# Onslow Junior Football Club
# Financial Delegations Policy

**Constitution alignment:** This policy is a bylaw/policy made under clause 14 of the OJFC Constitution. It is binding on Members. If there is any inconsistency, the Constitution and applicable Capital Football / New Zealand Football regulations and rules prevail.

**Status:** Current

Version: 1.0

Approved by: Executive Committee

Approval date: 02 / 11 / 2026

Next review date: 2027

Policy Owner: Executive Committee

## 1. Purpose

This policy sets out financial delegations and controls to ensure prudent, transparent, and accountable financial management at Onslow Junior Football Club (OJFC).

## 2. Scope

This policy applies to the Executive Committee, officers with delegated authority, grade coordinators, and all club income, expenditure, and financial commitments.

## 3. Principles

Financial decision-making at OJFC is guided by accountability, transparency, separation of duties, proportionality, and protection of volunteers.

## 4. Annual Budget

The Treasurer is responsible for preparing the annual draft budget. The Executive Committee must approve the annual budget by the first week of February each year, prior to registrations opening for the year. Once approved, the budget authorises expenditure within approved budget lines, subject to the delegations in this policy.

## 5. Financial Delegations (Within Approved Budget)

Club captain or President: up to $5,000 per transaction. All other spending up to this amount must be approved by one of: the Club Captain, President or Treasurer.

## 6. Expenditure Outside Budget or Variations

Any expenditure not included in the approved budget, exceeding a budget line by more than 10% or $1,000 (whichever is lower), or creating commitments beyond the season requires Executive Committee approval.

## 7. Emergency Expenditure

In urgent circumstances relating to safety or asset protection, the President and Treasurer jointly may approve expenditure up to $3,000 outside the approved budget. Such decisions must be reported to the next Executive Committee meeting.

## 8. Contracts and Commitments

Any contract or commitment exceeding $5,000 or longer than 12 months requires Executive Committee approval.

## 9. Banking and Signatories

All club funds must be held in accounts in the name of Onslow Junior Football Club. At least two authorised signatories will be appointed. Dual approval applies to payments.

## 10. Payments and Reimbursements

Reimbursements require evidence of expenditure and confirmation of approval. Individuals must not approve their own reimbursements.

## 11. Financial Reporting

The Treasurer will provide regular financial reports to the Executive Committee, including actuals versus budget and significant variances.

## 12. Conflicts of Interest

All financial decisions must comply with the Interest Register Policy. Individuals with a conflict must not approve or influence the relevant decision.

## 13. Non-compliance

Failure to comply with this policy may result in review of the transaction and withdrawal of delegated authority.

## 14. Review

This policy will be reviewed every two years or earlier if required.

## Constitution alignment (Finances)

This policy is to be read with the Constitution finance provisions, including:

- Club funds and property are controlled, invested and disposed of by the Executive Committee and devoted solely to the Club's purposes.
- Financial statements must be reviewed each year and the reviewed financial statements submitted to the AGM; the reviewer is appointed by the Executive Committee.
- No personal benefit: Officers and Members may be reimbursed actual and reasonable expenses; arms-length transactions are permitted but conflicted persons must not influence the decision.