

# Club Finances Guidance for Parents

With the introduction of Team Unify the way in which the clubs finances will operate will change.

This document is by way of a guide to describe what parents and guardians will need to do going forward.

Every parent, member or swimmer (responsible for themselves 18+) will have access to their own personal account within Team Unify which is unique to them and will be operated with a logon and password that only they will know. By inputting these details into the appropriate section access to the individuals finances, amongst other things, will be available.

## **Monthly Fees**

At the beginning of each month the appropriate monthly squad fee will be automatically debited to the account and will be available to view. The payer of the fees should pay an amount equal to the fees outstanding into the clubs bank account (the same as is done now) details available on request.

This can continue to be done by Standing order, direct transfer etc. but must be done within the first 7 days of the month to avoid chasing emails from the Treasurer.

As payments are made into the clubs account the Treasurer will allocate each payment to a members account so it is VITALLY important that every payment made into the clubs accounts has a swimmers name and reason for payment. As an example:

Withamfees

Fees B Jones

Without these details it will be impossible to match payments to outstanding bills and members will start to get chasing mails, which are so easily avoidable by following the above advice.

If the amount is not as expected then please contact me and we can discuss – this goes for any amounts on your account that you do not recognise.

If you pay an amount that is not credited to your account within a week or two then please contact me and we can work out why there is a problem.

All new members should get an account once their swimmer has been loaded onto the system and allocated to a squad – if you do not get access to Team Unify then contact membership in the first instance.

### **Annual Membership Fees**

Once a year the clubs annual membership will be due.

The annual membership fee will be added to your account in the month that it is due and you will need to make an additional payment to cover this amount or increase the amount you regularly pay for that month.

Again all payments that are specifically made for these amounts owing must be made directly into the clubs accounts with a relevant accompanying narrative.

Witham member

memberbrown

### **Other Payments due to the club**

Any other payments that become due will be added to your account and it will be expected that they are paid in the specified timescale. Entry fees for Open Meet must be paid before the closing date otherwise the entry will not be submitted.

If it can be avoided you will not be expected to make multiple payments each month.

Again all payments that are specifically made for these amounts owing must be made directly into the clubs accounts with a relevant accompanying narrative.

withamCMKmeet

brownarenacoach

withamhatfield

B Jones xmascracker etc etc.

**All outstanding balances must be cleared monthly unless there are balances in dispute.**

It is the clubs intention to get away from the receipt of cheques wherever possible as these are cumbersome for the club to deal with, so any payments that are due should be paid directly into the clubs bank account.

If you are going to have issues with any of the processes described above then I would be grateful if you could make contact with me and I will make time to discuss your issues.

**AS A DEFAULT ANY PAYMENT MADE INTO THE CLUBS ACCOUNT MUST HAVE THE SWIMMERS NAME INCLUDED**

CONTACT: Club Treasurer - Simon Witham – [Treasurer.cmksc@gmail.com](mailto:Treasurer.cmksc@gmail.com)