**The members’ guide to the**

**Treasury service**

**Treasury Guidelines.**

VERSION APRIL 2023

**TREASURY SERVICES**

 **duties will include:**

* Supervision and management of all financial ongoing of the club.
* Research, planning, and budgeting.
* Funds generation, sales, and bookkeeping.
* Management of stocks, capital, and every financial activity of the club.

**TREASURY SERVICE**

The Treasurer will respond to account & treasury matters every Monday evening (post competition weekend) so please forward any enquires you may have regarding your purse account to treasurer.bhgc2022@gmail.com It is my aim to have all enquiries and purse payments concluded by midnight however this may change during holiday periods and other absent reasons. It will then be seven days until I view any such actions or enquiries again.

Purse adjustments (Prize money payments) will be made on satisfactory competition reports from the Comps Committee (Usually released on Monday). These payment/adjustments will be made within 48 hours of receiving this report.

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**Section 1 Competition Purse**

* 1. ***Competition Purse Management***

Our Handicap Master management (HM) system now handles all our competition purse transactions; therefore, all members are required to meet the with following requirements in order to assist with the smooth and transparent management of the club competition funds.

* A valid PERSONAL email address that is not shared
* A valid PERSONAL mobile phone number.
* A valid PERSONAL bank account XXXXXX ONLY FOR AUTO TOP UP XXXXXX
* Completed 12 monthly BHGC GDPR update validation certificate.

 Only the treasurer is allowed to make deposits or payments on the competition purses unless it is automatically processed by BHGC HM system. All transactions positive or negative will trigger an automated email delivering you information on the competition purse adjustment except for competition entry fee payments.

 ***Please note that some transactions can take up to 48 hours to process.***

* 1. [***Competion Entry Fees***](#_Toc24045)

On signing in to a BHGC HM competition the (Qualifying or non-Qualifying) the HM system will deduct the entry fee automatically. The current fees for entry 23/24 season are £4 standard and £5 individual match play (£10 accrued for pairs match play). For the Club Championship a payment of £8 (x2 rounds) will be taken at the start of the First Round.

*These fees are subject to change by order of the comps committee.*

* 1. [***Other Entry Fees***](#_Toc24046)

Charity events and special events will usually NOT be entered into this system. Alternative arrangements will be communicated from the that event’s organiser.

* 1. [***Competion Fee refunds***](#_Toc24047)

Should the competition be cancelled or stopped for any unforeseen reasons then the fees paid maybe refunded but only on the order of the committee or club secretary. These fees will be credited back to the competition purse only.

Should any member require a refund for any other reason you must confer with the Comps Club Secretary. Only they can instruct the treasurer to refund a comp fee via the treasurer email ticket system. treasurer.bhgc2022@gmail.com (New emails to issued in April 2023)

**Section 2 Account Management**

***2.1 Payments to Handicap Master***

The treasurer is responsible for several financial services that facilitates management of the ‘clubs’ competitions. One of these systems is the Handicap Master software program. This system is the backbone of our competitions administration as is the responsibility of the committee and is therefore paid for from the competition fees. The cost is published in the annual Statement.

***2.2 Payments for Boards and Engraving***

Other competition fees payment requirements are required for the Major Competition Boards and there engraving. These maintenance and management prices vary from to year. The cost is published in the annual Statement.

***2.3 Payments for other Committee Fund operations***

*From time to time the committee will require to make payments on other items pertaining to the management of the competitions. These items must be pre-approved by the Chair, Treasurer Captain and Comps Committee.* The items and cost will be published in the annual Statement.

***2.4 Enquiry request for transaction in Handicap Master***

*The treasurer can produce for a member via an email request to* *treasurer.bhgc2022@gmail.com* *a transactional account statement for each year. However, you will automatically receive this in March of each year.*

***2.5 Additional requirements for Major Competitions***

*The Committee will award further payments for the winners of Major Competitions towards the end of the financial year. This formula is still yet to be determined.*

***2.6 Additional requirements for Matchplay & Team Competitions***

*This formula is still yet to be determined.*

***2.7 Non-Qualifying Competitions***

*Non-Qualifying competitions will be managed in the same way as standard competitions for payments of prizes and entry fees.*

***2.8 Competition fees and prizes***

The current fees for competition entry for the 23/24 season £4 standard and £5 individual match play (£10 accrued for pairs match play). £3 is for the divisional winner and £1 is for the 2s comp. the fees fund (Surplus) is calculated at returning 75% of the £3 whilst the £1 is 100%. Therefore 25% of the divisional prize funds is retained by the committee. The prize payments are deposited in members purses after the Comps Committee has post the competition cards data payments. Emails will inform the winners of their winner prize total including 2s no later than 48 hours after the posting. (This may differ during holidays) Please also see *fig* Page 9

**Section 3 Deposits and Payments**

***3.1 Majors Extra Prize Payments***

*The Committee will award further payments for the winners of Major Competitions towards the end of the financial year. This formula is still yet to be determined and will only be released at the end of the financial year i.e after the AGM and the fees concluded*

***3.2 Competition Purse Deposits***

We have become a cashless transactional committee. There fore the following systems have been put in place to increase the security and transparency of our competitions transactions.

Deposits on your purse can be made

1. Online (QR code by mobile phone).
2. Direct Debit (Auto top up payment)
3. Contactless over the counter (TBC)

Online or : - you can request the payment details from the treasurer via email *treasurer.bhgc2022@gmail.com* and the treasurer can send you a bank QR code link to make a payment. Minimum payment £20

Direct Debit Set Up (Auto Payment):- Please collect a Direct Debit form the treasurer and we can set up a direct debit that can automatically top your account when it falls below the £12 limit.

Contactless payments (TBC)

The current threshold that is required in your account must be £ 12 (to cover three weeks there 3 times £4 = £12) and only deposits however this may change from time to time.

***3.3 Voucher Requests Process***

To receive your comp prize (Clarkes Golf voucher or Love to Shop), you must firstly email the Treasurer at *treasurer.bhgc2022@gmail.com* from your own personal email address before 6PM on Tuesday to release the QR Voucher for that day. You will then receive the QR code via email for use at the Clarkes Golf Shop in Rainford or at participating Love 2 Shop Retailers. If there are any issues or concerns with using this secure auditable system, then please let me know and we can review on a case-by-case basis but please be aware that it is in your interest to be able to receive these emails.

Please email the 1) YOUR NAME, 2) £ AMOUNT 3) EMAIL ADDRESS, i.e.

*Dear Treasurer,*

*please can I receive the following Clarkes QR Code form my competition purse account?*

*1) Eddie Eagle*

*2) £ 150*

*3)* *eddie.eagle@scratchgolf.com*

when emailing your request for the QR voucher please ensure that there are sufficient funds to cover the £ AMOUNT requested, remembering that when the Summer Season starts you will need to keep a minimum of £12 funds in your account.

***3.4 Process Maps***

*Online purse payments (Fees payments)*

Records

Email treasurer for Online bank link

Competition Purse below £12

Payment Required

Records

Treasurer emails bank details to member

Records

Member makes payment online using details provided and received by BHGC bank account.

Records

Member Emailed

Treasurer checks bank and adds amount to competition purse.

Competition Purse

Payment Received

Member above £12

*Direct Debit payments (Fees payments)*

*Warning Direct Debits can take up to four to six weeks to fulfil*

Records

Email treasurer for Direct Debit Mandate

Competition Purse below £12

Payment Required

Records

Treasurer emails bank DD forms to member

Records

Member completes forms and returns to treasurers’ email.

Competition Purse

Auto payment system set up. Payment of £20 paid direct debit when members purse falls below £12

Records

Member Emailed

Treasurer checks bank and fees purse payment adds amount to competition purse.

*Contactless (Fees payments)*

TBC

**A.1 Monthly (to be published each month on the members board)**



**A.2 Annually (Broken up into Seasons)**

**£4 Standard Fee Surplus calculation (Medal, Stapleford)**

The distribution of the weekly competition prize fund shall be as follows:

 i. Share of the Two's-pot, which is 25% of the Total,

Then, of the remaining 75%...

 ii. Each divisional winner receives 25% (or 18.75% of the Total),

 iv. Club funds 25% (or 18.75% of the Total).

The winner(s) of the Two’s sweep will take an equal share of the monies, based on the total number of gross two shots scored in the round.

The Club Championship, which is played over 36 holes (or two successive rounds), will be considered as two separate sweeps.

If there are no winners, the total monies will ‘roll-over’ to the following weekend competition and shall continue until there is/are winner(s).

Should a player hit a ‘Hole-in-One’, then they will take the entire sweep (unless there are two or more ‘Hole-in-Ones’, in which case it will be a share).

**£5 £10 Matchplay Standard Fee Surplus calculation**