|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLUB:** |  |  |  |  |
|  |  |  |  |  |
| INCOME AND EXPENDITURE ACCOUNT FOR THE PERIOD:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |
| PLEASE RETURN THIS FORM OR A COPY OF THE AUDITED CLUBS ACCOUNTS TO THE NFA BY 1ST SEPTEMBER |
|  |  |  |  |  |
| **INCOME** | **£** |  | **EXPENDITURE** | **£** |
|   |   |  |   |   |
| PLAYERS SUBSCRIPTIONS |   |  | NFA AFFILIATION |   |
| REGISTRATION FEES |   |  | LEAGUE AFFILIATION |   |
| FUND RAISING INCOME |   |  | REFEREE FEES |   |
| SPONSORSHIP |   |  | HIRE OF PITCHES |   |
| BANK INTEREST |   |  | HIRE OF WINTER TRAINING FACILITIES |   |
| COURSES CLAIM BACK |   |  | PURCHASE OF PLAYING KIT |   |
| GRANT AID INCOME |   |  | PLAYING EQUIPMENT/MATCH BALLS |   |
|   |   |  | PLAYERS TROPHIES |   |
| OTHER INCOME |   |  | PRINTING & STATIONERY |   |
|   |   |  | FINES TO LEAGUE |   |
|   |   |  | NFA FINES |   |
|   |   |  | LAUNDRY |   |
|   |   |  | PITCH MAINTENANCE |   |
|   |   |  | TOURNAMENTS |   |
|   |   |  | PRESENTATION EVENING |   |
|   |   |  | WEBSITE/INTERNET |   |
|   |   |  | BANK CHARGES/INTEREST |   |
|   |   |  | COURSES |   |
|   |   |  | AUDITOR FEE |   |
|   |   |  | GRANT AID EXPENDITURE |   |
|   |   |  |   |   |
| **TOTAL EXPENDITURE** | **0** |  | **TOTAL INCOME** | **0** |
|  |  |  |  |  |
|  |  |  |  |  |
| **INCOME LESS EXPENDITURE** | **0** |  **EQUALS SURPLUS/DEFICIT FOR THE YEAR** |  |
|  |  |  |  |  |
| **YEAR END RECONCILIATION** |  |  |  |  |
|  |  |  |  |  |
| **OPENING BALANCES** |  |  | **CLOSING BALANCES** |  |
|  |  |  |  |  |
| BANK ACCOUNTS |  |  | BANK ACCOUNTS |  |
| SAVINGS ACCOUNTS |  |  | SAVINGS ACCOUNTS |  |
| CASH |  |  | CASH |  |
| OTHER |  |  | OTHER |  |
| SURPLUS/(DEFICIT) FOR THE YEAR |  |  |  |  |
|  |   |  |  |   |
|  |  |  |  |  |
| **TREASURER:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  |  |  |  |
| **AUDITOR/INDEPENDENT PERSON:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| **CLUB ACCOUNTS HELP SHEET** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| All clubs verified accounts are required to be submitted to Northants Football Association |  |
| by the 1st September annually, showing the previous season's income and expenditure breakdown. |
|  |  |  |  |  |  |  |  |  |  |  |  |
| These accounts must have the following: |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | The requirement of two signatures. One must be the person preparing the accounts, |
|  |  the other an independent person. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | The opening and closing balances of all bank accounts. |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| The accounts can be submitted by email, post or in person. |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| The NFA can accept accounts completed in their own format as long as it shows the required  |
| information. |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| It is **not** a requirement to have the accounts prepared by an Accountant. |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Examples of income are player subs, registration fees and sponsorship. |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Examples of expenditure are affiliation fees, league registrations and kit/equipment. |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Please let us know if you are having any issues with the accounts |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| We are more than happy to help you, please feel free to contact the NFA on 01604 678404 |  |