



The Choice of the AFL

PN 121 **CARINE JUNIOR FOOTBALL CLUB**
FINANCIAL DELEGATION / PROCEDURES POLICY

OVERALL FINANCIAL MANAGEMENT

Goal: To ensure the Carine Junior Football Club has appropriate financial process and systems.

BUDGETING & PLANNING

Goal: To ensure the Carine Junior Football Club reflects its mission, values and goals.

Process: The committee will work together to develop a realistic, program-centred budget.

Tasks	Responsibility
Develop a strategic plan with annual goals	Committee
Develop an annual program plan & estimate costs	President & Treasurer
Set revenue and fundraising projections	President & Treasurer
Develop a budget for approval	Treasurer
Approve the budget	Committee

RECORD KEEPING

Goal: To record all financial transactions appropriately.

Process: The committee will establish internal procedures and controls and ensure that all financial records are accurate and complete.

Tasks	Responsibility
Develop a written set of policies for handling deposits & payments that all committee members & volunteers must follow	Committee
Review and approve accounting policies	Committee
Facilitate authorisation of bills and invoices over \$50 for payment at Committee meeting or by circular resolution	Treasurer
Determine appropriate revenue coding deposits & payments	Treasurer
All cheque or electronic payments to be authorised by two of the signatories approved by the Committee	Treasurer

REPORTING

Goal: To summarise and present information about Carine Junior Football Club's financial position in an accurate, complete and timely manner.

Process: The Treasurer will regularly produce monthly financial reports that contain all the relevant information for the period and can be easily understood. The committee will appoint an external auditor to undertake an annual audit. The Treasurer will ensure the audit is arranged and handover books to them on a timely basis.



Tasks	Responsibility
Create monthly financial reports	Treasurer
Distribute your monthly financial statement prior to committee meetings	Treasurer
Prepare a brief, written analysis to accompany the financial reports	Treasurer
Appoint an auditor	Treasurer
Prepare a response to the auditor's report	Treasurer
Complete legal & taxation requirements (or verify that they are completed) accurately and on time	Treasurer

MONITORING

Goal: To ensure finances are on track with budget.

Process: The committee will regularly review, analyse and discuss the financial reports.

Tasks	Responsibility
Review the club's financial information and results against its budget at least bi-annually	Committee
Compare actual results with the budget and, if necessary, adjust budget	Committee
Propose items for investigation	Committee

- Committee refers to the whole club committee.