

Tuam Stars Accounting Practice and Policy for Fundraising Activities

1. Purpose

This policy sets out clear and consistent accounting practices for all fundraising activities undertaken by the Club. Its aim is to ensure transparency, accountability, and proper stewardship of all funds raised on behalf of the Club.

2. Scope

This policy applies to:

- All officers, volunteers, and members involved in organising or supporting fundraising events.
- All fundraising activities, including but not limited to raffles, collections, sponsorship events, shop sales, and community fundraising initiatives.

3. Principles

The Club is committed to:

- Full transparency in the handling of all funds.
- Accurate and timely recording of income and expenditure.
- Compliance with best practice in financial governance.
- Protecting volunteers by ensuring clear procedures and shared responsibility.

4. Procedures for Handling Fundraising Income

4.1 Collection of Funds

- All monies collected during fundraising activities must be counted by **two authorised individuals** where possible.
- Cash should be minimised where feasible; electronic payments (e.g., card readers, online platforms e.g. I-donate) are encouraged.

4.2 Lodgement of Funds

- **All funds collected must be lodged to the Club's official bank account** in full and without delay. AIB Tuam IBAN IE21AIBK93715046580164
- Lodgements should be made **within five working days** of the fundraising activity, or sooner where practical.
- Under no circumstances should funds be held by individuals for personal safekeeping beyond the agreed timeframe.

4.3 Transfer of Cash to Treasurer

- Where cash is collected, it must be:
 - Counted and verified by two individuals.
 - Recorded in the **Cash Book** or **Fundraising Income Sheet**.
 - Signed over to the Treasurer (or Assistant Treasurer) using the Club's **Cash Handover Form**.
- The Treasurer will acknowledge receipt and ensure the funds are lodged promptly.

5. Recording and Coding of Income

5.1 Income Coding

- All fundraising income must be recorded in the Club's accounting system under the appropriate **Income Code** (e.g., 202 Lotto tickets, 503 Golf, 504 Hyrox).
- Each fundraising event should have a unique reference or event code to allow clear tracking. If none currently available one will be created.

5.2 Supporting Documentation

The following must be retained:

- Cash Handover Forms
- Lodgement slips or bank confirmations

- Event income sheets
- Sponsorship forms or receipts
- Online fundraising reports (e.g., iDonate)

All documentation must be stored securely by the Treasurer for audit and compliance purposes.

6. Expenditure of Fundraising Proceeds

6.1 Approval of Expenditure

- All expenditure from fundraising proceeds must be approved in line with the Club's financial authorisation rules and spending threshold policies.
- Expenditure must be directly linked to the purpose for which the funds were raised (e.g., equipment, facility improvements, team expenses, gear).

6.2 Expenditure Coding

- All expenditure must be assigned to the relevant **Expenditure Code** in the Club's accounts, in line with Income Codes eg 507 U15 Feile Team, 506 – Snr Team – LMS)
- Where fundraising was for a specific project, expenditure must be tracked against that project code to ensure transparency.

6.3 Reporting

- The Treasurer will provide a summary of:
 - Total income raised
 - Total expenditure
 - Balance remaining
- Reports should be presented to the Executive Committee and included in the annual financial statements.

7. Audit and Compliance

- The Club's fundraising accounts will be subject to internal review and external audit as required.
- Any discrepancies or concerns must be reported immediately to the Treasurer and Club Chairperson.
- The Club will comply with all relevant regulations, including those of the GAA and the Charities Regulator (if applicable).

8. Review of Policy

This policy will be reviewed annually by the Executive Committee to ensure it remains aligned with best practice and the Club's operational needs.

Cash Handover Form

EVENT / FUNDRAISER: _____

DATE OF EVENT: _____

SECTION A — CASH COUNT

Total Cash Counted (€): _____

Breakdown:

€50 notes: _____ Total: € _____

€20 notes: _____ Total: € _____

€10 notes: _____ Total: € _____

€5 notes: _____ Total: € _____

€2 coins: _____ Total: € _____

€1 coins: _____ Total: € _____

50c coins: _____ Total: € _____

20c coins: _____ Total: € _____

10c coins: _____ Total: € _____

5c coins: _____ Total: € _____

Other: _____ Total: € _____

Grand Total Cash Counted (€): _____

Counted By (two people where possible):

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

SECTION B — HANDOVER TO TREASURER/Assistant Treasurer

Amount Handed Over (€): _____

Received By (Treasurer/Assistant Treasurer):

Name: _____ Signature: _____ Date: _____

Notes (if any): _____

Fundraising Money Handling — Quick Guide for Volunteers

Fundraising is vital to our club, and we want to make sure every euro is handled safely, transparently, and in line with best practice. This one-page guide explains what volunteers need to do before, during, and after a fundraising event.

1. Before the Event

- Know who the event lead is.
- Collect any materials you need (tickets, float, buckets, card reader, etc.).
- Avoid handling money alone — pair up where possible.

2. During the Event

- Keep cash secure at all times.
- Use a sealed bucket or cash box where appropriate.
- Encourage card payments when possible.
- If selling items or tickets, keep a simple tally sheet.

3. After the Event

Count the money with another person.

Two signatures are required on the Cash Handover Form.

Complete the Cash Handover Form:

- Record the total amount collected.
- Break down notes and coins.
- Both counters sign the form.

Hand the cash directly to the Treasurer (or Assistant Treasurer):

- Never take cash home.
- Never lodge money yourself unless specifically authorised.

Treasurer will:

- Sign for receipt of the cash.
- Lodge all funds to the club bank account.
- Code the income correctly in the accounts.

4. Why This Matters

- Protects volunteers.
- Ensures transparency for members.
- Meets audit and grant-funding requirements.
- Helps the club plan and report accurately.

5. If You're Unsure

Ask the event lead or Treasurer — they're there to help.

Clear processes keep everyone safe and keep the club running smoothly.