



President
Peter Duncan
0402566066

Callignee And Traralgon South Cricket Club Inc

Inc No A0006971V
ABN 70964585141

PO Box 3049, Traralgon South 3844
CATS Drive, Traralgon South



Secretary
Jason Sumner
0421447641

Financial Policy

- Always maintain accounts in the black.
- EFTPOS or Pay Pal available at bar.
- Till to be ONLY bar takings.
- All income from players shall be done through a separate cash box run by the treasurer, assistant treasurer or allocated representative.
- All spending shall be authorised by the treasurer or assistant treasurer before actual spending occurs.
- Receipts for all purchases must be given to the treasurer or assistant treasurer.
- All notes in till after a cricket night or function shall be given to the treasurer or assistant treasurer. With a balance of \$500 being kept in the safe for till operation.
- Where possible accounts shall be held at regular businesses and all dealings to go through the treasurer.
- Where money is being kept for particular activities such as new pitches, new equipment, or funding from council a separate bank account shall be set up for this money and shall not be used for normal function of the club.
- Financial reports to be done for every committee meeting.
- An annual budget shall be presented for committee approval prior to the start of each season.
- The annual budget shall include but not limited to; machinery and grounds equipment maintenance, player payments, ball costs, umpiring costs, league fees, memberships, sponsorship, kitchen, bar, council income, cricket gear, facility costs, electricity, garbage and cleaning costs, junior cricket costs.
- NO tabs or IOU's shall be made or taken.