

**FINAL** following input from Section Treasurers

## **CUALA GAA POLICY ON INTERNAL CONTROLS FOR FUNDRAISING**

*Note: the intention of this document is to ensure that adequate controls are in place to ensure that all funds raised by Cuala are lodged to a Cuala bank account and properly accounted for in the annual accounts*

### **When organising fundraising activities the following steps must be followed:**

- All fundraising events must be notified to the Section Treasurer and Club Treasurer in advance for inclusion on the fundraising calendar. The Club Treasurer will approve the booking. ***Link to the booking form to be inserted here***
- Any fundraising activities where funds raised are paid directly by the donor into a Cuala bank a/c must be notified to the Section Treasurer in advance of the payment.
- Any fundraising activities where cash will be collected must be notified to both the section and the club Treasurers
- The Club policy is for all fundraising to be paid directly into a Cuala bank account or for an event to be set up on Clubforce to collect any fundraising monies where practical. The Club Registrar can assist in setting up an event on Clubforce and the Club Treasurer can ensure the transfer of funds to the relevant section.
- The use of any portal other than Clubforce for fundraising must be approved by the Club Treasurer and Club Registrar.
- The use of online collection tools such as “go fund me” or other web solutions must be agreed with the Club Treasurer who will enable the link to Cuala bank account if approved.
- The use of personal bank accounts such as Revolut should be avoided. As this is a rapidly changing area, any proposed use of Revolut or similar technologies must be approved in advance by the Club Treasurer.
- For activities where a hybrid approach is used – eg. a raffle with physical tickets and online sales on Clubforce, the physical tickets must be controlled as outlined below under ‘Raffle Tickets’.
- The procedures required for Bag packs, Bucket Collections and other general fundraising activities involving cash are also dealt with separately below.
- This document in its current form is intended to deal with our traditional methods of fundraising. Any fundraising activities involving cash and not specifically covered in this document must be discussed and approved in advance with both the section and the club Treasurers who will issue procedures appropriate to the activity proposed

## **BAG PACKS & BUCKET COLLECTIONS**

All outlined above, all cash collections must be notified to the Section Treasurer and Club Treasurer in advance for inclusion on the fundraising calendar. The Club Treasurer will approve the booking.

2 people must take responsibility for the collection and they must be named on the booking. The booking should also state:

- The date, time, nature and location of the collection
- the name of the team and the name of the section that the collection is for
- information as to who is doing the collection – eg. players, parents, mentors etc.

When the booking is confirmed the 2 responsible people must arrange collection of the secure collection buckets from the Cuala office by emailing:

[Office@cualagaa.ie](mailto:Office@cualagaa.ie)

*(note: suitable buckets were identified pre-Covid but had not been ordered. They will be ordered whenever it is deemed appropriate to be carrying out bucket collections again!)*

On completion of the fundraising activity, the 2 adults responsible must check the seals on the buckets, count the money and arrange the lodgement.

An email must be sent from the 2 adults to the Section Treasurer, copying the Club Treasurer, advising of the amount of the collection and the date of the lodgement.

Buckets must be returned and signed back into the Cuala office within 7 days of the bag-pack.

Any concerns or discrepancies must be investigated as soon as they are identified and notified to both the section and club Treasurers.

## **RAFFLE TICKETS**

All raffles involving the collection of cash must be notified to the Section Treasurer and Club Treasurer in advance for inclusion on the fundraising calendar. The Club Treasurer will approve the booking.

2 people must take responsibility for the raffle and they must be named on the booking. The booking should also state:

- The nature and timing of the raffle
- Details of the necessary licence required and the name of the person responsible for obtaining the licence
- the name of the team and the name of the section that the raffle is for
- information as to who will be selling tickets– eg. players, parents, mentors etc.

After the booking is confirmed the necessary licence should be obtained and the following procedures followed:

- confirmation provided that the necessary licence has been obtained where applicable
- numbered tickets with counterfoils ordered
- a process on the control and distribution of tickets appropriate to the raffle must be agreed between the 2 responsible people and the section treasurer

On completion of the raffle, the 2 adults responsible must check that the agreed process has been followed, all tickets (sold and unsold) are accounted for and arrange the lodgement.

An email must be sent from the 2 adults to their Section Treasurer, copying the Club Treasurer advising of the amount raised, expenses paid in relation to the raffle and the date of the lodgement.

Any concerns or discrepancies must be investigated as soon as they are identified and notified to both the section and club Treasurers.

## **OTHER FUNDRAISING ACTIVITIES**

The wide range of fundraising activities, from selling tea and coffee at Hyde road/IADT for Feile teams to Christmas tree collections and disposals is acknowledged. As per the policy above on bag packs and raffles, in all cases 2 adults must take responsibility for securing the cash and recording the count, signing off to Section/Club Treasurer and lodging to the Cuala bank account.

***For clarifications and for any fundraising activity not covered by this policy, seek guidance and approval from the section and club treasurer in the first instance.***