payment of a deposit by a member implies commitment to that event. Deposits are to be a minimum of 50% of the total individual cost.

Event advertising is to make clear that deposits are non returnable. On no account are members to be allowed to participate in an event if they have not paid all monies due by the dates specified. There are to be no exceptions to these principles.

11. Members of the Finance sub-committee reserve the right to request or attend meetings with event organisers in order to monitor progress on behalf of the Management Committee and to provide support and guidance as required.
12. Organisers are required to keep an accurate financial record of all transactions. On closing the accounts for the event, the event organiser is required to submit a final Income and Expenditure (I&E) statement and any additional monies to the Treasurer. In addition, a short written summary of lessons learned with recommendations for future such events should be submitted with the I&E statement in order to help other volunteers in the future.

Deborah J Morgan

Chairman

Havant Rugby Club Mini & Junior Section

02 September 2004