



# **CAMDEN & DISTRICT NETBALL ASSOCIATION INC.**

## **FINANCE POLICY**

Adopted 25<sup>th</sup> November, 2019

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## **1. PLAYER REGISTRATIONS**

### **1.1 FINANCIAL RESPONSIBILITIES OF AFFILIATED CLUBS**

#### **WINTER COMPETITION**

- a. Each club that wishes to be affiliated with Camden & District Netball Association (C&DNA) must pay to C&DNA all invoices relating to registration of their members in a timely manner.
- b. C&DNA will invoice clubs for their registration costs for winter competition by 31<sup>st</sup> March each year and then on a monthly basis for late registrations until the end of the winter competition. This information will be generated using the MyNetball Financial report and downloaded on a monthly basis.
- c. Affiliated Clubs are required to make payment of the initial invoiced amount in full by no later than Round 2 of the current netball season.
- d. Affiliated Clubs are required to make payment of late registration monthly invoices within 14 days from date of invoice.
- e. Disputes relating to invoices raised by C&DNA are to be directed to the Treasurer within 7 days of invoice date. Such disputes will be investigated within 21 days and notification of the resolution will be made to the club concerned. Payment of outstanding invoices should not be delayed whilst the dispute is under investigation. Clause 1.1 - f) will apply if payments are delayed.
- f. Failure to make payment of the invoiced amount by the specified date will render the club and its players unfinancial. The consequence of this action will result in the affected players being unable to participate in any C&DNA competitions until such time as the outstanding monies are paid in full.

#### **SUMMER COMPETITION**

- g. C&DNA will invoice clubs for their registration costs for summer competition prior to 31<sup>st</sup> October each year and then on a monthly basis for late registrations until the end of the summer competition. This information will be generated using the MyNetball Financial report and downloaded on a monthly basis.
- h. Affiliated Clubs are required to make payment of the initial invoiced amount in full by no later than Round 5 of the current summer competition.

- i. Affiliated Clubs are required to make payment of late registration monthly invoices within 14 days from date of invoice.
- j. Failure to make payment of the invoiced amount by the specified date will render the club and its players unfinancial. The consequence of this action will result in the affected players being unable to participate in any C&DNA competitions until such time as the outstanding monies are paid in full.

**1.2 FINANCIAL RESPONSIBILITY OF JUNIOR AND SENIOR REPRESENTATIVE PLAYERS**

- a. C&DNA will invoice all representative players' contributions to fees and registrations, within 30 days from receipt of player acceptance into a team.
- b. Representative players are required to make payment in full within 21 days from date of invoice.
- c. Failure to make payment of the invoiced amount by the specified date will render the player unfinancial. The consequence of this action will result in the affected player being unable to participate in any C&DNA representative carnivals until such time as the outstanding monies are paid in full.
- d. Representative players may make a written request to the C&DNA Treasurer for a payment plan option. If approved, payment must be received in full by 1<sup>st</sup> June of the current year. Failure to make payment by this date will render the player unfinancial and unable to participate in the State Titles competition.
- e. C&DNA will invoice all representative players for their contribution to uniforms and functions as required, and payment is due within 21 days of invoice date.

**1.3. FINANCIAL RESPONSIBILITY OF METRO LEAGUE PLAYERS**

- a. C&DNA will invoice all Metro League player contributions to fees and registrations within 30 days from receipt of player acceptance into a team
- b. Metro League players are required to make payment in full 1 week prior to Round 1 of the competition.
- c. Failure to make payment of the invoice amount by the specified date will render the player unfinancial. The consequence of this action will result in the affected player being unable to participate in the Metro League competition until such time as the outstanding monies are paid in full

- d. Metro League players may make a written request to the C&DNA Treasurer for a payment plan option. If approved, payment must be received in full by Round 3 of the current year. Failure to make payment by this date will render the player unfinancial and unable to participate in the Metro League competition.

#### **1.4 FINANCIAL RESPONSIBILITY OF C&DNA**

- a. C&DNA will make payment of the Netball NSW Affiliation fee in accordance with the Netball NSW Membership and Affiliation Policy.
- b. C&DNA will make payment in full of any invoices received from Netball NSW for player registrations on the MyNetball membership database system in accordance with the Netball NSW Membership and Affiliation Policy.

## **2. RECEIPTS**

- a. C&DNA will receive cash for canteen and BBQ sales only. All other receipts will be accepted by EFT only.

## **3. PAYMENTS**

### **a. VENDORS**

Payments will be made to vendors according to vendor payment terms, via EFT, after receipt of a valid and approved tax invoice.

### **b. CLUB FUND RAISING**

From time to time, and at the request of C&DNA Executive only, affiliated clubs may have the opportunity to operate the Association BBQ as a fund raising activity. When this occurs, payments will be calculated and made to each club/clubs by calculating the cost of goods plus all expenses and deducting this total from income received. Funds will be apportioned according to each clubs contribution.

### **c. HONARY**

Payments will be made to persons as a recompense for volunteer efforts. Payments will be made by 30th September of each year for the following positions:-

- Representative Coaches
- Representative Assistant Coaches
- Representative Trainee Coaches
- Representative Managers
- Train On team Coaches
- Development Squad Coaches

- Umpires – Finals series
- Umpires – Carnivals
- Umpires – Netball NSW Senior and Junior State Titles
- Umpires – Night Interdistrict
- Executive Committee

#### **4 BUDGETS**

Budgets will be prepared in December each year and approved by the Executive Committee prior to the commencement of the next year.

Variance analysis should be carried out and reviewed on a regular basis by the Treasurer and form part of the reporting at each Executive committee meeting.

#### **5 AUDIT REQUIREMENTS**

C&DNA is required to have a year audit performed on its financial statements and this report is to be completed and presented at the Annual General Meeting each year. The report is to be formally recorded in the minutes of each AGM