

	TABLE TENNIS IRELAND Audit Policy No. 1 CLUB FUNDING	Doc. No: Page: Issue Date: Date Amended: Authorised/Amended By:	1 29/05/2024 CF
---	---	---	--

1.0 Purpose

This policy establishes the requirements in relation to disclosure of spending of Sport Ireland Club Funding for Branches, clubs and groups who have submitted a proposal and have been awarded funding. Funding has been allocated under the Sport Ireland terms and conditions of grant investment. This requires feedback on how the Funds were spent over the year and monitors how this information is recorded. It is also to encourage good accounting practice in Branches, Groups and Clubs for future Audit purposes with TTI, Sport Ireland or other relevant stakeholders funding maybe be received from time to time such as Sport Northern Ireland, European Table Tennis Union, Paralympics Ireland etc.

2.0 Scope

This policy is applicable to Clubs and groups who have been allocated Sport Ireland Club Funding or Club funding from other stakeholders from TTI after a successful application for funds has been approved.

3.0 Definitions

A **Club or Group** is a table tennis club or group affiliated to TTI.

Branch is one of the 4 provincial committees

Sport Ireland is the authority tasked with the development of sport in Ireland. This includes participation in sport, high performance sport, anti-doping, coaching and the development of the Sport Ireland Campus. Sport Ireland are supplying the funds to TTI to distribute to Clubs and Groups in Ireland.

4.0 Responsibility

The General manager (GM) and Accounts & Administration Officer (AO) are responsible for administering this policy.

5.0 How funds are spent.

Funds must only be spent on the equipment, events, training, coaching etc that has been detailed in the Clubs application. If funds are spent outside of this area this will be seen as a breach of agreement and the Club will be liable to repay the amount back to TTI. Representatives from TTI may inspect the equipment at any time.

6.0 Equipment purchases.

It is advised that up to three comparable quotations for any large capital equipment purchases such as Table tennis tables should be obtained by the club and to be comparable, i.e. quotations must be for identical equipment. The suppliers for all purchases must have current Tax Clearance at the date of any invoice submitted. We may check the current tax clearance status for suppliers at any time during the year

6.0 Supply of receipts and details of spending.

The recipient of the funds must comply with the terms and conditions of the funding that was laid out in the application process. This includes keeping receipts and a record of spending. Funds must only be spent as described in their application. Valid invoices must include the following information:

- Name and address of the trader issuing the invoice
- The trader's VAT registration number
- The name and address of the customer
- The date of issue of the invoice

	TABLE TENNIS IRELAND Audit Policy No. 1 CLUB FUNDING	Doc. No: Page: Issue Date: Date Amended: Authorised/Amended By:	1 29/05/2024 CF
---	---	---	--

- The date of the supply of the goods or services
- A full description of the goods or services (it must be clear that the works are those for which the grant was allocated)
- The amount exclusive of VAT expressed in euro or sterling whichever is relevant.
- The rate (including zero rate) and amount of VAT at each rate

7.0 Changes in the Clubs original application.

If there are changes to the application after the funds have been allocated and/or paid to the Club/Group/Branch, the Club/Group/Branch must submit a written request to the GM on the proposed changes. Approval must be received from TTI first before any further spending takes place.

8.0 Audit from Third party

As stated in the application process, Sport Ireland or another relevant Stakeholder such as Sport Northern Ireland, European Table Tennis Union, Paralympics Ireland etc have the right to Audit the entity directly and request details on how the funds have been spent.

9.0 Submission of requested Documentation.

When details are requested from the Club/Branch/Group by TTI, Sport Ireland or another relevant Stakeholder such as Sport Northern Ireland, European Table Tennis Union, Paralympics Ireland etc such documentation should be submitted promptly within the time frame indicted on the request, usually 14 days, even if the funds have not yet been spent. Failure to do so will result in elimination from future funding opportunities.

10.0 Approval & Accounting Procedure

TTI reserves the right to request information at any time after the funds have been paid. In relation to the organisation's tax requirements, please ensure that your organisation has current Tax Clearance (If applicable) when applying for Formal Approval and at all points during the Funding process.

11.0 KNOWLEDGE REGARDING COMPLIANCE

It is the responsibility of everyone to fully understand the compliance requirements relating to Club/Group/Branch Funding. Lack of knowledge is not an acceptable reason for lack of compliance.