



O.N.A.K.A.I.

Official National Amateur Karate Association of Ireland

National Governing Body for Karate in Ireland

O.N.A.K.A.I. Financial Procedures

The financial procedures and policies set out in this document are a primary responsibility for the members of O.N.A.K.A.I. Executive, its sub-committees, and any direct appointed volunteers. The purpose of this document is to set clear policies and procedures to ensure financial efficiency, reduction of financial risks. O.N.A.K.A.I., as the National Governing Body for Karate, is in receipt of public and private funds including Sport Ireland, Dormant Account Funds, other government agencies, private sponsors, and our Membership all of whom we owe responsibility of utmost financial scrutiny and risk aversion as we strive to achieve our Governance Code.

Executive of the O.N.A.K.A.I. has committed to:

1. Financial competence and integrity and the development of an appropriate culture to support these principles.
2. Continuous risk management and assessment and management through establishment of appropriate Structural Development Plan, Projected Budgets as well as creation of supportive business networks within public and private circles.
3. Financial monitoring and reporting to our Members at the AGM and to our public and private partners accordingly



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1. ACCOUNTING POLICIES

O.N.A.K.A.I. financial statements will be prepared in accordance with accounting standards current at the time, reviewed by a *qualified* accountant and audited as required; delivered to the Membership at AGM and to Sport Ireland as part of its obligations under the Core Grant Funding on annual basis.

Basis of Preparation

The financial statements are prepared on the historical cost convention, in Euro.

Income

The whole of O.N.A.K.A.I.'s income is derived from the principal activity of the development of the sport of Karate in Ireland and consists mainly of government grants and other income generated by the Unincorporated Association.

All grants received from Sport Ireland must be separately identifiable as income in the financial statements. This income must be referred to as Sport Ireland Grant. The grant is treated as deferred income and is matched against expenditure. A statement must be included in the Financial Statement that the grants were expended for the purposes intended.

Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT as it cannot be recovered and is reported as part of the expenditure to which it relates.

Expenditure for Sport Ireland grants are included in the accounts under the headings submitted in the grant application form. Any unexpected grants at the year-end are included in the balance sheet as deferred income.

Deferred Income

Provision is made for deferred income using the liability method to take account of timing differences between the incidence of grant income and designated expenditure for grant and accounting purposes except to the extent that the committee considers a liability to approved expenses is unlikely to materialise.

Tangible Fixed Assets



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Equipment and fittings are recorded at historical cost or deemed cost, less accumulated depreciation, and impairment losses. Cost includes prime cost, overheads and interest incurred in financing the construction of tangible fixed assets. Capitalisation of interest ceases when the asset is brought into use.

Depreciation is provided on equipment and fittings, on a straight-line basis, to write off their cost less residual amounts over their estimated useful economic lives.

The estimated useful economic lives assigned to sport equipment, office equipment, and computer equipment are as follow:

- Sports Equipment - 25% straight line on cost
- Office Equipment - 25% straight line on cost
- Computer Equipment - 25% straight line on cost

The company's policy is to review the remaining useful economic lives and residual values of all classes of fixed assets on an on-going basis and to adjust the depreciation charge to reflect the remaining estimated useful economic life and residual value.

Fully depreciated fixed assets are retained in the cost of equipment and related accumulated depreciation until they are removed from service. In the case of disposals, assets and related depreciation are removed from the financial statements and the net amount, less proceeds from disposal, is charged or credited to the income statement.

Inventories

Inventories comprise consumable items and goods held for resale. Inventories are stated at the lower of cost and net realisable value. Cost is calculated on a first in, first out basis and includes invoice price, import duties and transportation costs. Net realisable value comprises the actual or estimated selling price less all further costs to completion or to be incurred in marketing, selling and distribution.

At the end of each reporting period inventories are assessed for impairment. If an item of inventory is impaired, the identified inventory is reduced to its current value.

Trade and other debtors

Trade receivable and other debtors are recognised initially at fair value and subsequently less any provision for impairment.

Cash and cash equivalents

Cash and cash equivalents include cash on hand, demand deposits and other short-term highly liquid investments with original maturities of three months or less. Bank overdrafts are shown within borrowings in current liabilities on the balance sheet.



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Trade and other creditors

Trade and other creditors are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities.

Investments

Fixed asset investments are stated at cost less provision for permanent diminution in value.

Grants

Grants relating to tangible fixed assets are treated as deferred income and released to the Income and Expenditure Account over the expected useful lives of the assets concerned. Revenue grants are credited to the Income and Expenditure Account as the related expenditure is incurred.

Foreign Currencies

Transactions denominated in foreign currencies converted into Euro at standard rates during the year are included in the Income and Expenditure Account for the year.

Monetary assets and liabilities denominated in foreign currencies are converted into Euro at exchange rates ruling at the balance sheet date and resulting gains and losses are included in the Income and Expenditure Account for the year.



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2. ACCOUNTING PROCEDURES

O.N.A.K.A.I.'s largest source of income is the different grants it receives from Sport Ireland which is lodged into O.N.A.K.A.I.'s account by electronic funds transfer. O.N.A.K.A.I. can also receive Capital Grants from the Department of Transport, Tourism & Sport, and other Government Agencies.

O.N.A.K.A.I. also receives income from other sources, including:

- Registrations and Affiliations
- Competition and Related Activities
- Coaching /Refereeing and Development
- Recreational Events and Programmes
- Sponsorship

Responsibility

The Treasurer has the responsibility to ensure that the organisation adheres to and enforces the policies and procedures stated in this document.

O.N.A.K.A.I. receives most of its funds from Government grants. The Treasurer/ Secretary will circulate Terms and Conditions of any grants to the Executive to ensure that any expenditure of grant income is approved in accordance with the terms and conditions as outlined by Sport Ireland, the Department of Transport, Tourism and Sport and any other Government Agencies.

Lodgements

All incoming post is opened by the Secretary as soon as it arrives.

All cheques received are scanned to the vault and logged onto the Financial Database. within 3 working days of receipt by the Secretary.

All Competition and Coaching Education event/programmes are set up on the Online system [Everbrite] online to ensure most of participation pay online by credit card which minimised the cash/cheques being received. Where this is not possible, it is the responsibility of the Tutors at the event to collect and receipt the fees.

Cheques received from partner agencies must be scanned, receipted on the Financial Database and lodged to the current account.



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Cash /cheque received should be passed to Secretary/Treasurer as soon as possible with a “Cash Count Sheet” which include the name of the event, date, notes and coin denomination and totals.

Secretary/Treasurer will record all monies received manually on a Cash Count Sheet in conjunction with the person who gave them the cash. If there is a difference to the actual count on the day of the event an explanation for the discrepancy should be written on the count sheet. A single cash lodgement form for each event and put in separate envelopes for the Secretary to lodge in the bank.

Although most income is received automatically into the bank account rather than lodging cheques the following procedure must be used for any cash/cheque lodgement:

- A note of who the cheque was from is made on the back of the lodgement stub, a scan of the cheque is also kept if there are any subsequent queries.
- details are filled on the reverse of the bank lodgement slip, and lodgement books are retained.
- Each lodgement is recorded in the lodgement ledger book by the Secretary/ Treasurer who records what the receipt relates to, the lodgement slip number and the amount.

Financial Database is updated daily from the following with.

- Cash/Cheques received from the lodgement ledger book.
- Automated credits received when they appear on the bank statement.

Invoicing and Purchase Orders

Purchase orders for any goods and services are raised by Treasure/Secretary and noted on the Financial Database.

Invoices should be paid within 30 days of the invoice date, no amendments to terms outside this range must be made without written permission of the Executive.

Reconciliation

Secretary and Treasurer will on monthly basis reconcile bank statements with Finance database noting any discrepancies accordingly in preparation of the monthly report to the Executive.

Any Debtors and Creditors outstanding for over 30 days will be noted.

In circumstances of insufficient funds available to settle creditor invoices the Executive will be notified.

In circumstance of a debtor payment outstanding for over 30 days

Provisions and Cancellations



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In circumstances of payments credited to items such as Travel /Events, etc whereby the Event /Travel is cancelled the Individual to whom the credit payment had been assigned to will be requested to make the repayment of funds within 7 days.

In the circumstances where the refund is not available due to cancellation policies of the travel /event provider the debt so occurring will be noted in the Financial database.

INCOME

Registrations and Affiliations

The Executive will set the annual fee in January of each year and inform the Membership. O.N.A.K.A.I. provides individual and club membership.

Registrar reviews the Membership database and associated registration forms in January and ensures payment system is validated and in line with GDPR and Privacy Policies. As of January 2021, registration and payment of membership is completed solely online using NAME system.

Treasurer will ensure reconciliation of payment lodgement data is noted on monthly entries to the Financial Database.

Events

Competition Entry Fees

- the Executive decides on the fee.
- Details are set up on the Sportdata by the Registrar/Secretary
- Most participant entries are made online.
- Payments received on the day of the competition are recorded on the Competition Lodgement Register and signed by the Registrar/ Secretary.
- All cheque and lodgement slip are scanned and filed.
- Secretary/ Treasurer lodges cash and cheque payments
- Treasurer checks the online bank statements and records income received into the Financial Database.

Referee/Coaching Courses

- Dates and venues are decided by the Coaching/Development Sub committees and Referee Commission in Spring and Autumn.
- Fees are published online with links for payment online, exclusively.
- The numbers partaking in courses is agreed with Coaching Ireland/ Referee Commission



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- Coach Tutor/ Referee Tutor will inform Treasurer off the number of participants and will submit Registration sheet with details of all participants including any approved walk-ins together with any further associated fees received within 3 days of the course.
- Treasurer will check the course fees, reconcile to the course sheet, and note the Financial Database.
- Coach Tutor/Referee Tutor will forward Expense form for the course to the Treasurer/Secretary within 3 days of holding the course for payment.
- The Secretary / Treasurer will set up payment and request authorisation by one of the 2 other account signatories.

Event Sales

- 3 tenders for design are obtained.
- Tenders are reviewed and selection made by the Executive.
- Purchase Order is raised by the Treasurer/Secretary.
- Payments are made on delivery and all documentation pertaining to the transaction scanned and added to the Financial Database accordingly.
- a list of tee shirts sold is kept and reconciled against stock and cash received from sales.
- Appropriate entries should me made on the Financial Database following the event.
- List of unsold items must be recorded and filed, and stock stored.



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FUNDING

Core Sport Ireland Funding

Grants from Sport Ireland for current expenditure are made in advance of expenditure being incurred, normally the payment is 75% of the annual grant paid in January/February and the remaining 25% of the grant is paid following the mid-year review and submission of reports and financial statements.

Application for the Core Grant is made in September on prescribed Spreadsheet Form which aligns with the Structural Development Plan for the year ahead, Including Coaching Plan and Safeguarding Report together with a proposed budget. Preparation of the report is a multiteam collaboration with final passing at the Executive and signing off by the President and the Secretary.

O.N.A.K.A.I. will be funded only if the terms and conditions of Sport Ireland for the previous year have been fulfilled. From December 2021 Sport Ireland must also be satisfied that O.N.A.K.A.I. follows the Governance Code. The financial statements must identify separately all grants paid by Sport Ireland and the most recent accounts must be forwarded to Sport Ireland once they become available. Specific criteria in relation to financial statements are documented per the guidelines issued by Sport Ireland.

On announcement of the Grant a revised budget must be resubmitted to Sport Ireland which includes the approved grant amounts. Once this is received, together with an up-to-date Tax Clearance Certificate, compliance with Code of Ethics and Anti-Doping, the 1st payment will be issued by EFT.

A Mid-Term Review Report of goals outlined in the application form must be presented to Sport Ireland in June of every year. As part of the Mid-year review process a copy of the signed Financial Statements must be submitted together with approved budget versus actual expenditure report. Once all queries are answered the 2nd grant payment will be issued by Sport Ireland.

Grants for capital expenditure

Applications for these grants are made based on capital expenditure quotes, actual invoices and applications to the Department of Transport, Tourism & Sport.

Three written quotes are required for applications for Sports Capital Grants with the Department of Transport, Tourism and Sport. A written product specification should accompany all requests for Quotations to suppliers.



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The Department will announce the amount of the approved Capital Grants. The Sports Capital Equipment will be purchased, and the supplier paid. Copies of Bank Statements showing the payment to suppliers and original Invoices, quotes, delivery docket etc will be submitted to the Department. ONAKAI must have an up-to-date Tax Clearance Certificate. Payment of the Capital Grant will be issued by the Department by EFT.

Member funding

O.N.A.K.A.I. may from time-to-time process funding available from Sport Ireland and other Government Agencies on behalf of Membership. Once the announcement is made about the availability of funding the Executive will advertise the opportunity to the Membership and form Funding Committee within the Board containing no less than 3 members of the Executive.

The Funding Committee will assess all incoming applications ensuring:

1. Membership of the Applicant is confirmed, fully paid up and minimum standards of membership satisfied (i.e., GV, Safeguarding and relevant coach and Child officer training certified)
2. Applicant's governing documents.
3. Application is reviewed and clarified with the Applicant and any additional information filed.
4. Applicant has signed the Funding Body's terms of funding and O.N.A.K.A.I. terms.
5. Once the Funding is announced the Funding Committee will inform the Executive and include details of any amendments to funding shortfall and the way funding will be distributed.
6. On receipt of funding allocations will be made by electronic transfer and applicants folder noted with this information
7. The Funding Committee will request review of funding expenditure from the Applicant in line with Funding Body's recommendations and requirements.

Sponsorship

All details of proposed or agreed Sponsorship contract must be notified to the Executive and copied to Treasurer. Where Sponsorship relates to O.N.A.K.A.I. terms of the contract must be carefully understood and approved. Once the Executive approves the contract the Treasurer can raise invoice to the sponsor.

Terms of all squad and/or individual sponsorship must be notified to the select squad members/individual athletes to ensure compliance.



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EXPENDITURE

Procurement

The Treasurer in conjunction with the Executive Board must ensure all expenditure is properly planned, authorised and in line with budget proposals. Purchase orders should only be generated for approved commitments in line with budget proposals and must be authorised by the Executive.

Three quotes from separate suppliers should be obtained when purchasing goods and services costing over €1,500 (excluding VAT). The Process of Tender should be in line with that described below.

Formal bidding and tendering controls must be observed as part of the procurement process for Sports Capital Equipment. The Executive must determine that there is a case for applying for Sports Capital Grants, there should be documentary evidence of the following:

1. Description of the intended purchase and a specification where appropriate
2. Reason for purchase and the scope of the project
3. Detailed written discussions by the Executive and any relevant Sub-Committee outlining and cross referencing the objectives of the strategic plan
4. Estimated cost of the project
5. Proposed life of the project
6. Deliverables expected from the project
7. Project management arrangements for all involved
8. Criteria for selection

The Secretary/Treasurer should ensure that any tender process includes:

Invitation to Tender outlining details of products and services required, tender process, due dates, and terms of engagement as well as tender criteria and appeal process.

The Executive must ensure proper procedure if followed in review and selection of the preferred supplier, noting duly relevant stages and decision making. Having reached the decision, the Treasurer must issue a Purchase Order in accordance with terms of the tender and added to the approved supplier list.

Any member of the Executive or associated sub-committees who has an association with the company and who are expected to benefit from decision to do business with that company cannot be present at a discussion about that company or its competitors. An annual request to all *Board Members* should be



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undertaken to get them to advise of any company that they may have an interest in. Any such interests must be entered into the Register of Disclosures of Interests.

Secretary/Treasurer is responsible for ensuring that all expenditure is properly supported with relevant documentation, correctly coded in the Financial Database, approved, authorised and ready for payment. The date this is done will be recorded on the purchase invoice.

Outline of the procurement payment process:

1. All purchase invoices, purchase order and delivery dockets are scanned on the system by the Secretary
2. The Treasurer ensures the details are correct and recorded on Financial Database.
3. The invoice, purchase order and delivery docket where appropriate must be authorised by the Executive.
5. The Secretary will issue a bank transfer and one of the holders will the bank transfer.
8. Completed bank transfers with the attached documentation are filed by date. And marked "Paid".

INSURANCE

O.N.A.K.A.I. operates an *Umbrella policy* for member clubs

Procedure for obtaining quote, and cover email info@oankai.ie

Property and equipment hired by O.N.A.K.A.I is not covered under the terms of our insurance and therefore it is important to ensure that these items are insured in full by the company who owns them. O.N.A.K.A.I. should not be held liable for any loss or damage that may occur where necessary.



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EXPENSES

TRAVEL AND MISCELLANEOUS EXPENSES

The payments of travel costs are intended to cover the costs wholly and necessarily incurred by staff in their conduct of official business away from their base of work and is not intended to be a source of emolument or profit.

Expenses are reimbursed based only subject to pre-authorisation request on the designated '**Travel. Expense form**'. No claims for expenses submitted after the expenditure has occurred will be considered.

Educational Expenses Policy

Expenses are reimbursed based only subject to pre-authorisation request on the designated 'Tutor Expense Claim Form'. No claims for expenses submitted after the expenditure has occurred will be considered.

Tutors must submit their expense claim on the official "**Tutor Expense Claim Form**" with attached valid supporting documentation attached and must be authorised by the Executive. Expenses should only be authorised when all final documentation has been received from the tutor.

Squad Expenses

Expenses are reimbursed on the following principle:

1. All Claims to be submitted at 7 days after the squad session on the '**Squad expense claim form**'
2. Venue costs are reimbursed at a honorarium of €30 per session
3. Any coaching costs are limited at maximum fee of € 30, subject to squad session income leaving 0 (zero) neutral balance at the very minimum.

Athlete Expenses

Expenses are reimbursed based only subject to pre-authorisation request on the designated '**Athlete Expense Claim Form**'. No claims for expenses submitted after the expenditure has occurred will be considered.



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ASSETS

The Executive must ensure that any Capital expenditure is properly planned, budgeted, approved, and authorised. All expenditure is subject to the guideline for “Procurement” as set out in these Financial Procedures.

All expenditure involving third party suppliers must be approved and authorised on a Purchase Order in accordance with the procurement procedures.

All disposals must be authorised and approved by the Board.

The disposal proceeds received for an asset should be properly recorded as a sale of assets. The asset should be removed from the fixed asset register and the cost of the disposed asset should be posted to the fixed asset disposal account. The accumulated depreciation to the date of disposal of the asset should be posted to the fixed asset disposal account. This will determine the profit or loss on the disposal of the asset.

The information relating to any fixed assets disposed for nil value or determined to be obsolete, this type of disposal must be authorised and approved before being recorded, documented within the fixed asset register, and reflected in the accounts by way of journal entry.

The fixed asset register in excel must be reconciled annually to the management accounts.

A copy of the purchase invoice for each fixed asset must be retained and referenced to the fixed asset register in a separate fixed asset file.

An annual spot check/verification of fixed assets should be carried out to ensure the assets are still situated and accounted for as detailed in the fixed asset register. Annually a full detailed audit should be carried out on the fixed asset register and independent confirmation must be obtained for any assets held off-site.

A fixed asset register will be maintained in Excel recording the following details:

Date: Date of purchase

Supplier: Name of supplier

Invoice Number: Supplier invoice number related to purchase.

Department/Off site: Description of the asset's location within the building and if offsite the specific location and person responsible for safekeeping



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Athletics Ireland Responsibility: Person responsible within organisation for asset

Tag (Station) Number: Each asset will be separately tagged and referenced for security and internal control purposes.

Model: Specific model details of asset

Serial Number: The serial number of each asset will be noted and documented.

Description: Full Description of each asset

Cost: Purchase cost of the asset

Classification: Each asset is subdivided into two further fixed asset classifications namely:

1. Sports Equipment
2. Office Equipment

All fixed assets are the property of O.N.A.K.A.I. and will remain situated in general at the main.

All the assets listed on the balance sheet should be adequately insured and reviewed annually by management. (tatamis and its equipment)

It is of vital importance that there is adequate insurance to cover any movements or transfer of assets off site from the main premises.

All data and computer software are stored on the Cloud.

STOCK

Refers to any t-shirts, medals, certs anything else. A stock count is carried out annually.

Treasurer and Secretary value each item of stock based on the original cost or the net realisable value:

- Undated Championship Medals - valued at cost, these medals will be used the following year.
- Dated Championship Medals – valued at cost less the cost of removing the date and replacing the date on the medal.
- T-shirt

The value of all the items included on the stock sheet are totalled and put into excel to determine the total value.

The total valuation for stock in included in the balance sheet of the financial statements.



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The Stock Competition medals are kept in a cabinet at the ADDRESS.



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BANKING AND CASH

O.N.A.K.A.I. currently has one AIB account and one PayPal account.

Currently there are 3 signatories on the accounts, with any activity requiring set up by one and authorisation by another signatory.

The Executive is required to pass a resolution authorising any new facilities and bank accounts and ensure that all bank accounts opened are in the name of the organisation.

Treasurer should complete all statutory forms and bank mandates for all accounts specifying there are a minimum of two authorised signatures and the limits attached to each signatory for all activities conducted with the bank. Specimen signatures are held in the safe vault accessible by Treasurer and Secretary, only.

All direct debit and amendments are authorised by two bank signatories.

All direct debit mandates must be copied and retained/ scanned on file and amendments are authorised by two bank signatories.

Petty cash

Secretary may use up to the maximum of €150 withdrawals as petty cash for arrangements of meetings, sundries etc without prior authorisation of the Treasurer. All other amounts required must be authorised.

The Executive must authorise a petty cash withdrawal to be used as a float for Events. Only authorised personnel have access to the petty cash box which is always secure.

Event Manager/Secretary must record all floats given out for events and reconcile the floats given back after the event. Treasurer must independently review all float reconciliations.

Foreign currency transactions

All transactions are accurately recorded.

All foreign purchase invoices are converted at the foreign exchange rate on the day the invoice is paid and recorded on Financial Database.



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Foreign income is converted at the foreign exchange rate on the day of the lodgement and recorded on Financial Database.



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TAXATION

O.N.A.K.A.I. is registered as O.N.A.K.A.I. a registered approved body with the Revenue Commissioners for the promotion of sport as per section 235 Tax consolidated act 1997.

ACCOUNTING RECORDS AND BOOKS

O.N.A.K.A.I. does not operate from a single office and in the interest of transparency and accessibility all transactions will be recorded via online system using Excel and associated files with each hard copy document scanned to the appropriate file by the Secretary. Access to the system will be shared between The Treasurer and the Secretary.

At the year end the Treasurer will ensure all accounts are up-to-date and reviewed for accuracy and will liaise with Accountants and if required the Auditors in preparation of accounts for the AGM.

In readiness for the new financial year, the Treasurer will set up Financial Database in line with projected budget heads, and set calendar of events with regard to regular and due payments such as memberships to WKF, Insurance renewals etc.

BUDGETING

The Executive Board will in December each year review targets achieved in line with the budget; assess and amend any targets according to the Strategic Development Plan and the Core Grant application.

Every 3 years the Executive will in conjunction with the Sub-committees and the Referee Commission review and adopt new Strategic Development Plan determining short- and long-term strategies and required budgets.

As part of annual review, the Executive will review budget set up for the year ahead, analyse systems and make assessment of any risks to ensure financial controls and measures remain relevant. The Executive must further review any obligations, undertakings or guarantees arranged with other organisations (grant recipients and suppliers) for the giving or receiving of support, ensuring the budgets are realistic.

Budgets for the forthcoming year should be assessed in September of each year to allow production of Operating Plan for the year ahead and actions to be carried out under Core and Women in Sport Funding, also identifying any performance measures, as necessary.



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Budgets should also identify any areas and initiatives likely to attract additional funding under the Dorman accounts and EU funding schemes for Sport and Development.

The Executive must approve the Operational Plan and the proposed Budget in October for submission to Sport Ireland.

On receipt of allocation from Sport Ireland the Executive should assess its expected Income and Expenditure according to the funding allocated making any adjustments to the Operational Plan as necessary to ensure sufficient funding for key events and predict any areas of shortfall. An updated submission must be made to Sport Ireland.

The Budget should be reviewed against actual performance monthly.

REPORTING

The Executive should determine and prepare the Strategic Development Plan on 3-year rotation long which should reflect the broad strategies in attaining the goals of the organisation, and thereafter prepare Operational Plan and annual budget in line with the same.

The Executive should further prepare Stakeholder Reports following best practice, legal and regulatory guidelines with the aim to provide a true and fair view of the organisation's activities, while ensuring the stakeholder's requirements in reporting is followed.

The Accounting Report should follow the usual accounting standards identifying the following:

- Management Account by Department against Budget for Month, Year to Date and Year End forecast
- Balance Sheet
- Cashflow
- Summary Income and Expenditure in Sport Ireland Budget format
- Summary Income and Expenditure in Financial Accounts format

The Treasurer will circulate the month end reports having checked bank accounts, any outstanding income and expenditure and present the same to the Executive.



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