MANAGEMENT OF REGIONAL TEAM FUNDS COLLECTED BY SCHOOLS

Team Managers must abide by the following procedures in relation to the collection of team levies

1. The Team members levy for participation in the team is calculated by the Regional Sports Officer.

2. Team Information Letters containing the levies are distributed by the Team Manager.

3. The Team Manager ensures that the Business Services Manager/School Office receives a copy of the team list, team information letter, and the uniform order & payment details form.

4. All Team Members return the Uniform Order & Payment Details Form (with payments attached or in the case of credit card visa/credit card details provided) to the Team Manager by the stated due date. Ensure the cheque/money order is made payable to your School. Credit card will only be accepted if your school uses this facility – please check the team information letter. Please check the addition on each form as this is where most errors occur. Contact parents IMMEDIATELY if underpayment is received.

NOTE - Only 1 of each item may be purchased by the student (unless otherwise stated). This Office does not hold the stock numbers to be able to issue more than one item at a time.

5. The Team Manager transfers the information from individual uniform order forms and payments to the DDSSB Payment Advice Form #9. See back of Form #9 for procedures.

6. Team Manager presents payments and an updated copy of the Payment Advice Form #9 to the Business Services Manager/School Office daily. (If payment by credit card – pass on copy of order form with card details.) DO NOT HOLD ONTO CHEQUES UNTIL ALL PAYMENTS ARE IN. They must be banked daily. Receipt numbers will be issued and these should be placed beside each student's name.

Under no circumstances may a student travel without full payment of the team levy having been receipted by the team manager's school prior to the team's departure.

7. Business Services Manager/School Office receipts payments into a specific cost centre for the team (using E*** codes for SMS systems and the Comments Box for all receipts to note the child's name & sport). The Payment Advice Form will break down the payment into Apparel, Photo and Team Levy. Apparel and photo amounts listed are GST INCLUSIVE. Team levies are GST FREE. As such, the GST component of apparel and photos is to be included in the School Business Activity Statement GST Revenue Control.

8. Upon completion of collection of all team monies, the Team Manager forwards a copy of the completed Payments Advice Form (#9) and all Uniform Order Forms to the Darling Downs Sports Office IMMEDIATELY. Please ensure that the Business Services Manager/School Office also has a copy of the completed Payments Advice Form for their records.

9. On the day of departure of the sporting team - the Darling Downs School Sport Board will forward to the School a valid tax invoice to cover the total amount of levies collected. This invoice will be for more than you have collected from the students. The difference is the GST component on the Team Levy. This amount can be claimed back through the ATO as an Input Tax Credit.

10. Aboriginal & Torres Strait Islander students may in some cases, receive financial assistance from various organisations eg First Contact. The DD Sports Board requires that these students must pay by the due date. Families are to pay up front and seek reimbursement of their expenses from these organisations. This has been done as funding assistance can take some time to be approved and payment needs to be made by the due date.

11. REFUNDS TO PARENTS - Advise DD Sports Office that a student has withdrawn from team. The DD Sports Office will then forward a fax (together with a copy of the student's uniform order form) to your Business Services Manager/School Office requesting them to draw a refund cheque to the student's parents. No refund can be made until the official fax comes from the DD Sports Office.
TEAM MANAGERS CHECKLIST

☐ Team Information Letters containing the levies are distributed.

☐ The Team Manager forwards a copy of the Team List, Team Information Letter and Uniform Order & Payment Details Form to the Business Services Manager/School Office (Reference Purposes Only)

☐ All Uniform Order Forms with payments attached are returned by the stated due date.

☐ The information from individual uniform order forms & payments are transferred to the Payment Advice Form - Form # 9. (See procedures on the back of the form).

An electronic copy of Form 9 has also been created. Information & amounts can be directly entered onto this form and it will keep an ongoing total. It can be downloaded from http://iwww.qed.qld.gov.au/region/darlingdowns/downloads/form9-team-manager.html

ONLY STATE SCHOOLS can access the abovementioned electronic form. FOR ALL OTHER SCHOOLS - please can contact the DD Sports Office and an email version can be forwarded to you.

☐ All payments and an updated copy of the Payment Advice Form are presented to the Business Services Manager/School Office DAILY. Receipt numbers will be issued and these should be placed beside each student's name.

☐ Business Services Manager/School Office receipts payments into a specific cost centre for that team.

☐ After all team monies have been collected, forward a copy of the completed Payments Advice Form (# 9) and all Uniform Order Forms to the Darling Downs Sports Office IMMEDIATELY. Please ensure that the Business Services Manager/School Office also has a copy of the completed Payments Advice Form for their records.

☐ REFUNDS - An official fax will be issued from the DD Sports Office to authorise the refund – fax will be attached to the uniform order form. The school will then draw a refund cheque on this documentation to the parents.