

GLOUCESTERSHIRE BASKETBALL ASSOCIATION

FINANCE MEETING

WEDNESDAY 1ST AUGUST 2018

ITEM	MATTER	ACTION
	Present _ IsG GBBA/League Administrator Dave Whiting outgoing account holder Cass Castello Incoming Treasurer	
	IsG outlined distributed Agenda and welcomed additional items	
Agenda Item 1	Agreed amendment requirement to Account figure provided at AGM due to two further fines being paid prior to 31/05 new carry forward figure is £3847.04 £10.30 credit unaccounted for. GM and sundry expenses incurred for season 17/18 paid out after account closure will show in 18/19 sheet but be clearly marked as from 17/18 year.	Action Cass
2	CC reports he has the cheque book Paperwork for transfer of treasurer sorted just needs some final detail which was provided Signatories agreed as Cass IsG and Geoff Steer	Action Cass
3	Agreed Spreadsheet Edit rights to IsG, CC and GS with viewing rights to Ken as Chair New c/f balance to be added to Spreadsheet for real time monitoring	Action Dave
4	Budget Setting: Recommended -Baseline amount to be held in account £2500 Headings for discussion <ul style="list-style-type: none"> • Player Development Budget • Officials Development Budget • GBL Competition/s (League and Cup) Budget • Media Development • Administration Budget • AGM Budget 	
	Player Development: Currently shown in accounts as Development Budget from which all development initiatives were funded. The recommendation is with the agreement of an official's development budget being agreed last season (17/18) that this is shown separately as Player Development and Officials Development Budgets.	

	<p>Recommendation as per Committee Meeting 17th July GBBA should contribute to U14 and U16 Schools Finals by way of provision of medals and referee's fees. Budget £300.00</p> <p>Consideration was given to supporting the existing youth participation scheme (closed item until the 5-year jnr development plan has been received) as a more long-term strategy than increased number of schools and intercounty event support.</p>	Action Joe
	<p>Officials Development Budget. Recommendation a lump sum taken from 17/18 fines for non-provision of referees, plus referee related fines to be c/f to 18/19 in addition to any £80.00 non-provision fines for 18/19 to form budget Requirement to be reviewed year on year. Criteria to be set</p> <p>Training agreement to be drawn up. Those not fulfilling criteria would owe GBBA a percentage of the amount received in sponsorship, non-payment would show as owing the GBBA money and league rules re non-payment of outstanding amounts would apply. We assume self-funded i.e. GBBA unless sponsorship can be obtained.</p> <p>Note fees for Richard Stokes 4th ~September to be taken out of this budget (penalties relating will go into budget)</p>	<p>IsG to look at 17/18 fines IsG to draft the necessary supporting documents. To accompany the Officials Development Scheme pack.</p> <p>Action IsG to chase for travel and presentation costs for RS</p>
	<p>GBL Competitions: Recommendation Venue Hire Finals Day (if new venue to be sought) £300</p> <p>Officials £300.00</p> <p>Medals £650.00</p> <p>League Competition – Medals £70.00</p> <p>Refreshments Donated</p> <p>We assume self-funded i.e. GBBA unless Sponsorship can be found</p> <p>If venue must be funded consideration to only contributing to one charity i.e. DD Charity Cup, and venue amount taken from monies raised (without dropping hand over to less than £1000 if charity funding allows).</p>	
	<p>Social Media Development discussed (Closed item until the Media Strategy is provided on 28th August).</p>	DW to progress meeting and feedback re closed item.
	<p>Administration Budget recommendation as previously agreed DW 40 miles @.30p for travel to meetings and events as treasurer. £150.00</p> <p>Honorarium x 5 £250 criteria to be determined</p>	Action KN
	<p>AGM refreshments recommendation £70.00</p> <p>Possible venue change additional costs may need to be factored in.</p>	Action KN to confirm location for May 2019 and relevant charges.

	Deposits held to be factored in and shown as set aside on spreadsheet in addition to baseline figure	Action Cass
	Asset Register IsG stated an assets register should be shown as part of the overall account information to include: Cups and Trophies held by the League Dexter Dawson Charity Cup John Llewellyn Plate GBBA League winners trophy All star trophy Visual clock Scorepads 12 & £8.00	IsG to draw up asset register DW to ascertain cost of clock and when purchased IG to provide cost for trophies CC to ensure cost of scorepads entered onto spreadsheet and showing as 17/18 expense.
	This now needs to be put into a format showing income and proposed spend	Action IsG to work from last years spreadsheet
5	AOB – Website check <ul style="list-style-type: none"> • DW confirmed the following would be/are on GBBA website in forms: • Expense forms • Feedback forms • MVP/Game Administration report forms GBBA Website will also display Minutes once agreed GDPR statement Results Scoresheets (by hovering over match number with mouse) Discipline Fixtures and Competitions Events ie meetings, courses (course details can be found in LH column tab)	Action DW Action IsG to recirculate IG MVP and Report form to DW