

West of England Billiards & Snooker Foundation Financial Procedures Manual



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INTRODUCTION

Purpose of this manual

The West of England Billiards & Snooker Foundation (WEBSF) is a not-for-profit community group which is run by a group of volunteers. The main aim of the foundation is to develop and facilitate 'Billiards and Snooker for All' throughout the West of England by holding coaching sessions and tournaments as well as promoting the benefits of volunteering.

The policies and procedures explained in this manual have been developed so that we can manage our finances and resources effectively to enable us to succeed in delivering these aims. All volunteers are expected to familiarise themselves with the sections of the manual that are relevant to what they do on behalf of the Foundation, and to comply with the procedures. If for any reason procedures are not followed, the circumstances surrounding this must be reported to the WEBSF Champion as soon as possible.

Financial Objectives

- The WEBSF aims to achieve a surplus of at least £1,000 each year in order to be able to continue to provide a service to our participants and the communities in which we serve
- The WEBSF has identified coaching sessions, tournaments and volunteering as core activities and will seek to finance these through income streams that are as secure and long term as possible
- Where possible and with funds permitting, the WEBSF will endeavour to subsidise any disadvantaged individuals in order to access its community coaching sessions.

General Points

Financial Year runs from: 1st June to the 31st May.

Accounts will be drawn up after each financial year within 1 months of the end of the year. These will be presented to the Management Committee at the WEBSF Annual Meeting before the start of the new season.

Review date

This manual was approved by the Management Team on 28th July 2018 and will be reviewed annually.

FINANCIAL RESPONSIBILITIES

Delegation of authority

The WEBSF Champion has day-to-day responsibility for management of the organisation and implementation of organisational policies, but accountability also remains with the WEBSF Management Team.

The WEBSF Management Team is responsible for:

- approving the finance strategy, risk management policy and any reserves policy
- approving WEBSF's financial policies and key financial procedures
- establishing financial management priorities, responsibilities and levels of delegated authority
- appointing the independent auditor
- approving the annual report and accounts

The WEBSF Champion is responsible for:

- preparing, and presenting for approval, properly budgeted annual plans, in collaboration with the Accounts Manager
- Reviewing WEBSF's activities regularly, monitoring compliance with organisational policies and reporting to the Management Team against agreed performance standards
- ensuring that all volunteers understand their responsibilities under these procedures
- risk management

The Accounts Manager(s) is/are responsible for:

- ensuring that finance systems and processes which support these policies are set up, documented and implemented
- ensuring that sufficient records are maintained to show and explain WEBSF's transactions, in order to disclose accurately, the financial position of WEBSF at any time
- managing the budgeting process for the annual plan
- presenting financial reports at each annual meeting which give the Management Team an understanding of WEBSF's overall finances, and giving advice and information to support decision making
- liaising with the independent auditor to produce the statutory accounts

Reserves policy

The WEBSF recognises the importance of creating a Reserves Policy in order to:

- to provide a level of working capital that protects the continuity of our core work
- to provide a level of funding for unexpected opportunities
- to provide cover for risks such as unforeseen expenditure or unanticipated loss of income

This policy is still under construction. In the meantime, the Management Team will, at times, designate funds from any free reserves for particular costs and replacement of any essential resources (assets).

Conflicts of interest

The WEBSF Management Team have a duty to act in the WEBSF's best interests when making decisions, and to declare a conflict of interest immediately they are aware that there is a possibility that their personal or other business interests could influence their decision making. The WEBSF expects a similar obligation from its volunteers.

Segregation of Duties

In order to reduce the risk of errors and fraud, the processes in finance will be designed such that more than one individual should be involved in overseeing transactions. The stages are as follows:

- Initiating/authorising transaction
- Custody of assets relating to transaction
- Recording transaction in accounting records
- Reconciling accounting records

For example, a person who requests a purchase cannot authorise it, pay for it and record it in the cashbook, without another person being involved in some way as a check and balance.

EXERCISING BUDGETARY CONTROL AND MONITORING

The annual plan and budget approval

The Management Team will consider and discuss any potential financial costs and outgoings for the forthcoming season at the WEBSF Annual Meeting. An outline plan should be produced to detail any regular and potential outgoings. Any associated risks should be identified and recorded as appropriate.

Reporting and monitoring income and expenditure

The Accounts Managers will liaise with the WEBSF Management Team and produce reports as appropriate which provide clear financial information to underpin decision making. If any forecasts show an unplanned deficit overall for the WEBSF then the WEBSF Management Committee should be consulted immediately.

CONTROLS ON INCOME

The aim of this policy is to ensure that the WEBSF receives the full amount of income due to us at the right time.

Due diligence policy on accepting funds

The WEBSF must exercise due diligence prior to accepting significant sponsorship and donations and ensure that any funds accepted:

- fulfil our mission
- are not in conflict with our values
- do not present a risk to our reputation or independence

To inform decisions, WEBSF will evaluate the profile of the funder or donor, taking into consideration the original sources of their funding, the purpose of the funds and whether any conditions attached are reasonable, ethical and achievable.

Pricing and charges

In order to strike a balance between being able to provide a service to our participants, which offers value for money, as well as being more sustainable as a not-for-profit organisation, there will inevitably be some charges associated with what we do.

The current pricing charges are detailed below according to the type of activity:

Type of Activity	Price/charge
Community coaching sessions <i>These are group coaching sessions for billiards and snooker that take place in the community</i>	£5*** per person for 3 hours (this includes a free drink paid for by the WEBSF) * The first community coaching session is free. ** The fee may be reduced from time to time where the session is less than 3 hours (with WEBSF Management Team prior agreement). *** The WEBSF Management Team reserves the right to subsidise disadvantaged players to access community coaching sessions either in part or in full.
Open coaching days	Free – These are coaching days open to anyone in the community and are organised by the WEBSF Management Team.

<p>1:1 coaching <i>This is an individual 1:1 billiards or snooker coaching session with one of our WEBSF approved coaches</i></p>	<p>£10 per hour* (plus the cost of the table) N.B. Volunteer expenses will be paid by WEBSF * Depending upon the travel distance for the volunteer coach, a minimum of two hours 1:1 coaching may be stipulated.</p>
<p>Annual tournament participation fee</p>	<p>Payment option one – £10 Entitles entry to The Gold Series tournaments (including Masters) and all Open billiards and snooker tournaments (West of England Snooker Open, West of England English Billiards Open, The Ladies Open and The Billiards Open).</p> <p>Payment option two – £5 Entitles entry to all Open tournaments (West of England Snooker Open, West of England English Billiards Open, The Ladies Open and The Billiards Open). *If a player initially chooses the £5 annual fee option and subsequently wishes to enter The Gold Series events, then an additional £5 annual fee is payable in line with option one requirements.</p> <p>Terms and conditions</p> <ul style="list-style-type: none"> • Payment of the annual fee must be made prior to tournament participation (either alongside the tournament entry fee or separately). • The annual fee will enable participation for the current season’s tournaments. • The annual fee is payable in addition to the tournament entry fee. • The maximum annual fee payable is £10.
<p>Tournament entry fees</p>	<p>The Bronze Open - £10 The WoE English Billiards Open - £15 The WoE Snooker Open - £25 The WEBSF English Billiards Open - £15 The Ladies Open - £10 The Gold Series - £20 per tournament The Gold Masters - £20</p>
<p>Merchandise</p>	<p>Prices vary per item and are available upon request.</p>

Community Coaching and 1:1 Coaching - Management

Coaching sessions can either be conducted as part of a community ‘group’ session or through 1:1 coaching. The price charged will depend upon which session the participant engages with. All coaches are expected to notify the WEBSF Management Team of any coaching activity taking

place throughout the season. This is to ensure that participants are fully informed of access to activities as well as being able to maintain financial transparency and monitoring.

At each session, the volunteer coach will be required to complete either the 'Community Record Coaching Form' or the '1:1 Coaching Form'. This must be forwarded to the Accounts Manager along with any receipts within 10 days of the session taking place. Any surplus funds will also need to be transferred to the WEBSF community account.

Where a WEBSF coach has also received the World Professional Billiards & Snooker Association (WPBSA) or a World Billiards Ltd (WBL) coaching certificate, when engaging with WEBSF activities, they must abide by the WEBSF volunteer code of conduct as well as the 'Controls on Income' rules. When representing the WEBSF, appropriate identification and WEBSF branding should be visible and the price charged should be in accordance with our 'Prices and Charges' information.

The WEBSF Management Team reserves the right to subsidise disadvantaged participants to attend the community coaching sessions as appropriate.

Ways to Pay

In order to reduce the risk of handling cash payments, our preferred method of payment is for participants to use mobile to mobile technology through PayM or Pingit. Payment can also be made by direct bank transfer to our community account. For further details on how to pay through these means, please see [Ways to Pay](#) on our website. N.B. When paying electronically, please ensure you include your name and specify what the payment is for.

Please note the following:

- Payment of the annual tournament participation fee and tournament entry fees must be paid **in advance** by PayM, Pingit or bank transfer. It can only be paid in cash on the day of the preceding event.
- It is preferable for the payment of community coaching fees to be made electronically but can also be made in cash (unless specified in advance by the WEBSF Management Team).
- Payment for 1:1 coaching must be paid at least 24 hours in advance of the session taking place and must be paid via PayM, Pingit or bank transfer. Cash payments will only be permitted in exceptional circumstances.
- Where payment has not been received prior to the activity (except for community coaching), the WEBSF Management Team may need to impose a particular sanction e.g. not being permitted to attend a future activity.
- Money paid for tournaments and coaching is non-refundable unless there are extenuating circumstances.

Payment of prize money

Prize money from amateur tournaments will be paid via bank transfer within 10 working days of the event taking place. In order to do so, the winning participants must complete the relevant form on the day of the event in order to provide their bank details (see 'Participant Bank Details' form). This information will be kept in line with our data protection policy.

Grants - Applications

New opportunities for grant funding may be identified by any of our volunteers. The WEBSF Champion will determine whether an application is to be made and may designate responsibility for the application to any volunteer who has the capacity and experience to assist. All applications must be approved by the WEBSF Champion prior to it being forwarded.

Grants - Management

The WEBSF Management Team are responsible for ensuring that relevant updates are submitted to grant funders in accordance with any grant conditions.

Sponsorship - Management

The WEBSF Management Team are responsible for ensuring the appropriate agreements are in place prior to receipt of any sponsorship monies. The WEBSF Management Team in liaising with the Accounts Manager(s) will ensure relevant updates are submitted to any financial sponsors in accordance with any sponsorship stipulations.

CONTROLS ON EXPENDITURE

The aim of this policy is to ensure that expenditure is only incurred where it is:

- in pursuance of WEBSF's purposes
- an effective use of WEBSF's resources
- in compliance with any requirements relating to funding and expenses.

Procurement, estimates and tendering

In order to ensure value for money for significant purchases, research should be carried out on the goods needing to be purchased and a relevant specification drawn up. Written quotes should then be obtained, depending on the value as follows:

Value of Purchase £	Action Required (minimum)
£0 to £30	One written quote
£31 to £50	Two written quotes
> £50	Three written quotes

Where two or three written quotes are specified, but a specialist item or service is required for which it is not possible to obtain more than one quote within a reasonable amount of time, a business case must be made and signed off by the Accounts Manager.

Where the supplier chosen is not the cheapest, the reasons for this choice must be documented.

CONTROLS ON THE FINANCIAL ASSETS/RECORD KEEPING

Money is one of WEBSF's main assets. Our policies and procedures are set up to ensure that it is safeguarded and only used for genuine expenditure.

Bank account policy

- The bank account in the WEBSF's name must only be used for WEBSF business and must not be used to receive or transfer money for the private benefit of individuals or third parties.

- The opening or closing of bank accounts, and the approval/removal of signatories on bank accounts is determined by the WEBSF Management Team and recorded in the minutes.
- The benefits (and any associated costs) of the WEBSF's banking arrangements will be reviewed every five years to ensure that any bank charges and rates of interest are competitive and that the bank's credit rating continues to be acceptable.
- Cheques, online payments, standing orders, direct debits and other withdrawals from bank accounts are authorised by one of the two signatories with oversight of the WEBSF Champion.
- The Accounts Manager(s) are responsible for keeping records of all bank accounts and ensuring that the bank mandate is kept up to date.

Bank account procedures

Making Payments

- There are two signatories to the community bank account who are able to sign cheques and authorise online payments, standing orders and direct debits, these are:
 - Mrs Deborah Branton
 - Mr Steve Brookshaw
- No person can authorise any payment involving themselves or any related party.
- The use of multiple payments to circumvent the authorised signing limits is not allowed.
- Cheque books will be kept locked away and no blank cheques shall be pre-signed.
- The Accounts Managers are responsible for keeping documents, setting up payments by direct debit or standing order, and for monitoring arrangements so that the WEBSF can ensure that they are cancelled when the WEBSF stops using the goods or services being supplied.
- When signing a cheque, or making a payment, the person authorising must check the invoice (or similar evidence) and initial and date it to confirm that they have made the payment or print a copy of the bank transfer information.

Debit card policy

- The two signatories are permitted to use the WEBSF debit card where there is an operational requirement. These instances will be recorded on the WEBSF accounts and checked by the auditor.
- These cards will only be used by the named cardholder for the purchase of goods or services on behalf of WEBSF.
- The cardholder will be responsible for ensuring that the card is kept in a safe place at all times, and that the PIN is protected.

Cash handling policy

Cash is the asset most obviously at risk of misappropriation and fraud. In order to ensure the security of our cash and the protection of our volunteers, our procedures are set up with the following criteria:

- cash should only be handled by the WEBSF Accounts Managers (or nominee where they are unavailable)
- a receipt (duplicated for WEBSF) should be produced for anyone paying cash
- cash received is counted by at least two unrelated people
- cash received is paid into the bank as soon as possible
- the use of cash for payments is properly controlled
- all cash should be securely locked away

Safety of volunteers

When banking or collecting cash, the safety of volunteers is paramount. On no account should Volunteers put themselves into situations of danger, and should give up/not seek to recover cash or valuables if in physical danger.

Petty cash

Petty cash is kept to an absolute minimum and is normally only used for refreshments during coaching sessions. Any payments from petty cash must be properly documented with receipts. No personal advances will be made.

Loan of Equipment

The WEBSF may allow its participants the use of its equipment in order to participate in the sport. Where this is the case, the participant should look after the item and return it to the WEBSF in the event they no longer participate in the sport. The WEBSF will keep a record of items of equipment on loan to individuals.

Accounting records policy

The WEBSF will keep accounting records which are sufficient to explain all transactions and show the Foundation's financial position at any time. These will include:

- An accounting spreadsheet
- bank statements
- receipts and invoices

All accounts files will be kept for the statutory period of six years from the end of the accounting period in which they were generated.

Bank reconciliations

Reconciling the entries in the cashbook to the bank statements is a central financial control. Bank reconciliations will be carried out promptly after receiving each bank statement every month and will be independently checked by the auditor.

REIMBURSEMENT OF VOLUNTEER EXPENSES

The WEBSF wants to ensure that volunteers are not out-of-pocket for the support they give, whilst also looking to get the best use of limited funds.

HM Revenue & Customs expenses and benefits rules recognise that reimbursement of standard business expenses (such as travel) are not taxable. The WEBSF's policy is guided by these rules and we do not pay expenses that will give rise to tax or National Insurance.

In order to comply, any amounts claimed must be for actual costs incurred by volunteer 'wholly, exclusively and necessarily in the performance of the duties of their voluntary work', and that adequate records are submitted with each claim.

Definition of a volunteer

The NCVO defines volunteering as:

"... any activity that involves spending time, unpaid, doing something that aims to benefit the environment or someone (individuals or groups) other than, or in addition to, close

relatives. Central to this definition is the fact that volunteering must be a choice freely made by each individual”.

General rules

- Expenditure incurred by WEBSF volunteers should be necessary to achieve our goals and represent good value.
- Each volunteer is responsible for familiarising themselves with these rules and understanding the limits of their authority, as the WEBSF may not reimburse any expenses considered unreasonable or outside this guidance.
- All expenses should be itemised, with supporting receipts attached on the WEBSF’s claim form.
- Expenses under £1 that have no supporting receipt may be accepted. Expenses over £1 with no supporting receipt require a signed letter by the volunteer explaining the purpose of the expense and the reason why a receipt is not provided. The WEBSF may decline to reimburse an expense claimed with no supporting receipt.

Eligible expenses

The specific rules for eligible expenses that may be claimed by volunteers are listed and described below:

- 1) Travel expenses (see terms below)
- 2) Printing/stationery/resources (these must be approved by the WEBSF Management Team in advance of purchase)
- 3) Subsistence for food and refreshments during volunteering duties (see terms below)

1) Travel expenses

Regrettably, due to the limited funds available, it is necessary to place a limit on the amount of travel expenses that can be reimbursed. These are detailed as follows:

Eligible expenses for volunteers – special terms:

Mode of transport	Rules
Public transport	Public transport fares such as buses and trains for local journeys are eligible for expenses claims. Volunteers are expected to make use of any special reduced fare arrangements wherever possible. The maximum amount that can be reimbursed for a return journey for volunteering is £5. The bus and train ticket must be submitted with and ‘Expenses Claim Form’.
Personal vehicle	Volunteers are able to use their own vehicle if they wish but do so at their own risk. Where practicable, volunteers should travel together to minimise costs. Any volunteer using his or her own vehicle must have a full UK driving licence and the vehicle must have an in-date MOT certificate, be fully taxed and insured for business use (there is usually no charge for business insurance to be added to your policy as a volunteer). Mileage will be paid at 45p per mile (to a maximum return journey of 40 miles). Toll charges incurred from the Tamar Bridge will be met by the WEBSF. A receipt for the Tamar Bridge toll must be supplied in order to be reimbursed. The WEBSF will not be responsible for any parking fees including

	parking fines. The WEBSF is also not responsible for any speeding fines.
Taxis	The cost of taxi will only be reimbursed in exceptional circumstances for a return journey to a maximum of £10. The reason for travelling by taxi must be described on the expenses form and a receipt must also be provided. Reimbursement of taxi fares are at the discretion of the WEBSF Champion and Accounts Managers.

2) Reimbursement of Printing/Stationery/Resources and other essential costs

Where essential resources have been purchased by a volunteer, these can be reimbursed in full as long as prior approval has been received from the WEBSF Champion in conjunction with the Accounts Managers. A VAT receipt must be submitted for the cost to be reimbursed otherwise they cannot be reimbursed.

3) Subsistence for food and refreshments

The reasonable cost of hot drinks or non-alcoholic drinks can be claimed as expenses when volunteering at coaching sessions and tournaments. However, we would kindly ask that drinks purchased should be at the cheapest possible price (e.g. rather than purchasing a bottled drink of Coca Cola, it would be preferable to ask for a can or a drink from the pump). The WEBSF is able to reimburse the cost of one drink in every 3 hour period to a maximum of four drinks.

For full-day tournaments or other special full-day events, the WEBSF is able to reimburse subsistence for food to the maximum cost of £2.

A VAT receipt must be obtained and submitted with the 'Expenses Claim Form' for all drinks and food otherwise they cannot be reimbursed.

N.B. Claims for travel and/or subsistence cannot be made by a person termed to be a 'volunteer' who is participating in an event as a player rather than volunteering (e.g. as a tournament participant or receiving coaching tuition themselves).

Making claims

- All claims for travel and subsistence expenses from volunteers must be completed on the appropriate form.
- Claims should be accompanied by the relevant VAT receipt(s) (as appropriate).
- Claims should be authorised by WEBSF Champion and/or Accounts Managers.
- Claims will not be reimbursed if they are more than one month old.

CONTROLS ON PHYSICAL ASSETS

The WEBSF's physical assets represent a significant cost and all volunteers are expected to behave responsibly in using them in order to protect our resources. Our policies are designed to support that behaviour.

Fixed assets

Fixed assets are items, for example WEBSF resources and sports equipment, owned by the WEBSF for use in our work (not as an investment), which have a life of more than 12 months, and a value on acquisition of over £15.

The Accounts Manager is responsible for maintaining a fixed asset register detailing:

- a description of the asset (including identifier as appropriate)
- date of acquisition (purchase or donation to the WEBSF)
- value at acquisition
- location or volunteer holding asset (if appropriate).

The register will be updated immediately when new purchases or disposals are made.

The Accounts Manager is responsible for ensuring that fixed asset inspections are carried out every twelve months to check that the assets exist, are in good condition and are being used effectively.

The disposal or scrapping of a fixed asset must be authorised by the WEBSF Champion. Where projects close, assets will be redeployed. Where there are specific funder rules regarding treatment of project assets, these will be complied with (e.g. handing the assets back to the funder).

Documents relating to the ownership of any fixed assets will be held securely by the Accounts Manager.

For the purposes of depreciation, the anticipated useful life of WEBSF's assets are as follows:

Type of fixed asset	Anticipated useful life
Tournament Snooker Balls	6 years
Tournament English Billiards Balls	8 years

Insurance

The WEBSF maintains appropriate insurance cover at all times, both to cover our legal obligation and to underpin our duty to protect our volunteers, assets and resources. This will include:

- employers' liability insurance to cover volunteers
- public liability insurance

The WEBSF reviews its policies annually and Accounts Manager and WEBSF Champion is responsible for providing its insurer/broker with a detailed and accurate schedule of activities and inclusions to be covered.

The WEBSF Champion and Accounts Manager are responsible for ensuring all insurance policies are current and appropriate documentation maintained.

EXPENSES CLAIM FORM

Name	
Address	

Please complete your bank details below.

Bank name	
Name on account	
Sort code	
Account number	

Date of expense	Details	Amount	Receipt attached
Total:			

I confirm that this claim is accurate and that the above expenses have been incurred by me in the performance of my voluntary work for the West of England Billiards & Snooker Foundation.

Signature: _____

Date: _____

The West of England Billiards & Snooker Foundation will meet all reasonable expenses incurred by claimants in carrying out their duties in accordance with our information on 'Reimbursement of Volunteers Expenses'. Please give brief details of what work each expense relates to, giving details of all journeys and attach corresponding receipts. Expenses claimed without receipts may be declined. Your assistance in keeping WEBSF's costs as low as possible is greatly appreciated.

Authorised by: _____

Signature: _____

Date: _____

PARTICIPANT BANK DETAILS FORM

Name	
Address	
Event	
Prize	

Please complete your bank details below.

Bank name	
Name on account	
Sort code	
Account number	

Signature: _____

Authorised by: _____

Date: _____

Signature: _____

Date: _____

PARTICIPANT BANK DETAILS FORM

Name	
Address	
Event	
Prize	

Please complete your bank details below.

Bank name	
Name on account	
Sort code	
Account number	

Signature: _____

Authorised by: _____

Date: _____

Signature: _____

Date: _____

ORDER REQUISITION FORM

Please provide your name and telephone number below:

Volunteer Name:	
Volunteer contact number:	
Date:	

Please give brief details of why this order is required?

Please provide the details of the items that need to be ordered.

Description / product code:	Quantity	Price

Supplier name and address:

Have you obtained other quotes in line with WEBSF guidance on 'Controls on Expenditure'?
Please include prices of other suppliers or explain why this is the only supplier being used.

WEBSF Treasurer use only:

Authorised by: _____	Authorised by: _____
Signature: _____	Signature: _____
Date: _____	Date: _____
Order placed: _____	Order paid: _____

COMMUNITY COACHING RECORD FORM

Date of session:	
Location of session:	

List of coaching participants:

Name	Fee paid	Drink	Cost
TOTAL		TOTAL	

Where agreement has been made for a player to be subsidised by the WEBSF, please record this in the 'Fee paid' column.

Names of volunteers:

Name	Drink	Cost
		TOTAL

I confirm that this is an accurate record of the monies received at the community coaching session and the expenses incurred.

Signature: _____

Date: _____

Please scan the signed form and email it to websf_uk@yahoo.co.uk – any surplus monies should be transferred to the WEBSF community account.

1:1 COACHING RECORD FORM

Date of session:	
Name of volunteer:	
Volunteer address: (Full address)	
Location of session: (Full address)	
Name of participant:	
Length of session:	
Amount charged:	

I confirm that this is an accurate record.

Signature: _____

Date: _____

Please scan the signed form and email it to websf_uk@yahoo.co.uk – any surplus monies should be transferred to the WEBSF community account.

1:1 COACHING RECORD FORM

Date of session:	
Name of volunteer:	
Volunteer address: (Full address)	
Location of session: (Full address)	
Name of participant:	
Length of session:	
Amount charged:	

I confirm that this is an accurate record.

Signature: _____

Date: _____

Please scan the signed form and email it to websf_uk@yahoo.co.uk – any surplus monies should be transferred to the WEBSF community account.

Acknowledgements:

These procedures have been developed using NCVO resources.

Version	Details	Reviewers	Date
1.0	Initial production of financial procedures manual	DB	14/04/2018
1.1	Accounts Manager revisions prior to circulation to WEBSF Management Team	DB	15/07/2018
1.2	Inclusion of 'Community Coaching Record Form' and '1:1 Coaching Record Form'	DB	15/07/2018
1.3	Amendments from Management Team	All	28/07/2018
2.0	Final version for publication	DB	04/08/2018
3.0	Order requisition form included	DB	13/08/2018
4.0	Annual tournament participation fee included	DB	15/08/2018