

Policy: Handling of Funds from Lucan Sarsfields Fundraisers
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Introduction

Lucan Sarsfields are currently the largest sporting organisation in west Dublin. In 2016 it will cost over €430,000 to run the club. The majority of these funds will come from a combination of membership subscriptions, sponsorship and fundraising. Funds raised through membership and sponsorship are auditable, published on the end of year accounts and can be reported on in detail where required.

The document aims to detail a clear policy around the handling of funds from Lucan Sarsfields fundraisers. This will both protect members and provide a reporting mechanism of funds raised through our Club Treasurer.

Scope

The policy applies to ALL fundraisers held in the name of Lucan Sarsfields irrespective of the venue used or purpose the funds are being raised for.

Process

Below is the outline the process that must be followed when organizing a fundraiser on behalf of Lucan Sarsfields. In summary any fundraising event must:

- Nominate a lead fundraiser person to record the fundraising activity and liaise with designated person on the Executive.
- Receive permission from the relevant “authority”.
- Advertise the event in line with club guidelines.
- Handle funds in line with club guidelines.
- Report back to the “authority” (in writing via email) detailing the income, costs any other notable occurrences in relation to the event.

Permission

Where an event to raise monies for, or on behalf of, Lucan Sarsfields the appropriate permission for running said event must be received by the fundraising group members in advance of organising that event. There are three “authorities” empowered to grant permission for holding events where funds will be collected:

- Juvenile Chairperson & Juvenile Secretary.
- Adult Games Chairperson & Adult Games Secretary.
- Executive.



Club sponsors / Partners may not be approached for spot prizes etc. for fund raising events unless sanctioned by the Executive. The list of club sponsors and partners is prepared and maintained by the Executive.

Please note the circumstances and reasons for holding fundraising events must be made clear to the appropriate “authority” before any decision can be made. It is worth noting that club policy may dictate that fund raising for specific reasons may not be allowed-if they are contrary to other requirements as decided by the relevant authority.

Advertisements

All events should be / can be publicised through the following channels

- Club PRO (by emailing lucansarsfieldspro@gmail.com) with a request to advertise in the following mediums
 - Club Website
 - Club Facebook page
 - Club notes in various publications
- As part of the club 2020 Strategic Vision patrons are also requested to use the appropriate Poster Templates, which will help visually align fundraisers to the strategy effort.

Handling of Funds

All funds gathered at a fund raising event should be submitted to the Club Treasurer with details of the event, a list of the organisers, the purpose of the fundraising event and the contact details (phone and email) of the lead organiser. The treasurer will deduct appropriate expenses associated with the event (additional bar staff, cleaning, administration expenses etc.) and report back to the lead organizer the total funds being held on behalf of the fundraising group.

Finally, the main organiser should report back to the “authority” (in writing via email), that initially granted permission for the event, detailing the income, costs any other notable occurrences in relation to the event.

Funds raised do not include any profit from increased sales in the bar. The Club will not pay any of the costs of entertainers / band etc. for fund raising activities that are for teams specifically.

Usage of the Raised Fund

Once the organising group are in a position to use the raised funds an email request should be sent to the club secretary requesting a cheque be made payable to the appropriate payee for the required amount for the goods or service the fundraiser was originally held for.

Funds raised that exceed the target value as set out by the Fund Raising team will go towards the general running of the club.

