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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** | | | | | |  | | |  |  |  |  | |  |  | |
|  |  |  |  | |  |  | | |  |  |  |  | |  |  | |
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| 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 | | | | | | | | | | | | | | |  | |