

Tyne and Wear County Netball Association - Expenses Claims

Guidance Notes

Please complete the form in full. Please enter your full address in case cheques need to be posted to you. **Receipts should be provided for all claims.** Copies of receipts will be accepted where the original needs to be retained. Any bank or card information on a receipt should be removed or deleted.

A new section headed **Budget Area** has been added to the form. In this column please specify the area of the budget that each expenditure relates to. The budget areas are listed below with sub sections if relevant.

Budget Area	Description
Governance - Committee	any Committee related expenditure, room hire, printing, refreshments, expenses.
Governance – Membership	Gifts, Charitable donations, Support for Membership, expenses associated with affiliation, Golden Globes or Awards support
Governance – Finance	Audit of Accounts, expenses associated with financial management
Coaching - Development	Coaching Bursaries for Courses or Development
Coaching - general	Any other Coaching related expenditure.
Adult Winter League	Court hire, printing, stationery & postage, prizes
Junior Winter League	Court hire, printing, stationery & postage, prizes
Adult Spring League	Court hire, printing, stationery & postage, prizes
Junior Summer League	Court hire, printing, stationery & postage, prizes
County Schools	Court hire, printing, stationery & postage, prizes
Outdoor League	Court hire, printing, stationery & postage, prizes
Summer League	Court hire, printing, stationery & postage, prizes
National Competition Support	Contributions to teams who qualify for national competitions
Other Competition Events	Any other Competition related expenditure.
Competition – general	Any other Competition related expenditure
Officiating - Assessment	Expenses relating to Umpire Assessment/Testing
Officiating - Development	Bursaries for Courses or Development
Umpire Seminar	Expenses and costs of delivering seminars and beep testing
Officiating - general	Any other Officiating related expenditure
Trials / Screening	Court Hire, fees, travel expenses, etc..
County Academy	Court hire, Coach fees, equipment, Travel expenses, etc.
Satellite One	Court hire, Coach fees, equipment, Travel expenses, etc.

Satellite Two	Court hire, Coach fees, equipment, Travel expenses, etc.
Performance – general	Any other performance related expenditure
Publicity – Web	Costs relating to web site
Publicity – Handbook	Any costs relating to handbook development and printing
Publicity – general	Any other Publicity related expenditure

The above Budget Areas should also be used to **mark Invoices** passed by Officers to the Treasurer for payment. Similarly, any **income** passed to the Treasurer should be allocated against a Budget Area.