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| SSWA PolicyDescription: S:\7794-SSP\DIR_QA\SSWA\ADMINISTRATION\Logos\SSWA Logos\SSWA LOGO Transparent.gif | **FINANCE OPERATIONS** | Last Edited: Feb 2015 |

**Champion Schools**

All **sport coordinators** are required, in consultation with the SSWA finance officer, to prepare and present a champion schools budget to SSWA office for approval. This budget needs to be prepared in association with the end of year report and will assist in the determination of the subsequent years nomination fees.

Budgets are to be submitted in accord with the sport action plan.

In preparing the champion Teams budget each sport must insure that it uses the approved ***SSWA Champion Schools Budget*** proforma which includes a designated amount to assist with SSWA administration.

All Sport committees are responsible to the treasurer for all matters financial pertaining to their sport.

It is the object of every Champion School Sport to present a statement that represents a zero figure at the conclusion of each event. Intentions to budget for a surplus should only occur with the Treasurers approval.

Sport Committees are responsible for their sports budget including:

* Interschool;
* Special events.

Within their budget, all sports must consider the following:

**Champion School**

* Association sponsorship or any other sport specific sponsorship.
* The costs of servicing of that sponsorship in relation to publicity, functions, press and trophies.
* The School Sport WA administration levy and contingency amount as determined annually by the treasurer.
* Any costs associated with the conduct of their sport.
* Any contract payments that are required for distribution to persons who are not employees of the Department of Education.
* No champion schools moneys are to be transferred to the interstate budget without SSWA office approval. In the case of transfer the specific purpose for the transfer is to be nominated.
* Any teacher relief required for the safe and efficient conduct of the event. This relief is intended for use on the allocated day. They are not to be banked for future use.

**Note: In preparing the sport budget all prices against function need to be confirmed in writing and submitted with the budget. i.e. written quotes**

**Interstate Teams**

All **Tour Leaders** are required, to prepare and present an Interstate Teams budget to SSWA office for approval. This budget needs to be prepared in consultation with the SSWA Office and the SSWA Finance Officer.

In preparing the Interstate Teams budget each sport must ensure that it uses the approved ***SSWA Interstate Teams Budget*** proforma which includes a designated amount to assist with SSWA administration.

All **Tour Leaders** are responsible to the treasurer for all matters financial pertaining to their teams.

It is the object of every Interstate sport to present a statement that represents a zero figure at the conclusion of each sport event. Intentions to budget for a surplus should only occur with the Treasurers approval.

Within their budget, all Tour Leaders must consider the following:

* All prices are to be determined in consultation with the SSWA office and need to demonstrate equity.
* The development and approval of the interstate budget by the tour Leader is required a minimum of one month prior to the event.
* The interstate budget is presented on the approved proforma.
* The inclusion of the School Sport Australia and School Sport WA levies.
* Collection and accounting procedures.
* Ensure that all conditions relating to the distribution and collation of SSWA raffles are followed.
* Any team member who has requested consideration for financial relief needs to consult with the Tour Leader and the SSWA office on a Payment Plan or they will be considered to be non-payers.
* Late withdrawal, change of transport or accommodation option after commitment or medical incapacity may incur penalties. The penalty amount will be in keeping with expenditure attributed to that individual(s) at the point of withdrawal.