

Blairgowrie & Rattray Community Football Trust



Team Fundraising & Financial Management Policy

Effective from 1st September 2026

1. Purpose of this Policy

The purpose of this policy is to establish clear expectations for the management of fundraising and team finances within Blairgowrie & Rattray Community Football Trust (“the Trust”).

The Trust recognises that individual teams may wish to undertake fundraising activities, receive sponsorship, or raise money for specific team-related purposes. This policy is intended to ensure that such activities are conducted responsibly, transparently and with appropriate financial records maintained.

The policy is also intended to ensure that there is a clear audit trail for all income and expenditure should any questions, queries, disputes or requests for clarification arise in the future.

This policy applies to all team treasurers and any other person who is responsible for, or has access to, funds raised on behalf of a team operating within the Trust.

2. Team Fundraising

Teams are permitted to undertake fundraising activities for the benefit of their own team, subject to the principles and requirements set out in this policy.

Fundraising should have a clear and identifiable team-related purpose. Examples may include:

- Team trips or tournaments;
- Additional training or coaching activities;
- Team equipment not otherwise provided by the Trust;
- Specific items of clothing or equipment that are not included within the Trust's standard kit provision;
- Team events or activities;
- Other reasonable expenses which directly benefit the players and/or team.

Fundraising should not be undertaken simply for the purpose of accumulating an unspecified team fund without a reasonable intended use.

Where possible, teams should establish the intended purpose of a fundraising campaign before fundraising commences and communicate this purpose clearly to parents, players, sponsors and other contributors.

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If the intended purpose of funds subsequently changes, the team should communicate this change to those who have contributed where reasonably practicable.

3. Approval of Fundraising Activities

Team fundraising should be discussed with and approved by the relevant Trust committee/official before it begins.

The Trust reserves the right to decline or place conditions upon fundraising activities where it considers that the proposed activity:

- Could adversely affect the reputation of the Trust;
- Is inconsistent with the Trust's values or policies;
- Creates unacceptable financial, legal, safeguarding or reputational risks;
- Duplicates or conflicts with Trust-wide fundraising;
- Is unclear in its purpose or intended use; or
- Is otherwise considered inappropriate.

Fundraising activities must comply with all applicable laws, regulations, licensing requirements and guidance.

4. Team Bank Accounts

The Trust does not require teams to open their own bank accounts.

Opening a separate bank account in the name of a team is entirely optional and is a decision for the individual team and its parents/guardians, subject to any requirements imposed by the bank.

However, where a team chooses to establish and operate its own bank account, it must be clearly understood that:

The Trust does not own, control, operate or have access to team bank accounts and accepts no responsibility or liability for funds held within those accounts.

A team bank account is separate from the Trust's own finances and should not be presented as a Trust bank account.

The Trust cannot accept responsibility for:

- Money deposited into a team bank account;
- Withdrawals or payments made from a team bank account;
- Bank charges or other fees;
- Loss, theft or misuse of funds;
- Disputes between team members, parents, guardians or volunteers concerning the account;

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- The actions of individual account holders; or
- Any tax, legal or regulatory consequences arising from the operation of the account.

Teams should ensure that any bank account is established in an appropriate manner and that more than one trusted adult has oversight of the account.

Where a team does operate a bank account, it is strongly recommended that:

- There are at least two authorised signatories/account holders;
- No individual has sole control over team funds;
- Bank statements are retained;
- Online banking access is restricted to authorised individuals;
- Payments are appropriately authorised;
- Personal bank accounts are not used wherever a suitable team account is available; and
- A full record of all transactions is maintained.

5. Ownership and Responsibility for Team Funds

Where funds are raised specifically for a team and are held outside the Trust's own bank accounts, the Trust does not assume ownership or control of those funds.

The person(s) responsible for managing those funds are accountable to the contributors and the team for ensuring that the money is used for its stated purpose and that accurate records are maintained.

Team funds must not be treated as the personal property of a coach, team manager, treasurer, parent, player or other individual.

Under no circumstances should team funds be used for personal expenditure or mixed with personal finances without a clear, documented and legitimate reason.

6. Team Treasurer Responsibilities

Each team operating its own fundraising activities should appoint a team treasurer or other suitably responsible person to oversee the team's financial administration.

The team treasurer is expected to:

1. Maintain accurate and up-to-date records of all income and expenditure;
2. Keep evidence of income received wherever reasonably possible;
3. Retain receipts, invoices and other supporting documentation for expenditure;
4. Ensure that funds are used only for legitimate team-related purposes;
5. Keep team funds separate from personal money;

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6. Maintain a running balance of funds held;
7. Ensure that cash is handled securely;
8. Provide financial information to the team/parents where reasonably requested;
9. Report any significant financial concerns or discrepancies promptly;
10. Ensure that funds are not transferred or spent without appropriate authority;
11. Maintain records for an appropriate period after the fundraising activity has ended; and
12. Cooperate fully with any reasonable request from the Trust for clarification regarding fundraising carried out under the Trust's name.

7. Financial Records

A complete record must be maintained for all fundraising income and expenditure.

As a minimum, the record should include:

Income

- Date received;
- Amount received;
- Source of income;
- Description/purpose;
- Method of payment;
- Relevant fundraising activity; and
- Running balance.

Expenditure

- Date of payment;
- Amount paid;
- Supplier/payee;
- Description of the purchase;
- Purpose of the expenditure;
- Method of payment;
- Receipt/invoice or other supporting evidence; and
- Running balance.

Where cash is collected, the treasurer should maintain an appropriate record of the amount collected and, where practicable, obtain supporting evidence such as a collection sheet or payment record.

Electronic payments should be preferred where reasonably practical, as they provide a clearer audit trail.

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8. Receipts and Supporting Documentation

All expenditure should be supported by an original receipt, invoice or other suitable evidence wherever possible.

Where a receipt cannot reasonably be obtained, the treasurer should make a written record explaining:

- What was purchased;
- The date of purchase;
- The amount;
- The reason for the purchase; and
- Why supporting documentation is unavailable.

Personal expenditure on behalf of a team should be kept to a minimum.

Where a volunteer or parent pays for something personally and seeks reimbursement, the reimbursement should be recorded clearly and supported by the relevant receipt.

9. Approval of Expenditure

Teams should agree appropriate internal arrangements for approving expenditure.

As a minimum, significant or unusual expenditure should be approved by at least two responsible adults associated with the team.

A treasurer should not ordinarily approve and reimburse their own expenditure without independent confirmation from another responsible person.

Teams are encouraged to agree an expenditure threshold above which prior approval from the team committee/parent group is required.

For example:

Expenditure above £100: prior approval from two responsible adults.

Teams may adopt a lower threshold if they consider this appropriate.

10. Sponsorship

The Trust welcomes appropriate sponsorship that benefits teams and supports participation in football.

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Sponsors and sponsorship arrangements should be discussed with the Trust before being confirmed, particularly where the sponsorship involves the Trust name, Trust branding, team kit or public representation of the Trust.

Sponsors should be provided with a clear explanation of what their contribution is intended to support.

Direct Purchase by Sponsors

Where a sponsor wishes to provide a specific item or service, the preferred arrangement is for the sponsor to purchase the item directly from the supplier, rather than providing cash to the team.

For example, if a sponsor wishes to provide:

- Training tops;
- Equipment;
- Team jackets;
- Bags;
- Tournament accommodation;
- Transport; or
- Another specific item,

the preferred approach is for the sponsor to pay the supplier directly.

This reduces the amount of cash passing through team accounts and provides a clear record of what has been sponsored. It also reduces the potential for disputes or misunderstandings concerning how sponsorship money has been used.

Where direct purchase is not practical and a sponsor provides money to a team, that payment must be recorded in the team's financial records, including the sponsor's name, amount received and intended purpose.

11. Sponsorship Restrictions

Teams must not accept sponsorship from an organisation or individual where the sponsorship could reasonably create a conflict of interest or reputational risk for the Trust.

Sponsorship involving alcohol, tobacco, gambling, political organisations, inappropriate commercial activity or other potentially sensitive areas must be referred to the Trust for approval before any agreement is made.

Teams must not enter into contractual commitments on behalf of the Trust without express authority from the Trust.

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12. Fundraising Communications

When promoting fundraising activities, teams should make it clear:

- Who is organising the fundraising;
- What the money is being raised for;
- How contributions can be made; and
- Where appropriate, who is responsible for managing the funds.

Teams should avoid giving the impression that money being raised independently by a team is being paid directly into or controlled by the Trust.

Where the Trust's name, logo or branding is being used, the Trust's approval should be obtained beforehand.

13. Cash Handling

Cash fundraising should be avoided where practical and electronic payment methods should be used wherever reasonably possible.

Where cash is collected:

- Two people should count significant amounts of cash together;
- The amount collected should be recorded;
- Cash should be deposited promptly;
- Cash should not be retained unnecessarily at a private residence;
- Personal cash and team cash must not be mixed; and
- A record should be retained showing how the cash was subsequently deposited or spent.

No individual should routinely hold significant amounts of team cash without appropriate safeguards.

14. Records and Retention

Team financial records should be retained for a minimum of six years after the end of the relevant financial year or fundraising activity, unless a longer period is required by law or another applicable requirement.

Records should be stored securely and in a manner that allows them to be retrieved if required.

Records may be maintained electronically, provided they are accurate, complete and backed up appropriately.

15. Financial Reporting to the Team

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Teams operating independent fundraising arrangements should provide parents/guardians and relevant team representatives with a reasonable level of financial transparency.

At a minimum, teams should be able to provide, upon reasonable request:

- Total funds raised;
- Total expenditure;
- Current balance;
- Significant items of expenditure;
- The intended purpose of remaining funds; and
- Details of any significant commitments already made.

The Trust may request appropriate financial information where there is a legitimate reason to establish how fundraising undertaken in connection with the Trust has been managed.

This is not intended to give the Trust ownership or control over an independently operated team bank account.

16. Conflicts of Interest

Any person responsible for team finances must declare any actual or potential conflict of interest.

For example, a treasurer should declare if they, a family member or a closely connected person:

- Owns or works for a supplier being paid from team funds;
- Is receiving payment from team funds;
- Is benefiting personally from a transaction; or
- Has another financial interest in a proposed purchase.

Where a conflict exists, the individual should not be solely responsible for approving the relevant transaction.

17. Personal Benefit

Team fundraising must be undertaken for the benefit of the team and its players and not for the personal financial benefit of individuals.

Team funds must not be:

- Loaned to individuals;
- Used for personal expenses;
- Used to settle personal debts;
- Used for unauthorised gifts or payments; or

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- Distributed amongst parents, coaches, volunteers or players as personal income.

Reasonable reimbursement of legitimate expenses incurred on behalf of the team is permitted where properly documented and authorised.

18. Team Changes, Transfers and Closure

If a team ceases to operate, changes age group, merges with another team or otherwise ceases to require its independently raised funds, the remaining balance must not automatically become the personal property of the treasurer, coach or other individual.

The team should agree an appropriate use of the remaining funds that is consistent with the original fundraising purpose and the interests of the players who contributed to or benefited from the fundraising.

Where appropriate, remaining funds may be transferred to another relevant team or returned/allocated in accordance with the original purpose of the fundraising.

The Trust should be informed where a team is closing or where a significant balance remains.

19. Financial Concerns or Discrepancies

Any suspected loss, theft, fraud, misuse of funds or significant discrepancy must be reported promptly to the Trust.

The Trust may request appropriate information or documentation where there is a genuine concern regarding fundraising conducted in connection with the Trust.

Where necessary, the Trust may suspend or withdraw permission for a team to undertake fundraising activities.

This does not alter the fundamental position that independently held team funds and bank accounts remain separate from the Trust's own finances.

20. Relationship with the Trust

Nothing in this policy should be interpreted as creating a Trust bank account, partnership, agency relationship or financial responsibility for independently managed team funds.

Teams must not represent to sponsors, parents, players, suppliers or members of the public that the Trust guarantees, controls or is responsible for independently held team funds.

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The Trust's own funds are managed separately in accordance with the Trust's governing documents and applicable financial requirements.

21. Review of this Policy

This policy will be reviewed periodically by the Trust to ensure that it remains appropriate and reflects any changes to legislation, financial practices or the Trust's requirements.

The Trust reserves the right to amend this policy where necessary.

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Team Treasurer Declaration

I confirm that I have read and understood the Blairgowrie & Rattray Community Football Trust Team Fundraising & Financial Management Policy.

I understand that:

- I am responsible for maintaining accurate records of team income and expenditure;
- Team fundraising must have a clear and legitimate purpose;
- Team funds must not be used for personal benefit;
- Appropriate receipts and supporting documentation must be retained;
- I must provide reasonable financial information where requested;
- Any concerns regarding missing funds, suspected misuse or discrepancies must be reported promptly;
- A team bank account is entirely optional and is not required by the Trust;
- If a team chooses to operate its own bank account, the Trust has no ownership, control or responsibility for funds held within that account;
- I must not represent independently held team funds as being owned or controlled by the Trust;
- Sponsorship should, wherever practical, be arranged by direct purchase of goods or services by the sponsor;
- I will act honestly, transparently and in the best interests of the team and its players; and
- I will comply with this policy and any other applicable Trust policies.

Team name: _____

Age group: _____

Treasurer name: _____

Signature: _____

Date: _____

Second responsible adult: _____

Signature: _____

Date: _____