**County Treasurer**

**Role Description**

The overall role of the Treasurer is to ensure that all financial matters within the county are managed correctly and efficiently. They must ensure that proper books of accounts along with proper controls and procedures are in place and adhered to. They should have ultimate responsibility for financial matters within the county.

*Reports/accountable to*

* Chairperson & County/Executive Committee

**Responsibilities**

1. To ensure proper financial records and procedures are maintained.

* To oversee and present accounts and financial statements to the County/Executive Committee on a monthly basis.
* To ensure that appropriate accounting procedures and controls are in place and adhered to in relation to all financial matters
* To ensure that the accounts are audited where possible and meet the auditing standards required and that audit recommendations are implemented.
* To liaise with other committee members about financial matters
* To ensure compliance with relevant legislation
* To advise on fundraising in the County

1. Financial planning and reporting

* To prepare a detailed County financial budget at the beginning of each year, which should be agreed and accepted by the County/Executive Committee
* To advise the County/Executive Committee of the financial implications of strategic and operational plans
* To provide accurate and up to date assessment of the County’s finances at Executive Committee and General meetings
* Report monthly to county executive and annually at AGM

**Financial Management by County Treasurer**

* All cheques must be supported by appropriate documentation and must be co-signed
* Electronic Payments must also be co-authorised.
* Connected persons should not be co-signatories.
* Keep cheque book secure.
* Do not sign blank cheques.
* Ensure mandates are up to date including removing former officers
* Petty cash must be controlled, and floats kept safely e.g. gate monies/ programs/ fundraising days etc
* Use online ticket sites e.g. Universe to eliminate handling of cash at gates

**Governance:**

* Individuals should not engage in transactions alone
* All  Sub-committees are accountable to the Executive including juvenile, fundraising, development  committees, etc
* Control purchasing, use Purchase Order book.
* Set Purchasing Limits
* Give Receipts – use prenumbered book
* No counting of cash or preparation of lodgements to be carried out alone
* Ensure approved and documented procedures are in place.
* Document and Minute key decisions – this will be done by the secretary at meeting but important it is completed
* Update of Policy documents – if none in place try and implement a simple document with these procedures around limits on purchasing , quotes required, sign of by committee required etc
* The Treasurer must not commit the County to any expenditure for which prior approval has not been given and should also be in a position to give ample warning to the County should funds be dwindling.
* Ensure all Revenue requirements are up to date e.g. CRBOT, PAYE, Sports Bodies Exemption etc

**Key procedures/ steps to follow to assist with preparing annual accounts and day to day processes:**

* Year end for LGFA is the 31st of October.
* Income & Expenditure account and balance sheet must be presented at the AGM. Clubs AGM’s in county should be held each year before the 1st December and once approved, a copy of Accounts/Financial Statements from each club must be submitted to the County Committee within 10 days of the AGM
* County boards should furnish to their Provincial Councils by the 15th January each year a full set of Financial Accounts along with supporting bank statements for the previous financial year
* Setting budgets – this will help see what income/fundraising is needed throughout the year to cover expenses such as coaches/gear/referees’ costs etc
* Bank accounts – if you have taken over as treasurer in the County you will to ensure that all records with bank are updated to the new name and address. Please contact the bank on what is required from them – usually photo id, utility bill with your address etc
* The above will also apply to Foireann and the Stripe account. You will need to be set up on this platform also which will require again photo id and utility bill for proof of address. Only and admin on Foireann can give you access to the Stripe section. Make sure that this is also reconciled every month and monies moved across to main account if funds available there. You can work together on this with Registrar of the County.
* Bank reconciliations – try to complete these on a monthly basis or before every meeting that finance details are required.
* Income and expenditure records for year - If you are able to prepare this in excel this will be of help as you will be able to have your income and expenditure recorded here also and you can create different headings for certain expenditures. You can include your budget in here also. Template attached in Hub also.
  + Income breakdown as per template:
    - Comparative figures need to be shown between current and previous year items as per list
    - Grants received need to be clearly shown – you can add additional lines if required to show other grants
    - Gate Receipts need to be split between Inter County and Club receipts received during the year. If using the Universe system for match ticketing , a report can be run from the system to give you this figure plus cash taken on the day
    - Movement column is set to calculate the difference between the years
    - Most income items have been included so please try to use these headings only where possible
  + Expenditure breakdown as per template:
    - Comparative figures need to be shown between current and previous year items as per list
    - Adult and Juvenile county squad costs are to be shown separately in detail in the note section. This is to help Counties to prepare budgets for these specific costs for the coming year
    - Movement column is set to calculate the difference between the years
    - Most expenditure items have been included so please try to use these headings only where possible
  + Notes on Adult & Juvenile squad costs
    - The breakdown of costs is to help Counties to prepare budgets for these specific items for the coming year and see what fundraising/ sponsorship etc would be required
    - Most costs have been included in this note so please again try and use these headings only if possible.
    - You may not have any or some of the costs so input only if relevant
* Balance Sheet
  + Bank accounts - show reconciled balance for all accounts listed. Make sure to include balances in Stripe and Universe
  + Debtors – this is made up monies that are due in that have not yet been lodged into bank but shown in your income account as due at year end. E.g., sponsorship, courses,
  + Creditors – this is made up of payments that are due to be paid and recorded in your expenditure account but not yet paid out of bank at year end e.g., pitch hire/ referee / refreshments not paid at year end 31st October but due for previous year
  + Reserves – generally this is the balance from previous years income and expenditure carried forward plus the current years profit/loss
  + The Total Net Assets should always match the Total Reserves in the Balance Sheet
* Revenue obligations
  + CBROT Legislation – links below to revenue site. Also in LGFA hub is a template letter required by revenue if you are applying for Sports Body Tax Exemption
* Universe – online ticketing system.
  + Attached is a guide on how to create an event

Website links:

Universe contacts:

Support site – use it to search queries and get instant answers

<https://support.universe.com/hc/en-us>

Email address for issues that cannot be resolved by searching the support site [clients@ticketmaster.ie](mailto:clients@ticketmaster.ie)

CRBOT Details from Revenue:

<https://www.revenue.ie/en/crbot/index.aspx>

Sports Bodies Tax Exemption website link:

<https://www.revenue.ie/en/companies-and-charities/charities-and-sports-bodies/sports-bodies-tax-exemption/index.aspx>

# Tax relief on donations to certain sports bodies

<https://www.revenue.ie/en/companies-and-charities/charities-and-sports-bodies/tax-relief-donations-certain-sporting-bodies/index.aspx>

Register as a community amateur sports club (CASC)

<https://www.gov.uk/register-a-community-amateur-sports-club/register>

Claiming Gift Aid as a CASC

<https://www.gov.uk/claim-gift-aid>

Sports Funding Northern Ireland

<http://www.sportni.net/funding/>