

## Club Accounts Template FAQ

### Q. My document will not submit after clicking the submit button?

A. To submit the document you must complete all the mandatory fields which are outlined in red. If for a particular mandatory field, you have no income/expenditure for the year then please enter "0" in the box.

### Q. I have no further space to enter the income for all our fundraising initiatives during the year?

A. Detail out the larger streams of income in the spaces provided and combine the smaller items under a heading such as "other fundraising income".

### Q. I have items of expenditure which are not identifiable under the headings provided?

A. A number of fields have been left blank to enable you to input any other items of expenditure your club may have.

### Q. Where should we disclose our Social Club Accounts within the template?

A. You should use this template to provide information on your club activities and forward the social club accounts as an attachment in addition to the club template. GAA Clubs with a social club have a legal obligation to provide audited accounts.

### Q. I am unsure of the value of the fixed assets owned by my club?

A. If you are unsure of the valuation of your fixed assets (i.e. pitches, clubrooms, etc.) please leave this section blank.

### Q. Where should I include the value of our spectator facilities?

A. Your spectator facilities value should be included within fixed assets under the "Buildings" category.

### Q. What are "Prepayments" as classified within the Current Assets section?

A. A "Prepayment" is a payment for an expense or service which has not yet occurred. For example, a deposit paid in October 2017 for a club gala in January 2018 should be classified as a prepayment in the 2017 accounts and then as an expense in the 2018 accounts.