

Crosfields JFC - Expense Claim Form

Your Name
(please print)

Age Group /
Team

Please always try to obtain receipts where possible and attach them to this form - or - submit them at a later date

Date of Expense dd/mm/yy	Amount £	Expense Type (see list below)	Description & Details of Expense	Receipt Attached Y/N	Cheque payable to (payee) - or - enter "Electronic" if you are setup for electronic bank transfers	Cheque # used (if known)

Signature

Date:

Please submit completed forms at monthly Club meetings - or - Post to: Sarah Jeffrey, 2 Ventnor Close, Great Sankey, Warrington, WA5 3JL

Expense Types:	Expense Information
Kit & Equip. (Clothing)	Match kits, training tops, wet tops - must be ordered using Club kit order form available from http://crosfieldsjfc.com/downloads.php
Kit & Equip. (balls nets etc)	Must be ordered using Club kit order form available from http://crosfieldsjfc.com/downloads.php
First Aid Equipment	Plasters, bandages etc. (Managers should update first aid kits regularly)
Referees Fees	Always pay the referee - no matter what happens - disputes can be sorted out later
League Fees	Paid centrally
League Fines	Please try to avoid fines , Enter details into OKS one week before and immediately after a match
Astro Hire	Winter pitch hire Sept-March is organised centrally (use this for ad-hoc/one-off hires)
Coaching / Education	Please also complete the Club coach education application form on the web site
Xmas Party Costs	Please adhere to Club budget guidelines posted on the Club forum: http://www.crosfieldsjfc.com/forum
Presentation Party Costs	Please adhere to Club budget guidelines posted on the Club forum: http://www.crosfieldsjfc.com/forum
Trophies	Ordered centrally for presentation parties - use for your one-off player of match trophies
Subs Refund	Subs may be refunded if a player is injured or has over-paid - please notify the committee
Special Coaching (eg. J4K)	When agreed by the Club committee - funding may be available for specialised training
Grass Pitch Fees	Paid centrally
Changing Room Hire	Paid centrally
General Room Hire	For one off meetings or special occasions / training /education /parent workshops
Pitch Maintenance	Paid centrally
Summer Tournament	Guidelines posted in Club Forum, Secretary & tournament co-ordinator must be informed
CRB Application	CRB's must be renewed every 3 years - contact Child Welfare Officer or use FACA
Club Insurance	Paid centrally
Club Donations	As agreed by Club's Committee
Other Expenses	If the above don't match the expense - please use this and enter additional details