

Financial Management

6.1 Guidelines for Management of Daily Financial Activities

When the new club executive is elected the bank account mandate should be ammended immediately. It is important to note that at least **two signatories are required on every cheque that the club may issue and every withdrawal made**. Under the rules of the AUC **one of these signatories must be the club Senior Treasurer**.

In order to amend the signatories on the club bank account the club is required to submit the following documentation to the Executive Secretary:

- Minutes of the A.G.M. / E.G.M detailing the election of the new executive.
- Completed Senior Treasurer nomination form.
- The bank mandate with the names and signatures of the new signatories.

The AUC Executive Secretary will verify the details of the documentation submitted and if correct, provide the club with a letter to submit with the completed bank mandate to the bank concerned. This letter will confirm the identity of the signatories and advise that the Senior Treasurer must sign all cheques and withdrawals from the account with one of the other signatories. Please note that for 2018/19 the AUC Executive Secretary must be be a signatory on all club accounts.

The completed bank mandate and AUC letter should then be returned to the bank concerned. It is important to note that **no money will be issued to a club unless this process has been completed**.

In terms of the management of daily financial activities the following apply:

- a. All club accounts must be held in the Campus branches of Bank of Ireland or Allied Irish Banks.
- b. No club should hold separate bank accounts in the name of the club, or under any other name other than for a specific other purpose relating to the club, which may be temporary or permanent without the express permission of the AUC. Likewise no account shall be held in the name of any individual for the purpose of receiving and/or disbursing club funds. **The Senior Treasurer and the AUC must be kept informed of all club accounts and account numbers.**
- c. All clubs must conduct their accounts on a cheque book basis. All subscriptions, participation fees, ticket receipts and other cash receipts must be lodged to the account of the club. All bills, invoices or other monies due, must be paid by cheque. Copies of same must be retained for inspection by the Senior Treasurer. Gate or other receipts from events or activities cannot be used to fund the event or activity directly, but must instead be lodged to the account with the money then being withdrawn by cheque.
- d. Clubs must issue their cheques with a business duplicate cheque book to ensure that a copy of each cheque is kept.
- e. No cheques can be made out to cash, other than where there is no alternative. In all such cases the club must gain permission from their Senior Treasurer before making payment in such a manner.
- f. All cheques must be crossed '**Not Negotiable**' and '**A/C Payee only**'.
- g. The club must ensure that copies of all club bank account (s) statements are forwarded to the Senior Treasurer.

- h. In all cases the club must submit copies of bank statements for any additional account(s) with copies of the statements of their principal account to the AUC. In addition, the signatories on such account(s) may not be different from the signatories on the main account(s) of the club.
- i. All clubs with regular weekly or daily expenditure must keep a receipt book detailing all cash inflows and outflows, which can then be reconciled with the bank statements.
- j. Where a club wishes to dispose of a club asset, e.g. equipment, the club must inform the AUC of their intention. All monies received from the subsequent disposal of the asset must be lodged to the club bank account and the income recorded in the club accounts.
- k. **No club may enter into an overdraft/loan agreement without the express agreement of their Senior Treasurer and the AUC for each such instance.** Instances of 'forcing credit' by overdrawing the account without bank authorisation will not be tolerated and will be reported to the AUC by the bank. Those responsible for 'forcing credit' will be held personally liable for the amount outstanding.
- l. At the end of the academic year it is important that an operating balance remains in the club account to facilitate basic administration functions of the club for the start of the next academic year. In addition, as grants are not usually paid until late October, clubs should also ensure that they retain sufficient funds to cover the cost of competitions or events that may be taking place during the first few weeks of the new academic year.
- m. Where the club is collecting cash from members, two committee members must be present at all times. Both committee members must count the cash and confirm the figure for lodgement to the clubs bank account. Where possible clubs members should be encouraged to make a payment electronically in to the clubs bank account.
- n. Only cheques completed with details of the payee and the relevant amount are to be signed by the relevant signatories. No blank cheques should be signed.
- o. Where it has been approved by the Executive Secretary clubs may operate on-line banking. However, those listed as users on such accounts must be the same as those listed as signatories on the clubs account mandate. Furthermore, the Senior Treasurer plus one other signatory (user) must authorise all payees and payments.

Annual Accounts Summary Sheet for 2017/18

Full Annual Accounts for 2017/18 signed by your Senior Treasurer and copies of your opening and closing bank statements should be attached to this grant application. Please complete the details below.

Dates of Club Financial Year	Date
Start Date	
End Date	
2017/18 Summary of Actual Accounts	
Opening Balance	Euro
Actual Opening Balance (Bank and Cash Held)	
Income	Euro
Annual Grant 2017/18 (including amount paid to coaches on your behalf by the AUC)	
Special Grant 2017/18	
Membership Subscriptions	
Income from Sale of Equipment	
Sponsorship	
Fundraising	
Donor Contributions	
Member Contributions	
Other Income	
Total	0
Expenditure	Euro
Domestic Competition Expenditure	
Equipment Expenditure	
Equipment Repairs & Maintenance	
Affiliation Costs	
Insurance Costs	
First Aid Costs	
Ambulance & Physiotherapy Costs	
Coaching Costs	
Other Costs	
Total	0
Closing Balance (Opening Balance + Income - Expenditure)	0
Bank Reconciliation	Euro
Balance at Bank	
Less	
Cheques not Cashed	
Payments Owed (please provide details below)	
Specific purpose funds being held (please provide details below)	
Subtotal	0
Plus Petty Cash	
Balance Available 2018/19	0
Details of Payments Owed in 2017/18	Euro
Total	0
Details of Specific Purpose Funds being held for 2018/19	Euro
Total	0

All clubs affiliated to the AUC are eligible for grants from the AUC to assist in the day to day running of the club. Grants are dependent on money received from the University and will be distributed according to membership size, club requirements (e.g. large capital items of equipment or hiring of outside facilities), activity and participation level, coaching costs, domestic competition level etc. Grants allocations are made on the basis of the applications received from each club and are not based on precedent. The AUC Executive when considering the applications places particular emphasis on the financial management and planning of the respective club.

The AUC awards grant funding to clubs for the following purposes:

- Coaching and training expenses.
- Intervarsity competition costs.
- National / domestic competition costs.
- Affiliation fees.
- Equipment costs.
- First Aid equipment.

Full explanatory notes on the AUC's grant allocation model are contained in Appendix 14.

It is not possible for the grant funding from the AUC to cover one hundred per cent of any clubs costs. Clubs should therefore seek to secure additional funding to cover the cost of their activities through their membership, sponsorship and /or fundraising.

It is very important that the club follow the guidelines below in order to receive their grant from the AUC. Failure to do so will result in reduced / no funding being allocated, which will consequently penalise all members of the club.

Where grant applications are received after the closing date, they will not be reviewed until Semester 2 by the AUC Executive. Furthermore, clubs whose forms are submitted late can only receive a maximum of 50% of their 2017/18 grant allocation.

See Section 3 for details on applications for new club affiliations.

6.4.1 New Grant Application Process

In 2017/18 the grant application process was changed, the same process remains in place for 2018/19. There are three stages to the grant application process.

Stage 1: Submit Vetting forms by September 1st for any coach / manager that you wish to engage in 2018/19.

- Forms to be submitted in hard copy only to Suzanne Bailey in UCD Sport. A copy of the relevant form to be used has been e-mailed to each club.
- Vetting is required for all coaches, team manager and leaders whether they are paid or a volunteer.

- Where an existing coaches/managers/leader vetting will be two years old or more before 31st May 2019, they will be required to submit a new vetting form by September 1st 2018.
- Please note that coaches/manager/leader are only deemed to be vetted once the AUC receives confirmation of their vetting number from the National Vetting Bureau and a vetting disclosure via Ireland Active. Only those coaches / managers who have a valid vetting number and following review of the vetting disclosure are deemed suitable for the role by the AUC are permitted to work/ volunteer with a UCD club.
- As the vetting process can take a number of weeks clubs should endeavor to submit vetting forms in advance of the September 1st deadline to ensure that coaches / managers are vetted before term commences and their training starts.

Stage 2: Upload a complete grant form to the Club Document Management System by midnight on Friday 5th October 2018

- New grant forms for 2018/19 are available from the UCD Sport website. Clubs must complete the grant form (which is an excel spreadsheet) and upload the completed form to the Club Document Management System on the UCD SIS portal by midnight on Friday October 5th.
- Other documents that must be also uploaded with the grant form to enable it to be properly reviewed include:
 - Health & Safety Statement. (upload) Template available on the UCD Sport website.
 - Child Safeguarding Risk Assessment.
 - Signed parental consent forms for student members aged 17 years and under.
 - Opening & Closing bank statements for the 2017/18 year, which should reconcile with the clubs annual accounts. (upload)
 - Annual accounts for 2017/18 signed by the 2017/18 Senior Treasurer. (upload)
 - Paid Membership inputted in to the UCD SIS portal by midnight on October 5th.
- Once the grant form and the above documents are submitted on time, an analysis of the clubs grant requirements can be undertaken and the AUC grant meeting can take place. Please note that only complete applications will be considered by the AUC Executive at its meeting in the first semester.
- In order to facilitate the prompt processing of grant forms clubs are asked to please not add any text to the grant form outside the tables provided in the form. In addition, all support documentation

for the grant process must be uploaded to the Club Document Management system in SIS, do not submit any hard copies to the AUC. Access to the Document Management System will automatically be given to the person responsible for each club's on-line Club Membership input on SIS.

Stage 3: Remaining Support Documentation to be uploaded to Club Document Management System

In order to release a club's annual grant the following documentation must also be uploaded to the Club Document Management System by October 31st:

- Senior Treasurer Nomination Form 2018/19.
- Club annual report 2017/18 as presented at the AGM.
- Receipts / Records of vouched coaching expenses paid in 2017/18.
- Completed Coach Set-up Form for each coach listed in 2018/19.
- Signed Coaching Contract for each coach listed in 2018/19.
- Signed Code of Ethics & Conduct for Sports Coaches for each coach listed 2018/19.
- Safeguarding certificates for coaches, leaders, children's officers and managers.
- Club Development Plan.
- Signed Code of Conduct for Committee Members for each committee member listed 2018/19.
- Copies of any insurance policies the Club may hold.
- Three quotations for each item, from three different suppliers/contractors for proposed equipment purchase, repair or maintenance in 2018/19.

Although the October 31st date has been set as a deadline, clubs may upload the remaining support documentation at any time up to that date. Failure to submit any of the above items will result in your grant being withheld.

Clubs will be invited to attend individual meetings in early September with the AUC Executive Secretary and other members of the Sports Development team where the grant process will be discussed. The grant process will also be discussed at the AUC's Club Officer training on September 13th. However, should a club have any queries regarding the grant application process they may also contact the AUC Executive Secretary.

6.4 Special Grants

Where a club wishes to apply for a special grant, for example, when hosting the intervarsities or wishing to purchase a major piece of equipment, the club should obtain an application form from the Sports Office or www.ucd.ie/sport/clubforms.htm

- The club should complete the application form and attach to it an up-to-date copy of the club's accounts.
- Where the grant is required for equipment purchase, three quotes for the equipment should be attached.
- Where the grant is required to host an event, an event budget should be submitted with relevant quotations.
- Where a UCD team qualifies for an international event as a result of domestic competition success, a budget for participation should be submitted with relevant quotes. Such special grants will be adjudicated on a case by case basis.

6.4.1 Club Member Special Grant

Where a UCD club member is selected on a representative side / team a contribution may be made by the AUC towards the individual's costs, however this is subject to the following conditions:

- The student must be a member of the respective UCD sports club.
- The student must have taken part in club activities and represented the respective UCD club during the previous twelve months. This must be confirmed in writing by the Executive of the club concerned.
- Evidence of selection and details of cost from the respective Sports Association or National Governing Body must be submitted.

Where a contribution towards the individual's costs is approved it will usually be paid either directly to the respective UCD club for payment to the individual or to the Third Level Sports Association / National Governing Body. **Please be advised that such grants are intended for students who are representing Irish Universities in competition. Club member special grants are not awarded for students selected on non-student national teams.**

Please note that the award of any special grant is subject to the availability of funding.

Please be advised that annual grants and special grants will only be paid in the current academic year. No back dated grant claims from previous years will be considered.

6.5 Fundraising

Fundraising is the activity that a club will undertake in order to raise money for club activities. The most important factor in fundraising is ingenuity and basically the sky is the limit!

In order to fundraise you must create some sort of interest i.e. an event that will capture the public's imagination. This is where creativity plays a part in how successful your efforts will be. Events that you could consider include casino evenings, raffles, table quizzes, etc. but you must ensure that you receive the support of your club members by ensuring that they gather interest by bringing friends and relatives etc.

Below you will find some effective guidelines for fundraising and also the UCD Campus Fundraising Policy.

Guidelines:

- Estimate the potential income that you may gain from the fundraising event and associated costs.
- Plan carefully the time and location of the event. There is no use having a fundraiser in a location with limited access and passers-by.
- Carefully assess the time involved in both the planning and implementation process so as to not set up false expectations.
- Assess the resources you will require including facilities, initial outlay, equipment and supplies.
- Determine the personnel and staffing requirements for the event.
- Establish if any permits or licenses are required for the event.
- Establish if any additional insurance cover is required for the event.
- Establish any potential financial or legal risks.

6.5.1 UCD Campus Fundraising Policy

Purpose:

To coordinate fundraising activity by students and staff on campus, promote best practice and provide a mechanism for dealing with requests to fundraise on the UCD campus.

Policy:

All fundraising activity on campus must be organised under the auspices of a student society, club, the Students' Union or group of UCD staff members. External organisations applying to fundraise on campus must do so via one of these bodies. A fundraising permit must be applied for in advance of any planned students fundraising activity. Staff are asked to complete a notification of fundraising form.

Students fundraising activity:

All fundraising activities must be carried out in accordance with the relevant student society/student club/Students' Union Code of Practice. The policy is implemented under the Office of the Vice-President for Students and permits

should ordinarily be applied for from the relevant society or club governing body or Students' Union by applying to:

- Society – Societies Officer, Societies Council
- Club – Executive Secretary, UCD Athletic Union Council
- Students' Union – President, UCD Students' Union.

In addition:

- All Programme days must take place under the auspices of a student society.
- As a general rule, dates for Programme Days and/or collecting activities will be allocated on a first come basis. Bookings should be made at minimum 2 months in advance; bookings not made in a timely manner may not be granted permission to proceed.
- Money collection, counting & lodging procedures should be included as a separate appendix in the Event Management Plan for all Programme Days.

6.6 Sponsorship

Obtaining sponsorship is a great way to ensure your club's financial sustainability for that year, and if your club plays its card right, it could be the start of a relationship that ensures long-term financial sustainability.

In order to gain sponsorship a club must provide the potential sponsor with a reason to supply support. In other words a win/win situation must be created. Naturally you cannot expect to get huge sponsorship arrangements unless you are able to offer something in return for the sponsor's investment.

In order to secure sponsorship for your club you should follow these steps:

- Firstly you must ensure that you provide your potential sponsor with lead time to the event or activity which you are proposing (i.e. start working on sponsorship well in advance, not the day before).
- Evaluate the programme or event and determine what it may have to offer a potential sponsor.
- Develop a plan.
- Define the opportunities that you will present to your sponsor.
- Identify a target group, which may be willing to offer sponsorship to your club.
- Research your potential sponsors.
- Prepare and present a formal sponsorship proposal. Remember you may not always need money, it may be that the sponsorship could be access to a facility or service, products or equipment and/or access to expertise.
- Follow up on your proposal.

- Sign a formal agreement. Please contact the AUC Executive Secretary before you sign any formal contract with an organisation.

6.6.1 Developing a Sponsorship Proposal

A sponsorship proposal should be presented to a potential sponsor and it should outline a number of key issues, which are stated below. Keep your proposal brief (no more than 2 or 3 pages). Items to include in a sponsorship proposal include:

- Introduction
- Description of the event
- Sponsorship Investment
- Sponsor Benefits
- Deadline for a decision
- Appendices

6.6.2 UCD Restrictions on Sponsorship

UCD does not generally restrict the sponsorship of events by commercial operators; for example, the naming of events such as the "ABC Ltd Freshers'Ball". However, the situation regarding product promotion is different. In relation to financial services in particular, the University has made an agreement with AIB by which that bank has exclusive rights to product promotion of financial services on University property. However, this does not apply to the naming/branding of student events provided that no product promotion is involved.

Furthermore, UCD has entered into an exclusivity contractual agreement with Britvic, to exclusively supply soft drink products to UCD. In terms of club sponsorship competitors may sponsor sports clubs but are not allowed promote or sell product as part of the sponsorship. Signage, advertising etc. are all permissible but no product push or sales are allowed.

Any questions/queries from clubs should be directed, in the first instance, to the Executive Secretary. No arrangements should be put in place without prior consultation.

Should you require further information on sponsorship, please contact the Sports Office.

6.6.3 Keeping Your Sponsor

To really make your sponsorship count, it is worth doing everything you can to make your sponsor happy and connected to your club. If they hear from you and can see what you are doing for them, then they are so much more likely to sponsor you in future years. Below are some tips:

- Invite them to sporting events. They will likely be delighted to see you in action and feel more connected to the club as a result.
- Contact them at least once a semester. Let them know how you are getting on and what progress you have made. Importantly let them know how their support is making a difference.
- Send them a club photo making sure their logo is clearly visible.
- If you have specific terms of the sponsorships that you must deliver then make sure you do!