



# Norristhorpe Juniors Football Club Norristhorpe Junior Bees Football Club

Affiliation Numbers - Boys 191212: Girls 191213: K.O.S. 191211



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## GUIDANCE FOR MANAGERS IN HANDLING FOOTBALL MONEY

This document is designed to give managers some guidance in handling money associated to the football club. The club's aim of gaining Charter Standard means that it is important that our accounts are clean and transparent. As we apply for grants and possibly become a registered charity it means that our accounts can and will be inspected on a regular basis.

The accounts managed by the Treasurer are audited on an annual basis, however no check is made of individual managers handling of money. This document therefore recommends prudent steps that a manager may take in handling football money. It will protect both the club and individual managers should the need arise.

The club does not do any form of credit checking on any managers and would advise any manager of its intent to do so should the club feel it necessary. However, in order that the club can assess its risks, it requests that any manager should notify it if they have had any financially linked problems in the past. Any such disclosure will of course be fully confidential and not automatically prevent the manager from handling club funds.

This document has drawn up with the approval of the auditors.

### 1. Income/Expense Sheets

The income/expense sheets (IES) can always be collected from the treasurer. A downloadable version is available on the Club website [www.norristhorpe-soccer.net](http://www.norristhorpe-soccer.net) under Admin.

The detail form should be filled in as and when money is received/spent. At month end the details should be summarized onto the summary sheet. Any receipts relating to expenditure should be attached to the summary sheet. **All** expenses **must** be proven with a receipt. Please check that all calculations are correct. Place the summary sheet, cash and cheques into a suitable, **sealed** envelope and drop off at the Treasurers house (6, Balmfield Crescent (from the rec turn left at Paul's Shop and follow the road right round)).

Alternatively, hand the sealed envelope to your section Rep, who will pass it on after your monthly meeting. The Section Rep / Treasurer will not accept any money without a completed, correct summary sheet. The detail sheet should be stored by the manager for future reference.

## 2. Collection Of Money

All money received should be detailed in full on the IES detail sheet. EVERY registered players name must appear on the IES form, regardless of any income received from them or not.

Cash – please look after it carefully.

Cheques – please check the following details carefully

- The payee is filled in. This should be Norristhorpe Juniors Football Club
- The date is correct
- The amount in words and figures are correct
- The cheque is signed
- Any amendments are initialled.

## 3. Bank Accounts

### 3.1 Club Accounts

In order to keep strict control of the clubs bank account(s) it is important that only the treasurer is responsible for depositing and withdrawing funds.

### 3.2 Individual Accounts

It is prudent for a manager to open a new personal account solely for football transactions. Should the need arise to inspect a bank account it would prove embarrassing for both the club and manager if football transactions were mixed with personal transactions. Records should be kept of all transactions regarding the account together with all bank statements, paying in slips and cheque books. To prevent large amount of cash being stored at the managers home (and even more at the treasurers home) cash should be paid in to the bank account on a regular basis. Cheques can be used for paying expenses. A cheque can be used to pay to the club account to settle the monthly account.

## 4. Expenses

Where possible we have arranged with suppliers/service providers for an account to be set up so the manager does not to pay for anything. Please make sure you have some suitable Norristhorpe identification when you go to collect the goods. All football equipment/kit should be purchased from Sports FX in Cleckheaton where we have an account, unless notified to the contrary.

The treasurer gets a monthly invoice, which is settled directly. If you incur a regular expense, try and set up an account and get the invoice sent directly to the treasurer for payment. Where possible invoices should be obtained and the treasurer will settle the account.

Send accounts to F.A.O. Ian Booth  
Norrithorpe Juniors FC  
6, Balmfield Crescent,  
Liversedge,  
WF15 7PW

Where this is not possible adopt the following approach

- i) get a cheque in advance from the treasurer
- ii) make a payment on a personal credit card and seek re-imburement.
- iii) use section funds, marking the expense on the IES detail sheet and attaching the receipt to the IES summary sheet.

**Ian Booth**  
**NJFC Treasurer**