



## **Administration of Squad Accounts Guidelines**

**Updated November 2016, Ratified 2017 AGM**

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All New Zealand Squad activities are run on a cost recovery basis with all funds being treated as money held in trust for our squad members. The Association contracts a Squad Accounts Clerk to administer the NZ squad accounts. The following protocols must be adhered to by the Squad Accounts Clerk, squad management, coaches, and athletes as appropriate to their role.

### **Squad Members**

- Squad funds will only be collected by electronic payment in to the nominated squad account or by cheque posted to the Executive Director, New Zealand Canoe Polo P O Box 10037, Terrace End, Palmerston North 4441.
- Squad members travel reimbursement claims or squad expense claims for training camps must be requested on the official form and passed to the Squad Accounts Clerk, via the Squad Manager. All claims must be sent or emailed no later than the Friday following a training camp. If a time is specified players must be aware of this at or prior to the training weekend.
- Where squad members or their parents pay cash for squad items they must attach the GST receipts to a completed squad reimbursement claim form. They can request reimbursement by electronic payment directly into a bank account, or by credit to a squad member's account.
- Squad funds received and squad credits (e.g., travel) are receipted and camp costs recorded on individual squad ledgers that are updated by the Squad Accounts Clerk and distributed to squad members following each key squad event, e.g., training camp or tour. Any ledger queries should be directed to the Squad Accounts Clerk and copied to the Squad Manager.
- Budget against actual summaries for training camps and tours will be made available to squad members upon request.

### **Squad Management**

- Squad managers will provide the Squad Accounts Clerk with a complete contact list for all squad members at the start of a campaign and will provide any updates to contact details as required during the campaign. Following selection events the Squad Accounts Clerk must be notified of selected teams.
- In advance of training camps squad management must provide the Squad Accounts Clerk with a detailed budget of expenditure and ensure all invoices and requests for squad payment are sent by suppliers to the Association promptly.
- Requests for payment of general squad expenditure should be sent to the Executive Director by email at [nzcpaexecdirector@gmail.com](mailto:nzcpaexecdirector@gmail.com) who will pay for budgeted items using their Association visa card, by international transfer, or by electronic payment from the nominated squad account.
- The training camp reconciliation template or tour reconciliation template provided must be completed by squad management and returned to the Squad Accounts Clerk no later than two weeks following each training camp and tour. Every effort must be made to ensure all invoices have been received or clear notes included about anticipated expenditure outstanding. For training camps this should include a list of players who attended the camp, notes regarding from whom travel claims are expected, and a list of players who didn't attend but are part of the squad and to whom the 50% penalty shall be applied. All relevant invoices / receipts must be posted or

sent electronically to the Squad Accounts Clerk within the same timeframe.

- Squad managers will follow up any outstanding items as directed by the Squad Accounts Clerk, e.g., outstanding travel claims not received from squad members.
- Association credit cards will be issued to all New Zealand Managers for all World Championships and World Games Campaigns and may be issued to New Zealand Managers for Oceania Championships. These cards will have a defined purpose and term. These cards may only be used for approved squad expenditure relating to the appointment, e.g., age group squad manager's visa card is for age group squad expenditure.
- The credit card holder will remain liable for all expenditure until Board approval has been granted or ratification gained.
- Strictly no cash is to be drawn from Association credit cards within New Zealand. While on tour overseas cash may be withdrawn when necessary based on the pre-agreed purpose, however it is preferable for the card to be used for purchases. A full reconciliation of cash withdrawals must be provided on the official template with all receipts attached.
- NZ Squad Managers and any credit card holders are required to keep a monetary diary/notebook for the period of their tour which details when/where monies are withdrawn and used or purchases made, which will assist them with their daily reconciliations.
- Where NZ Squad Managers use their own cash for multiple squad payments they must complete a full reconciliation with all receipts attached to a squad expense claim form.
- Will collect bank account details from any squad members that are owed a squad refund following withdrawal from the squad, non-selection in to travelling teams, and campaign completion. These details will be passed to the Executive Director or Board Member who will administer payment of refunds.

### **Squad Accounts Clerk**

- The Squad Accounts Clerk is ultimately responsible for managing the squad accounts and determining what information is required from squad management.
- The Squad Accounts Clerk will issue player ledgers following each training camp. This should be done within two weeks of receiving training camp information from squad management. Each time player ledgers are issued a summary copy of all ledgers will be sent to the squad manager for their information.
- The Squad Accounts Clerk shall provide the Executive Director with a breakdown of actuals against budget following each training camp and a list of any outstanding payments that need to be paid post training camp, e.g., reimbursement owed to managers for personal expenditure, squad expense claims from players parents requiring payment, etc. This list shall include any payments still outstanding from previous camps, e.g., per training camp costs that are invoiced by a supplier once a year.
- The Squad Accounts Clerk should provide a complete tour reconciliation including actuals against budget to the Executive Director for presentation to the Board within four weeks of receiving the tour information from squad management. Final campaign ledgers shall be issued to players within one week of Board approval of the final tour accounts.
- Shall provide the Executive Director with a list of any outstanding payments that need to be paid post tour, e.g., reimbursement owed to managers for personal expenditure.
- At the end of a campaign the Squad Accounts Clerk will provide the Executive Director with a full reconciliation of any outstanding squad payments to suppliers, refunds owed to squad members, and funds owed to the Association from squad members/participants.

**Squads Account Clerk at the time of this policy is:Warren  
Lipsham, 11 Emlyn Place, Avondale, Christchurch  
Email: [w.l.lipsham@outlook.com](mailto:w.l.lipsham@outlook.com)**