

## **Financial Operating Procedures – Zonal Operations**

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At this present time, in light of the fact that budgetary allocations have had to be requested for zones in the absence of any zonal budgetary submissions the NBFTT proposes to administer payments for approved aspects of zonal competitions on behalf of ALL zones. The objective of this approach is to ensure, as far as possible, an equitable distribution of the NBFTT's allotted funds. All disbursements will be made directly to approved service providers at rates recommended by the VP Organization & Development (VP O & D) and agreed to by the VP Finance. Such recommendations and approvals must be documented.

### **Qualifying Expenditure:**

The following types of expenditure will be covered by the NBFTT at this time:

1. Rental of facilities at a rate agreed to by the zones and facility
2. Payments to officials at rates agreed to and approved by the VP Technical and Training
3. Distribution of prizes at amounts jointly agreed to by VP Finance and VP O & D

### **Operating Procedures and Prerequisites:**

1. All leagues must be administered to the satisfaction of the VP O&D and VP Tech and Training in order to qualify for continued financial assistance from the NBFTT.
2. Where deficiencies in administration are noted immediate corrective action, as agreed to by both VPs, must be implemented.
3. Further all administrators must have attended the administrative workshops coordinated by the NBFTT.
4. Zones must be up-to-date with the submission of their statutory reports to the Board of the NBFTT covering all competitions and other activities undertaken by the zones.
5. Zones must be up-to-date on all financial reporting requirements
6. VP O&D will verify payments of any prize monies to be distributed.
7. Zones must supply in hard and e-copy where possible:
  - ❑ The structure of competition to be held including but not limited to:
    - i. Knock out
    - ii. Round Robin
    - iii. Big Four Playoffs
  - ❑ A written budget signed by the zonal Treasurer and Chairperson. The budget must identify the costs associated with the following areas for each stage of competition listed above:
    - i. Officiating – showing the agreed rate and broken down by divisions
    - ii. Rental of Facilities
    - iii. Prize structure
  - ❑ A copy of the fixtures for the zones competition
  - ❑ Results of games played
  - ❑ League structure and games to be played in each division

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## **Sponsorship :**

Zones must declare to the NBFTT (VP Finance and VP O&D) the financial terms of any corporate sponsorship they receive. Such amounts will be deducted from the NBFTT's allocations to the above listed qualifying expenditure.

## **Refunds:**

Any refunds related to expenditure paid by the NBFTT must be made payable to the NBFTT

## **Gate Receipts and Registration:**

Gate receipts and club / player registration are to be kept by the zonal administration to offset expenditure incurred in administering the zone.

## **Reimbursement:**

The NBFTT will not be reimbursing zones for expenses already paid in administering any of its zonal competitions.

## **Zonal Coordination Procedures:**

The NBFTT is prepared to facilitate zones in the administering of their zones. To this end it proposes to fund zones with monthly cheques in the amount of \$3,000 to be used to meet objectives as directed by the NBFTT. The following guidelines will govern the general use of these funds:

1. Where expenses are being claimed for zonal meetings a copy of the minutes of the meeting must be submitted.
2. Expenses for meals must include the names of the persons involved. Such expenses must not exceed \$35 per person and \$250 in total (VAT inclusive). The purpose of the meeting with meals must have received the prior approval of the VP O & D. Any exceptions to these requirements must have the prior approvals of both VP O & D and VP Finance.
3. Staffing stipends for staff, coaches or otherwise must receive the prior approval of VP Finance.
4. All zonal coaching appointments that are being remunerated must also receive the prior approval of the VP O & D and Technical Director who will confirm that the coach is duly certified and obtain copies of such certification.
5. Purchases of equipment by zones are restricted and require the prior consent of the VP Finance.
6. Traveling / Transportation / Telephone payments to executive members of the zone – This is limited to a maximum of \$1,500 for any month and may not exceed \$500 per person. Persons in receipt of staffing stipends may not receive such payments / allowances. Any exceptions to these requirements must have the prior approvals of both VP O & D and VP Finance.
7. Original bills and invoices must be attached for all other expenses.
8. Categories of expenses paid directly by the NBFTT may not be offset with these funds.
9. A Bank reconciliation must be submitted with each Income and Expenditure report.
10. Special conditions apply to traveling teams. Please confirm these requirements with VP Finance or VP O& D prior to making travel arrangements.

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All reports on the use of funding for zonal coordination must be approved by VP O&D on the basis that such expenditure either shows suitable progress toward the attainment of the NBFTT objectives or that such objectives have been attained. Once approved the VP O&D will recommend further disbursements to the VP Finance. VP Finance will make further payments on the basis that all documentary supporting evidence and reporting requirements have been fulfilled.

Zones must supply the NBFTT (VP Finance) of the following:

- Bank
- Account number
- Type of account
- Signatories and signing authority

These procedures are intended to apply to all competitions finishing prior to October 8<sup>th</sup> 2006. Any zonal competition which will be continuing after this date will be subjected to different administration and reporting requirements.