



**COMMUNITY
FOOTBALL**

REBOOTING FOOTY

FINANCE & GOVERNANCE WORKSHOP

25 NOVEMBER 2020

1. Welcome
2. Program Overview
3. Workshop
4. Questions
5. Close

REBOOTING FOOTY

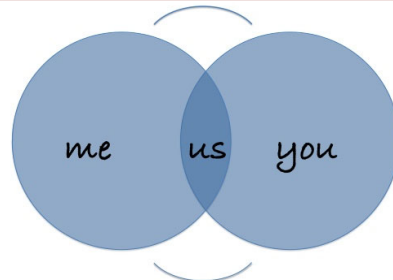
SANFL has secured support from the State Government (via Wellbeing SA) to deliver a project to “Reboot Footy”, providing resources and development sessions to clubs to assist getting back on the field in 2021.

Key aspects of project include:

- Online and Face-to-Face development sessions
- Website with additional resources
- Understanding impact on wellbeing of our community
- Maintaining and Growing our Community Football Team
- Partnering with other sporting organisations



CLUB DEVELOPMENT DAY



Adelaide Oval
Saturday
27 February
2021

SANFL Juniors &
Adelaide Footy
League Pre-Season
Meetings
Community
Football League
Forum

Financial Management
Complaints &
Investigations
Volunteer Engagement
Child Safe Guarding &
Inclusive Policies
Facilities, Grants &
Fundraising



WELLBEING SURVEY

COVID continues to have a significant impact on the lives of all South Australians.

SANFL has created a survey to measure the impact COVID has had on our football community.

We encourage all clubs and leagues to share the survey with their stakeholders.

<https://www.surveymonkey.com/r/SANFLWellbeing20>

The survey will be open until Friday 18 December.



SANFL Community Football

Financial Management & Governance Handbook

25 November 2020

Galpins



Fraud – why do we care

- Fraud and financial management
 - Using one's position for personal benefit
 - \$482 million lost - in 2016/17 (estimate 3x not detected)
 - 13% of frauds occur in the not-for-profit sector
 - Extends beyond financial loss – Negative impact on...
 - ✓ Financial sustainability
 - ✓ Reputation
 - ✓ Experience of participants, members and volunteers
 - ✓ Community mistrust – very difficult to repair
- How to prevent fraud and financial mismanagement?



Connect with your peers

- Treasurers are often facing similar challenges
- Learn from your peers
- Organise regular discussions
- Talk to your auditor about findings / concerns
- Talk to you auditor about what's best practice



Why implement the Financial Management Handbook

- Key systems and processes to communicate and achieve the Board and Organisation's objectives, continuity of process
- Ensure financial information is accurate and reliable for decision making
- Safeguard assets for your Members and reduce the risk of error and fraud
- Protect yourself from accusations
- Financial sustainability and poor decision making are a silent killer of NFPs
- An Auditor is not a substitute for good financial control practices (Example – Arthur Anderson/Enron)



Five Key Controls Addressed in the Handbook

1 – Governance - set the tone from the top and understand who does what

Small clubs

- Understand who does what, implement the handbook
- Don't make exceptions for the Board or people you trust

Large Clubs

- Use the handbook to document your processes, set up a sub committee for financial and risk management
 - Encourage high standards of ethics
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- Examples - Enron, Essendon, FIFA, Cairns and District Softball Association

Five Key Controls Addressed in the Handbook

#2 Segregate important accounting roles

Why? **Safeguard the club's assets and limit the opportunity for "easy" fraud**

Small clubs

- Access to the bank account
 - Ensure dual authorisation
 - Remove access for the person preparing the bank reconciliation (Marsh Insurance)
- Password protect your finance system

Large clubs

- Separate the person responsible for the bank reconciliation from other key financial activities (accounts payable, counting cash, stock control etc)

Example - Flinders University Fraud (2 passwords to steal \$27m)

Five Key Controls Addressed in the Handbook

#3 Bank Reconciliation

Why? **Most important procedure for financial management and to detect fraud.**

Small clubs

- Prepare it monthly
- Preparer and reviewer sign
- Formalise the process and file them

Large clubs

- Prepare more regularly, weekly
- Use bank feeds for efficiency (always confirm final bank rec for month to bank)
- Example - Flinders University Fraud - excel bank statements

Five Key Controls Addressed in the Handbook

#4 Cash Collection Controls

Why? **Safeguard cash, prevent theft and protect members and officials from disputes**

Small clubs

- Two people counting and signing all cash collections

Large clubs

- Identify all your cash collection points
- Segregate collectors and bankers from the bank reconciliation process
- Rotate the people who collect and count cash
- Compare amounts taken against budget
- Example Cash Skimming – Cairns and District Softball Association (unsophisticated - not banking cash received)



Five Key Controls Addressed in the Handbook

#5 Control your expenditure

Why? **Fosters fiscal responsibility and ensures financial sustainability**

Small clubs

- Understand who can spend money
- Limit “reimbursements” to volunteers / staff – they are difficult to control

Large clubs

- Assign delegations for expenditure annually (who can spend what and how much)
- Set minimum standards for procurement i.e. obtaining quotes to achieve value for money
- Ensure purchases are reviewed and approved before they are paid
- Example – Tahitian Prince (QLD Health Employee), Banyule and District Netball Association – falsified invoices, no ABN checks on new vendors

Summary

- The Handbook includes documented processes
 - #1 Set the tone from the top and understand who does what
 - Governance structure, terms of reference for sub committees, Board responsibilities
 - #2 Segregate important accounting roles
 - Documented processes for payments, receipts etc
 - #3 Bank Reconciliation
 - Details who's responsible and how its done
 - #4 Cash Collection Controls
 - Templates for cash collection
 - #5 Control your expenditure
 - Template budgets
 - Example delegations
 - Accounts payable and procurement policy



Other Helpful Hints in the Handbook

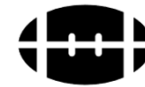
- GST Guidance
- End of year procedures
- Standing agendas
- Treasurer's report
 - ✓ summarise financial information by business segments
 - ✓ cash position and liquidity
- Budgets and financial ratios
- Implement the handbook



External Resources

Free quality resources available for NFPs

- Westpac - Guide to being a NFP Treasurer
 - Budget tools
 - Important ratios and how to calculate them
- AFLcommunity.com
- CPA Australia Guide for Treasurers – written in basic language



Thank you & Questions

- Community football clubs contribute \$630,000 annually per club to the economy. *Street Ryan Economic Contribution Assessments of Australian Football*
- Talk to us
 - Harry Mlaco
 - harry@galpins.com.au
 - Luke Williams
 - luke@galpins.com.au

The Galpins logo features the word "Galpins" in a white serif font, with three blue dots positioned below the letters "i", "n", and "s". The logo is set against a dark blue rectangular background.A smaller version of the Galpins logo, consisting of the word "Galpins" in white serif font with three blue dots below it, on a dark blue background.

FINANCE & GOVERNANCE SUPPORT

- Copies of handbook and other tools/resources on SANFL Rebooting Footy website
- 30 minute one-on-one consultation sessions at Club Development Day
- Additional consultation appointments available

Priority for complimentary consultations is for clubs that had no or limited participation this year, or are in financial distress.

Clubs that meet this criteria can register their interest for the advanced booking by completing the form on the Rebooting Footy website.



<https://sanfl.com.au/communityfootball/rebooting-footy/>

