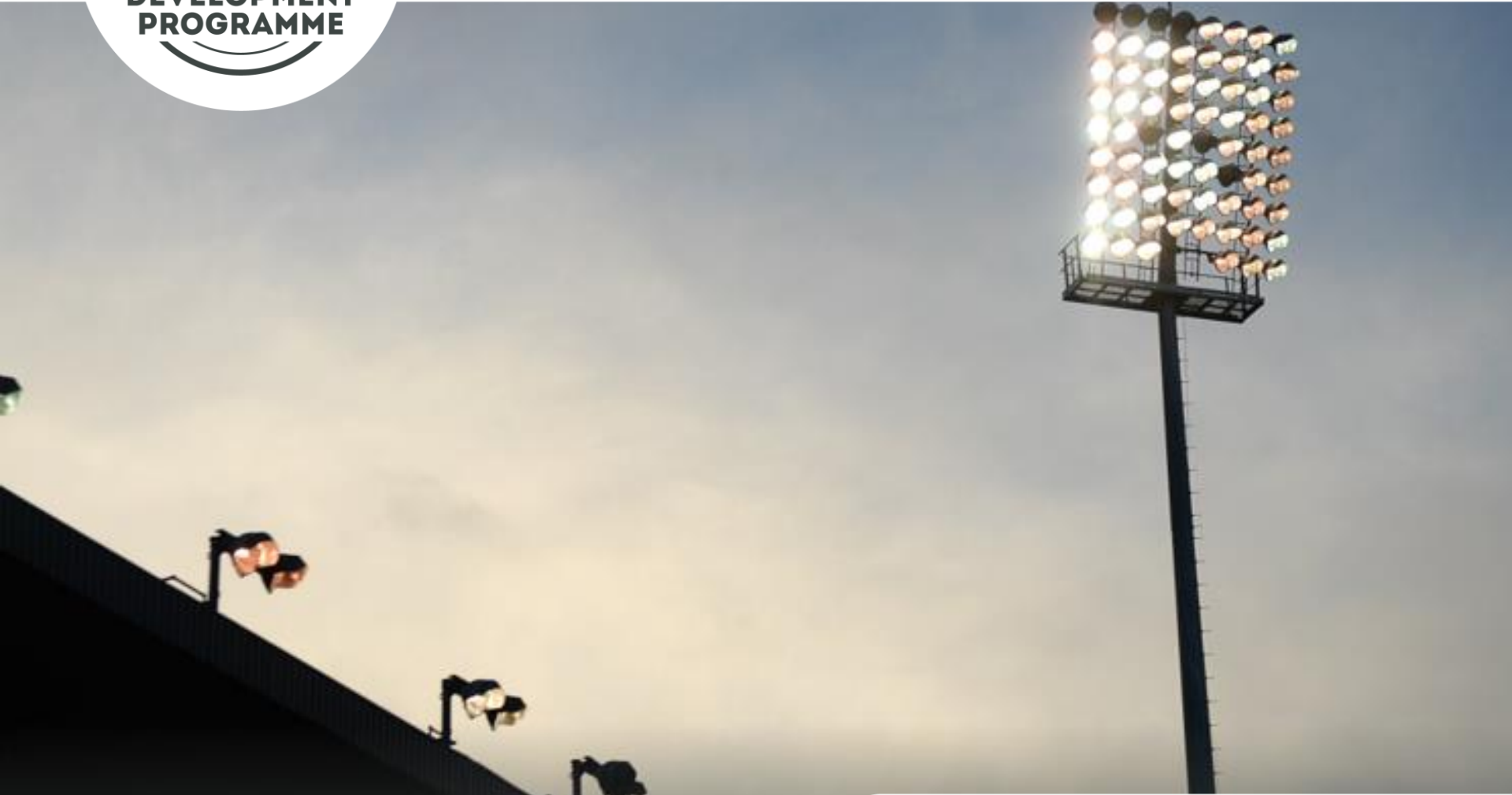




# Finance and Governance for Club Treasurers



[learning.gaa.ie/administrator](https://learning.gaa.ie/administrator)



# Areas we will cover

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Your Responsibilities as a Treasurer

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Financial Records and Reporting

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Financial Management

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Governance

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Sources of Funding

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Regulatory obligations

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Club Development

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Other Information

# Responsibilities as Club Treasurer

- The Treasurer is a key officer within the Executive Committee and should be involved in all financial decisions
- Financial management within the club
- Reporting
  - Monthly to club executive
  - Annually to AGM
- Governance
- Manage & Coordinate fundraising
- Regulatory obligations

# Key Dates

\* On or before these dates

January 1

Registration of Teams – both the team and players (Before teams hit the field)

March 1

Final date for Payment of Injury Benefit Fund to Croke Park

March 31

Collect membership registration fees – required for a member to have voting rights

March 31

Association membership registration fee €2 – Paid to County Committee

October 31

Financial Year End

# Financial Records and Reporting

1. Executive committee must ensure proper books are kept:
  - Recording Income and Expenditure
  - Reporting Financial Position
  
2. Accountability to Executive committee should include:
  - Reconciled bank balances
  - Cash in hand/Floats/Petty cash to be reconciled
  - Credit Cards, although not recommended, if in use must also be reconciled on a monthly basis
  - A summary income and expenditure account
  - Future financial commitments

# Club Financial Statements

- Please use the standard set of financial statements as a guide (see pack)
- Income & Expenditure account and balance sheet must be presented at the AGM
- Financial Statements should be certified or audited by a professional accountant as per Rule 11.5
- Financial Statements should be submitted to the County Committee within four weeks from the date of the AGM.

# Financial Management

- All cheques must be supported by appropriate documentation and co-signed
- Electronic Payments should also be co-authorized
- 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



# Financial Management

## Scenario

A dispute amongst the Club Executive over the purchasing and payment of items results in the resignation of the Club Chairperson.

## Discuss

1. What were the key weakness that the Club Executive Committee had in its protocols?
2. What measures could have been taken to avoid a situation whereby the Chairperson could spend Club money without the approval the Executive Committee?



# Payment of Expenses

- Properly vouched expense claims are essential
- Payer of emoluments (casual payments) must make Revenue deductions (PAYE/PRSI)
- Tax compliance (fees cannot be labelled as expenses)

**PAYER IS LIABLE!!**

# Governance

- Individuals should not engage in transactions alone
- All Sub-committees are accountable to Club Executive including juvenile, fundraising, development etc committees.
- Control purchasing, use PO 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
- Update of Policy documents
- Control of Merged Teams

# Income: Club Lotto

- All clubs running a lotto must have a lotto licence unless draw is confined to members.
  - Lotto jackpot restricted to €30,000 in the 26 Counties
  - Position in 6 counties to be clarified
- There are 2 ways to run the club lotto:
  - Prenumbered Envelopes
  - Online Lotto e.g. Smart Lotto and My Club Finance
- Agree Club Lotto procedures
- Follow the club lotto procedures which should be documented and minuted (Sample procedures are in pack)

# Effective Fundraising Activities



# SUPPORT YOUR LOCAL CLUB

Opportunity for your GAA Club to raise up to €25,000



## National Club Draw

- No Financial risk to the club
- All prizes provided by Central Council
- Maximum income of €25,000 for each club
- Visit [www.gaa.ie/nationalclubdraw](http://www.gaa.ie/nationalclubdraw)
- Draw takes place in Croke Park on the 12<sup>th</sup> March 2020.
- Tickets cost €10/£10
- Special draws for clubs who sell a minimum of 200 tickets



**All sales must be shown in the club accounts**

[learning.gaa.ie/administrator](http://learning.gaa.ie/administrator)



# Regulatory Obligations – Tax Exemption

## 26 Counties

- Clubs (provided they have applied for the exemption) are exempt from:
  - Income Tax
  - Corporation Tax
  - Stamp Duty
- Not exempt from PAYE / VAT
- Club Bars – must register for VAT if turnover is over €75K

## 6 Counties & UK

- Clubs are exempt from Income Tax **but must pay** Corporation Tax and Stamp Duty
- Not exempt from PAYE / VAT
- Clubs must register for VAT if turnover is over £83k

# Regulatory Obligations 2

## **Revenue's new on-line applications system for sports bodies**

- From 9<sup>th</sup> December 2019 all applications for tax exemption must be submitted online. To do this, applicants must register for Revenue Online Services (ROS).
  - On **www.revenue.ie** go to Useful links
  - Select register for ROS
- Once registered for ROS, the new online system can be accessed as follows:
  - My Services
  - Other Services
  - Charities and Sports Bodies eApplications
- Contact 01 7383680 with any queries



# Regulatory Obligations 3

- Be conscious of:
  - Employment law
  - Health and Safety requirements
  - Child Protection
- Insurance issues covered in separate module



# GAA Development Fund - Deposits

- Clubs are encouraged to deposit money into the Development Fund as they get priority when making an application for a loan.
- The variable interest rate is also currently 1.9%
- No DIRT on deposits
- Minimum deposit required is €1,000
- Forms for Depositing money into the Fund can be obtained from a member of the National Finance Department in Croke Park.

# GAA Development Fund - Loans

- A club may make an application for a loan for core GAA activities .
- Bar Facilities or renting out facilities are not covered by the fund.
- The interest rate applicable is a variable interest rate, currently 1.9%.
- Funding is only applicable to vested GAA properties.
- Loan term is a maximum of 10 years.
- The maximum amount available to one club is €100,000 or £100,000.
- All loans must be guaranteed by the County Board and a recommendation received from the Provincial Council.
- Clubs who deposit money in the fund will be given priority in the event of insufficient funds.

# GAA Capital Grant

- Central Council provides financial support to GAA clubs
- Total funding provided by Central Council:
  - 2018 - €2.5m
  - 2019 €3m
- Process for 2020 applications is being reviewed

*Grants are only paid to Clubs which are vested in the Association*

# Sports Capital Funding



Department of Transport, Tourism & Sport	Sport Northern Ireland
<ul style="list-style-type: none"> <li>Assist voluntary organisations to develop facilities.</li> </ul>	<ul style="list-style-type: none"> <li>Assist, Develop &amp; Provide facilities for sporting organisations.</li> </ul>
<ul style="list-style-type: none"> <li>Must apply online via <b>OSCAR</b> website <a href="http://www.sportscapitalprogramme.ie">www.sportscapitalprogramme.ie</a></li> </ul>	<ul style="list-style-type: none"> <li>Fund due to open in April 2020</li> </ul>
<ul style="list-style-type: none"> <li>Should attend workshops</li> </ul>	
<ul style="list-style-type: none"> <li>Deadline dates: TBC</li> </ul>	

# Tax Relief on Donations

- *To make a claim for tax relief you will need:*
  - a GS Exemption number from Revenue
  - an approved project number from the Department of Transport, Tourism and Sport (DTTAS).
  - a valid tax clearance certificate
- *Donors must:*
  - donate at least €250 in the tax year
  - be resident in the state
  - be a sole PAYE taxpayer
  - not be jointly assessed with a spouse or civil partner paying tax under self-assessment
  - complete an appropriate certificate for the sports body.
- The **self-assessed individual or company** can claim the donation as an expense when calculating their total income or profit.
- *To make a claim the sports body must:*
  - **Complete Form 847A**
  - **Submit** to Revenue through **MyEnquiries on Revenue Online Services (ROS)**

Contact 01 7383680 with any queries

# Gift Aid in Northern Ireland

- Units must be registered as a 'Charity' or under CASC.
- The payee must be a private tax payer not a company.
- Financial recors and Bank statements to show income

## ***Restrictions***

- No Benefit in Kind
- Minimum Subscriptions £250
- HRMC continually trawling and watching websites.

# LEADER/DAERA Funding

- Wide range of European grant and subsidy schemes to support local developments.
- Pitch development is excluded from this funding.
- This funding is usually provided directly to the GAA clubs.
- GAA clubs must apply themselves for this funding.

# Loans from Financial Institutions

- A club can apply to the following institutions for a loan:
  - Banks
  - Credit Unions
  - Clann Credo
  - Ulster Community Investment Trust (UCIT) / Community Finance Ireland (CFI)
- Must have the following documentation:
  - Set of Financial Statements
  - Authorisation from County Board, Provincial Council and Central Council
  - Rule Book / Club Constitution
- Trustees Indemnified under Rule 5.3



# Borrowing Limits

- Under Rule 5, The Association through Central Council must consent to the purchase, disposal, granting of lease/licence, borrowings from financial institution, creation of a charge and exchange of land and property.
- Application forms can be obtained from the National Finance office.
- A club must complete the application form and get consent based on the limits below:
  - Under €15,000 / £10,500 – no external approval required
  - €15,000 to €75,000 / £10,500 to £52,500 – County Board approval required
  - €75,000 to €150,000 / £52,500 to £105,500 – Provincial Council approval required
  - Over €150,000 / £105,500 – NFMC approval required
- These limits are cumulative limits and must include members loans.

# Borrowings & Charges

- Personal Guarantees should not be given.
- Charges/mortgages on Club property require consent of Central Council
- Charges on Property – Consent is required where Sports Capital Funding is over €300k for new grants and many grants in Northern Ireland
- *Deed of Novation* required to transfer current charges to new Trustees
- Leases of GAA property give rights to the lessee and should be entered into cautiously

# Purchase Power

- Collective buying power
- Saves time, efforts and reduces costs
- Contact [purchasepower@gaa.ie](mailto:purchasepower@gaa.ie)
- Electric Ireland Deal – up to 9% savings on annual electricity costs.
- Other deals for GAA Club e.g. Sand, Electric Ireland, Printing, Generator

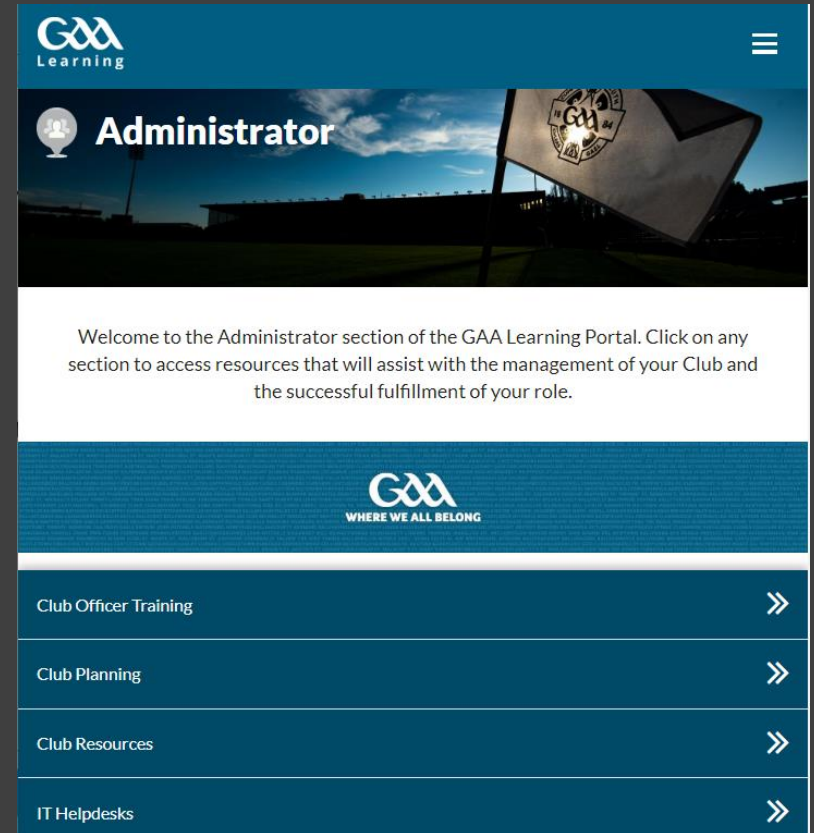


# County Treasurer's Address

10-minute address from  
County Treasurer

# GAA Learning Portal

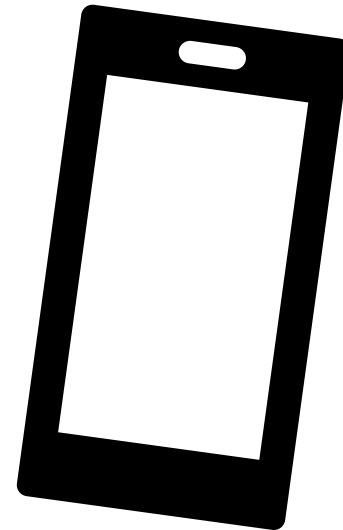
- View additional workshops
- Register for events
- Download or print resources
- Access IT helpdesks
- [learning.gaa.ie/administrator](https://learning.gaa.ie/administrator)



The screenshot displays the GAA Learning Portal Administrator interface. At the top left is the GAA Learning logo, and at the top right is a hamburger menu icon. Below the header is a banner image of a GAA flag on a field at dusk, with the word "Administrator" in white text overlaid on the left. A white text box in the center contains a welcome message: "Welcome to the Administrator section of the GAA Learning Portal. Click on any section to access resources that will assist with the management of your Club and the successful fulfillment of your role." Below this is a blue bar with the GAA logo and the tagline "WHERE WE ALL BELONG". At the bottom, a list of menu items is shown in a dark blue bar with white text and right-pointing chevrons: "Club Officer Training", "Club Planning", "Club Resources", and "IT Helpdesks".

# What did you think?

- Please take two minutes to give feedback –  
[learning.gaa.ie/OfficerFeedback](https://learning.gaa.ie/OfficerFeedback)
- All respondents will enter a draw for 2 premium tickets to the Football League Final in 2020



# Go raibh maith agaibh

[learning.gaa.ie/administrator](https://learning.gaa.ie/administrator)

