



Carleton Place Soccer Club Inc.

Box 85, Carleton Place, Ontario K7C 3P3

(613) 257-8618

www.cpsoccer.ca



Club Financial Procedures

The financial statements of the Club shall be

- b) Based on a defined fiscal year end;
- c) Presented to the members at the Annual General Meeting;
- Audited, as defined by the Canadian Institute of Chartered Accountants (CICA), by a public accountant if the Club's annual gross revenue is greater than or equal to \$150,000 or the Club has greater than or equal to 1000 registered players

It is also Good Practice to follow these internal controls when ensuring that money is dealt with accurately and securely.

Teams:

1. Appoint a recognized volunteer to monitor and manage the Teams financial activity. It is recommended that this volunteer is listed with the Club Office and has a valid Police Check.
2. Enforce a process of two signatures for expenditures over a specific amount.
3. Identify those persons able to make any such purchases.
4. Ensure that Parents and/or Players are made aware of any foreseeable costs prior to the start of the playing season.
5. Produce an annual financial statement for the Team that can be presented if necessary to the Clubs Finance Committee/ Manager/ Accountant.

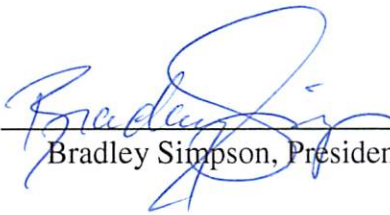
Events


Please see the Club Policy on fundraising.

In any situation where funds are being raised there must be a clear process of how money is distributed/ reinvested on completion of the event/program or disbandment of a Team.

Procedures Voted/Accepted at the Board of Director's meeting:

March 19th 2013

Policy Signed by:  on March 19th 2013
Bradley Simpson, President Date

Policy Signed by:  on MAR 13
Mark Dorland, Secretary Date