# End-of-season team fund checklist

A clear handover separates unpaid fines, money actually received and the next person responsible. Work through these 24 checks together and take the PDF to your season review.

Team: _____

Season: _____

Checked on: _____

Handed over to: _____

## 1. Agree a single closing record

- ☐ Agree the closing date with the squad.
- ☐ Have the current fines list and agreed exceptions ready.
- ☐ Name the administrator and a second person to check the record.
- ☐ Save the current record and identify duplicate working copies.

## 2. Review individual team fines

- ☐ Check that players, dates and amounts are correct.
- ☐ Review and correct duplicate or mistaken entries.
- ☐ Clarify exceptions and outstanding questions with the named organiser.
- ☐ Reconcile unpaid totals per player with the current overview.

## 3. Reconcile money actually received

- ☐ Separate promises to pay from confirmed receipts.
- ☐ Assign confirmed payments to the correct entries.
- ☐ Mark paid only after checking; document partial amounts clearly.
- ☐ Record remaining open cases and the next contact person.

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## 4. Check the actual cash balance

- [ ] Compare cash or bank movements with your cashbook.
- [ ] Match other income and expenses with available receipts.
- [ ] Include money received from fines in the cashbook exactly once.
- [ ] Calculate and check the closing balance separately from unpaid fines.

## 5. Hand over records and responsibility

- [ ] Archive a clear copy of the closing overview and cashbook.
- [ ] If you use Pro: export the PDF or CSV overview you need from ClubFines.
- [ ] Review the next administrators and the access they need.
- [ ] Explain rules, exceptions, open cases and where the records are kept.

## 6. Prepare the next season

- [ ] Agree how open entries will be handled; avoid unexplained carryovers.
- [ ] Prepare the next season and the player overview.
- [ ] Review the fines list together and communicate changes with a start date.
- [ ] Set the next reconciliation date and name the person responsible.

An unpaid fine is not available cash. Check actual payments separately. ClubFines tracks team fines and payment status; keep other income, expenses and your cash balance in a separate cashbook.