



Finance Policy

Aim:

It is the aim of the policy to outline the process to be used to administer the financial operations for Diamond Creek Netball Club.

Revenue:

Wherever possible Netball Connect should be used to collect and administer the receipt of payments such as membership fees (domestic and representative), weekly match payments, tournament fees, fundraising and Net Set Go.

Uniform sales can be made using the clubs EFTPOS devices. Alternatively, a direct credit can be made to the club's bank account, clearly identifying the purchasers name and what it was for. For example: Katie Gates uniform.

Other receipts can be direct debited into the club bank account, however the purpose of the payment and name of the payee must be clearly identified. When this occurs, the Treasurer must be informed via email or committee communication channel.

Expenses

Uniform purchases are purchased via the club coordinator or the representative coordinator.

Operational expenses such as match fees, administrative, training and registration expenses will be approved by either the club committee or club coordinator or president or treasurer prior to payment.

All representative expenses are to be approved by the club committee or the representative coordinator, or a member of the representative coordination team or president prior to being incurred.

Any other incidental expenses should be approved via the club committee, president or club coordinator prior to being incurred. Any purchases that are not approved prior to being incurred may not be reimbursed by the club.