



GAA

Club Treasurer



Sample Club Accounts

Income & Expenditure Account for Clubs

<u>Income</u>		<u>2018</u>	<u>2017</u>
Membership Income	Sch 1	0	0
Club Lotto	Sch 2	0	0
Bar Surplus	Sch 3	0	0
Club Shop	Sch 4	0	0
Commercial Revenue	Sch 5	0	0
Fundraising Activities	Sch 6	0	0
Other Income	Sch 7	0	0
Players Injury Fund Re-imbursements		0	0
		<u>0</u>	<u>0</u>
<u>Expenditure</u>			
Adult Team Expenditure	Sch 8	0	0
Juvenile Team Expenditure	Sch 9	0	0
Insurance		0	0
Injury Fund		0	0
General Expenses	Sch 10	0	0
Upkeep and Maintenance of Grounds / Premises	Sch 11	0	0
		<u>0</u>	<u>0</u>
Surplus / (Deficit) before Depreciation		0	0
Depreciation		<u>0</u>	<u>0</u>
Surplus / (Deficit) after Depreciation		<u>0</u>	<u>0</u>

Schedules

1 Membership Income

Adult Membership	0	0
Juvenile Membership	0	0
Player Membership	0	0
Other Memberships	0	0
	<u>0</u>	<u>0</u>

2 Club Lotto

Sales	0	0
Less:		
Prizes	0	0
Printing costs	0	0
Jackpot provision	0	0
	<u>0</u>	<u>0</u>
Lotto Income	<u>0</u>	<u>0</u>

3 Bar Surplus

Sales	0	0
Opening Stock	0	0
+ Purchases	0	0
- Closing Stock	(0)	(0)
	<u>0</u>	<u>0</u>
Bar Surplus / (Deficit)	<u>0</u>	<u>0</u>

4 Club Shop

Sales	0	0
Opening Stock	0	0
+ Purchases	0	0
+ Running costs	0	0
- Closing Stock	(0)	(0)
	<u>0</u>	<u>0</u>
Shop Surplus / (Deficit)	<u>0</u>	<u>0</u>

5 Commercial Revenue

Team Sponsorship	0	0
Other Sponsorship	0	0
Other Commercial Income	0	0
Advertising / Ground Signage	0	0
	<u>0</u>	<u>0</u>

* This excludes all Commercial Revenue received from a GAA body

6 Fundraising Activities

National Club Draw	0	0
Function / Events	0	0
Dinner Dance	0	0
Golf Classic	0	0
Strictly Come Dancing	0	0
Lip Sync	0	0
Church Gate Collection	0	0
Table Quiz	0	0
Bingo	0	0
Club Draw	0	0
Other Fundraising Income	0	0
	<u>0</u>	<u>0</u>

7 Other income

Ground Rental Scheme	0	0
Telecommunication Mast	0	0
	<u>0</u>	<u>0</u>

8 Adult Team Expenditure

Sportsgear, Equipment & Laundry	0	0
Team Managers & Mentors Expenses	0	0
Players Travel Expenses	0	0
Medical Expenses incl Physiotherapy	0	0
Training Facilities	0	0
Team Administration Costs (inc. Competition Entry Fees)	0	0
	<u>0</u>	<u>0</u>

9 Juvenile Team Expenditure

Sportsgear, Equipment & Laundry	0	0
Team Managers & Selectors Expenses	0	0
Medical Expenses incl Physiotherapy	0	0
Training Facilities	0	0
Team Administration Costs	0	0
	<u>0</u>	<u>0</u>

10 General Expenses

Affiliation & Registration Fees	0	0
Postage, Telephone & Internet Charges	0	0
Stationary & Advertising	0	0
Audit & Accountancy	0	0
Expenses of Club Officers	0	0
Bank Interest & Charges	0	0
Professional Fees	0	0
Awards & Presentations	0	0
Sundry Expense	0	0
	<u>0</u>	<u>0</u>

11 Upkeep and Maintenance of Grounds

Grounds Maintenance	0	0
Repair & Renewals	0	0
Caretaker	0	0
Rent & Rates	0	0
Light & Heat	0	0
Other Expenses	0	0
	<u>0</u>	<u>0</u>

Club Balance Sheet

	<u>2018</u>	<u>2017</u>
Fixed Assets		
Tangible Fixed Assets		
Investments	<u>0</u>	<u>0</u>
Current Assets		
Bank Accounts		
Stock		
Prepayments		
Debtors		
Longterm Tickets		
Prize Bonds	<u>0</u>	<u>0</u>
Current Liabilities		
Bank Overdraft		
Term Loans Account < 1 year		
Creditors		
Accruals		
Lotto Jackpot Provision	<u>0</u>	<u>0</u>
Net Current Assets / (Liabilities)	<u>0</u>	<u>0</u>
Total Assets less Current Liabilities	<u><u>0</u></u>	<u><u>0</u></u>
Long Term Liabilities	0	0
Member's Loans	0	0
Other Funds	0	0
Development Fund	<u>0</u>	<u>0</u>
Net Assets	<u><u>0</u></u>	<u><u>0</u></u>
Financed By		
Brought Forward balance	0	0
Capital Grants	0	0
Surplus/ Defecit for the year	<u>0</u>	<u>0</u>
	<u><u>0</u></u>	<u><u>0</u></u>



Purchase Power Deals



Purchase Power

Purchase Power is a powerful tool designed to help all GAA clubs to maximize their purchasing strength by giving them access to different suppliers who offer discounted deals for the GAA Clubs

What are the benefits of using Purchase Power?

- Reduce time and effort for staff and volunteers involved in purchasing
- Release valuable resources (time and money) to be directed towards other activities
- Benchmark your current prices to ensure you are getting value for money
- Reduce costs
- Manage reputational risk
- Ensure your suppliers are validated and compliant

Purchase Power deals currently in place:

- Electricity Supply Offer – 9% Saving
- Sports Field Generators
- Sand Supplies Offer
- Line Paint Supply Offer
- Print Services Offer



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SPORTS FIELD GENERATORS

ADD POWER TO YOUR CLUB OR COUNTY GROUNDS

- GAA - All Sports Complexs catered for
- MW Generators working together with Sports Clubs
- Arrange a meeting at your sports field TODAY
- MW supply power to all major sports fields in Ireland & UK
- UPGRADE your existing Generator - Trade ins taken

**FINANCE
AVAILABLE**



MW UK LTD
RENTALS

MW GENERATORS

MW ENVIRONMENTAL

PROUD SPONSORS
OF LAOIS GAA



www.mwhire.com



Sand Supplies Offer

More Savings for You

A Unique & Professional Service

G.A.A. have negotiated through the use of a tender process a number of Purchase Powers deals which are available to all clubs across the 32 counties, these deals will drive significant savings to your club.

We have negotiated the following prices with our recommended Sand Supplier and believe it to be the most advantageous supplier for your club.

Supplier: Anthony Darcy Limited

Contact: Pat Murphy Sales Manager

Address: Coolruss, Tinahely, Arklow, Co. Wicklow

Phone: 0402 38261 / 0872585653

Email: info@darcysands.ie / pat@darcysands.ie

Here is an example of the pricing negotiated with this supplier:

Type	Particle Size (mm)	Recommendation 2004	Cost per tonne	Brand Name
Coarse Gravel	>3.4	No Particles	€8.00 per Tonne	Darcy Sands
Fine Gravel	2.0-3.4	Not more than 10% total particles in this range, incl. maximum of 3% fine gravel (preferably none) Less than 10%		
Very Course Sand	1.0-2.0			
Course Sand	0.5-1.0	Minimum of 60% of particles		
Medium Sand	0.25-0.5			
Fine Sand	0.15-0.25	Not more than 20% particles		
Very Fine Sand	0.05-0.15	Not more than 5% particles		
Silt	0.002-0.05	Not more than 5% particles		
Clay	<0.002	Not more than 3% particles		
Total Fines	<0.15	Not more than 10% particles		

The prices quoted excludes delivery or VAT. The suppliers will endeavour to create long-lasting and prosperous relationships with our clubs across the island of Ireland.

For further information, or to place an order, please contact the supplier above.

HELLO AND WELCOME TO COMMUNITY FINANCE IRELAND



Our Core Values

Integrity: We will be scrupulously honest, truthful and accountable in all we do

Quality: Everything we do, we will do it better than anyone else in our sector

Empathy: We will never forget what matters most in life is people – and we put people in front of people



What We Stand For

To be the voice for community finance in Ireland and Northern Ireland

To collaborate for the greater good of our society

We will be guided by what this story means for the ordinary yet inspirational people of our country

We stand for the most important things in life – family and community

We are committed to communities as the glue that binds us together

We are flexible with a modern outlook

We are committed to an approachable and positive debt solution experience for all customers

We take pride in helping facilitate progress

We never forget that positive social impact benefits everyone



Our Mission

To create a world class community finance system that works tirelessly towards ensuring positive social impact is felt not just dreamt.



A Registered Society

With a core purpose to enable communities to enable themselves

Who have gained respect from our core capital providers

Who delight 100s of customers with our grassroots and nimble approach



A Collaborative Approach

Has seen us work with core partners such as Social Finance Foundation and included in the National Social Enterprise Policy for Ireland 2019 – 2022 launched by the Department of Rural and Community Development earlier this year

Distribution of our Customer Reach and Support



Achievements 2018



Key Sector Success




Our Solution



Let's See if we Can Help You.

www.communityfinance.ie

 twitter @ComFinanceIrl

 Join us on Facebook



Sample Club Lotto Procedures



Sample Procedures for Club Lotto

1. Draw are held weekly at 10pm on a Monday night (Tuesday night on the bank holiday weekends) at various public area in the town.
2. Tickets are distributed through club promoters each Tuesday (Wednesday on bank holidays).
3. To win or share the jackpot, one must correctly match four numbers from thirty with those numbers drawn. There is a runner up prize fund to be shared among those correctly matching three of the four numbers drawn.
4. All tickets (sold or unsold) must be returned to the central location prior to the draw on each Monday night.
5. If tickets are not returned before the meeting in the public area takes place, an effort is made to locate them and try to include them in the draw.
6. Prior to the draw, all tickets (sold or unsold) leave the public area and are brought to the checking area (the draw does not take place here) by a club official. Additional checkers will be waiting to assist in sorting the tickets into sold and unsold.
7. Tickets not included when the tickets leave the premises are deemed null and void.
8. Tickets with no numbers selected or incorrect amount selected (i.e three or five numbers) are deemed null and void.
9. Tickets are distributed among customers of the public area for a house draw of two €10 notes. Club committee members do not receive tickets for this draw.
10. The manager/proprietor of the premises draws four numbers and also draws the tickets for the house draw.
11. Club officials bring the winning numbers to the checking area.
12. Tickets are checked for match 3 or match 4 Jackpot winning combinations.
13. A second check is carried out to ensure that all the winners have been identified.
14. A results sheet is drawn up for distribution to local shops and newsagents.
15. Winners receive their prizes through the promoter with the following weeks tickets. For publicity purposes, a Jackpot winner may have their photograph taken with the club officials for the local papers.
16. The tickets for the following weeks draw are printed on the Tuesday morning and available for collection by the promoters on Tuesday afternoon from the central location.



GAA Development Fund

- Deposit Forms**
- Withdrawal Forms**
- Loan Applications & Criteria**



CLG Development Fund – Euro Account

Deposits are accepted from all GAA units on the following basis:

- Interest is variable (currently 1.9%) based on the ECB rate plus a margin of 1.9%. The rate may vary from time to time, any variation will occur by a recommendation of the National Financial Management Committee to An Coiste Bainistí.
- The minimum deposit to open an account in the Scheme is €1,000.

Procedures:

- Details of the Unit investing in the Fund must be obtained.
- The form must contain the names and signatures of a minimum of two officials authorised to lodge, transfer and withdraw monies.
- This form must contain the entities official stamp (if available).
- All interest accruing to the entity will be calculated from the date of receipt.
- No withdrawals can be made from the Fund without a withdrawal form signed by at least two signatories.
- Deposits will be acknowledged upon receipt.
- The club must submit a copy of their most recent annual accounts

Details Form

1. Entity Details

Club Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

2. Signatories authorised to lodge and withdraw money

Name 1: _____ (BLOCK CAPITALS)

Signature: _____

Name 2: _____ (BLOCK CAPITALS)

Signature: _____

Name 3: _____ (BLOCK CAPITALS)

Signature: _____

Name 4: _____ (BLOCK CAPITALS)

Signature: _____

Please supply number of signatories required: _____

3. Attach copy of headed paper of the entity

4. Copy of official stamp of entity



Deposit Form

1. Amount of money to be lodged: € _____

2. Bank Details

Name: Cumann Lúthchleas Gael No.1 Account

Address: A.I.B. Bank, 140 Lower Drumcondra Road, Dublin 9.

Sort Code: 93-21-08

Account No.: 03608044

IBAN: IE85 AIBK 9321 0803 6080 44

BIC: AIBKIE2DXXX

3. Length of time that the money is to be held on Account

4. Expected Withdrawal Date

(A minimum of 10 days notice must be given for all withdrawals)

_____ dd/mm/yr

5. Any other issues in relation to withdrawal

6. Signatures of Officers authorised to lodge money

Name 1: _____ (BLOCK CAPITALS)

Signature: _____

Name 2: _____ (BLOCK CAPITALS)

Signature: _____

Name 3: _____ (BLOCK CAPITALS)

Signature: _____

Name 4: _____ (BLOCK CAPITALS)

Signature: _____

Withdrawal Form

Club Name: _____

County Name: _____

1. Amount of money to be transferred back to the Club/Unit

€ _____

2. Bank Details

Name: _____

Address: _____

Sort Code: _____

Account No.: _____

3. Any other issues in relation to the withdrawal

4. Signatures of Officers authorised to withdraw money

Name 1: _____ (BLOCK CAPITALS)

Signature: _____

Name 2: _____ (BLOCK CAPITALS)

Signature: _____

Name 3: _____ (BLOCK CAPITALS)

Signature: _____

Name 4: _____ (BLOCK CAPITALS)

Signature: _____

5. Official stamp of entity





CLG Development Fund – Sterling Account

Deposits are accepted from all GAA units on the following basis:

- **Interest is variable (currently 1.9%) based on the ECB rate plus a margin of 1.9%. The rate may vary from time to time, any variation will occur by a recommendation of the National Financial Management Committee to An Coiste Bainistí.**
- **The minimum deposit to open an account in the Scheme is £1,000.**

Procedures:

- **Details of the Unit investing in the Fund must be obtained.**
- **The form must contain the names and signatures of a minimum of two officials authorised to lodge, transfer and withdraw monies**
- **This form must contain the entities official stamp (if available)**
- **All interest accruing to the entity will be calculated from the date of receipt**
- **No withdrawals can be made from the Fund without a withdrawal form signed by at least two signatories or the prescribed number of signatories.**
- **Deposits will be acknowledged upon receipt.**
- **The club must submit a copy of their most recent annual accounts**



Details Form

1. Entity Details

Club Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

2. Signatories authorised to lodge and withdraw money

Name 1: _____ (BLOCK CAPITALS)

Signature: _____

Name 2: _____ (BLOCK CAPITALS)

Signature: _____

Name 3: _____ (BLOCK CAPITALS)

Signature: _____

Name 4: _____ (BLOCK CAPITALS)

Signature: _____

Please state number of signatories required: _____

3. **Attach copy of headed paper of the entity**

4.

Copy of official stamp of Club/Unit

Deposit Form

1. Amount of money to be lodged: £ _____

2. Bank Details

Name: Cumann Lúthchleas Gael
 Address: First Trust Bank, Dungannon, Co. Tyrone.
 Sort Code: 93-82-89
 Account No.: 03647021
 IBAN: GB52 FTBK 9382 8903 6470 21
 Swift: FTBKGB2B

3. Length of time that the money is to be held on Account

4. Expected Withdrawal Date
 (A minimum of 10 days' notice must be given for all withdrawals)
 _____ dd/mm/yr

5. Any other issues in relation to withdrawal

6. Signatures of Officers authorised to lodge money

Name 1: _____ (BLOCK CAPITALS)

Signature: _____

Name 2: _____ (BLOCK CAPITALS)

Signature: _____

Name 3: _____ (BLOCK CAPITALS)

Signature: _____

Name 4: _____ (BLOCK CAPITALS)

Signature: _____



Withdrawal Form

County Name: _____

Club Name: _____

1. Amount of money to be transferred back to the Club/Unit

£ _____

2. Bank Details

Name: _____

Address: _____

Sort Code: _____

Account No.: _____

3. Any other issues in relation to the withdrawal

3. Signatures of Officers authorised to withdraw money

Name 1: _____ (BLOCK CAPITALS)

Signature: _____

Name 2: _____ (BLOCK CAPITALS)

Signature: _____

Name 3: _____ (BLOCK CAPITALS)

Signature: _____

Name 4: _____ (BLOCK CAPITALS)

Signature: _____

4. Official stamp of entity



The Criteria required:

- (1) All applications **must** be guaranteed by the County Board **and** a recommendation provided by your Provincial Council.
- (2) Loans are only available for Core GAA activities i.e. the purchase of property or for the necessary development of property. Development of bar facilities and other facilities for renting to other organisations will not be funded.
- (3) The funding is **only** available to **vested** GAA properties.
- (4) The loan will be made available only upon receipt of a viable business plan with cash flow projections for the term of the loan.
- (5) Accounts for the previous two years will be reviewed when assessing the loan.
- (6) The term of the loan available is for a maximum of ten years.
- (7) The interest rate applicable is a variable interest rate, currently 1.9%. This interest rate is set by the Financial Management Committee.
- (8) Interest will accrue on a daily basis and charged to the account monthly.
- (9) Repayments are monthly by Standing Order or Direct Debit.
- (10) The amount available will depend on the amount currently in the development fund.
- (11) The maximum amount available to any one Club is €100,000/£100,000 stg.
- (12) The loans are issued in the currency of the Unit applying and accounted for in that same currency and repaid in the same currency.
- (13) Clubs who have deposited money in the Fund will be given priority in the event of insufficient funds being available.
- (14) Once approved, the loan offer will remain open for a period of 3 months from the date of sanctioning.

The unit will then be required to sign a loan agreement reflecting the commercial terms of the loan, following which the funds will be transferred pending receipts of work completed / land acquired.



LOAN APPLICATION

1. Club Details

Club Name	
Club Address	
Club Membership (No. of Adults, Juveniles, etc)	
Secretary's Name	
Secretary's Address	
Secretary's Email Address	
Secretary's Contact Number	

2. Project Details

Amount Required (max €100,000/£100,000)	
Term of the Borrowings	
Bridging or Term Loan	
Purpose of the Borrowings	
How will the Borrowings be repaid?	

GAA Development Fund



3. Financial Details

Total Cost of Project	
Current Cash Balance	
Other Sources of Funding (provide evidence; eg. Bank Statements) <ul style="list-style-type: none">• Own Funds:	
Other Sources of Funding (provide evidence of grant allocation/status) <ul style="list-style-type: none">• Grants:	
Existing Borrowings: <ul style="list-style-type: none">• Lending Institution• Term of Loan	



4. Legal Details

Is <u>all</u> your Club Property vested in the GAA? (Provide Declaration of Trust)	
List the Property Trustees	1. 2. 3. 4. 5.
Date of Vesting Deed	
Brief outline of facilities owned by the club (eg. Bar, Meeting rooms, No. of Pitches etc)	

5. Request for Loan

We, the undersigned, being the Cathaoirleach and Trustees of _____
GAA Club declare the foregoing information to be true and hereby apply for a loan of
€ _____ for the purpose stated above. We understand to make the repayments
specified on due dates. We accept on behalf of the Club, full liability for this loan.

	Signature	Date
CATHAOIRLEACH:	_____	_____
RÚNAÍ	_____	_____
CISTEOIR	_____	_____
TRUSTEE / ICCLG:	_____	_____
TRUSTEE / ICCLG:	_____	_____
TRUSTEE / ICCLG:	_____	_____

GAA Development Fund



6. County Recommendation and Guarantee

(a) Recommendation

Solidity of the Club	
General Conduct of the Club	
General Administration of the Club	
Population of the Area	
Necessity/Appropriateness of the Project	

(b) County Guarantee

We the undersigned, being Cathaoirleach and Rúnaí of Coiste Chontae _____, having satisfied ourselves of the appropriateness and quality of the ability to repay the loan on time and in full, do hereby recommend the granting of the loan and guarantee, on behalf of Coiste Chontae _____ the repayment in full of this loan.

We confirm that a proposal to act as guarantor for this loan was proposed, seconded and adopted at the meeting of Coiste Chontae _____ held in _____ on _____ and that this decision is recorded in the minutes of that meeting.

CATHAOIRLEACH
RÚNAÍ

DATE: _____
DATE: _____

7. Provincial Recommendation and Approval

(a) Recommendation

Solidity of the Club	
General Conduct of the Club	
General Administration of the Club	
Necessity/Appropriateness of the Project	

(b) Provincial Approval

Signature:	Date:
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8. *Checklist – All items must be included with the application to be considered by the Financial Management Committee*

1. **County Board Approval**
2. **Copy of Deed of Trust Vesting Club Property**
3. **Business Plan**
 - a. **Existing facilities in the club**
 - b. **Benefit to the club of the Current Development to be undertaken**
 - c. **Details of how the funds will be used for the development**
 - d. **Cashflow Projections**
 - e. **Maps of the development**
4. **Bank Statements for Existing loans and accounts**
5. **Club Financial Statements/ Accounts for previous 2 years**
6. **Minutes of the Club Meetings Approving the Borrowings**

Note: If your borrowings are for the purchase/disposal of Real Property, you are required to submit a separate application form for approval by the Financial Management Committee.



Donation Scheme

Tax Relief for Donations to Certain Sports Bodies

1. Introduction

Section 41 of the Finance Act 2002 inserts a section 847A into the Taxes Consolidation Act 1997 providing for a scheme of tax relief for *relevant donations* to an *approved sports body* for the funding of *approved projects*. The scheme is applicable only to relevant donations received on or after 1 May 2002 in respect of expenditure incurred on *approved projects* on or after that date. The minimum qualifying total donation amount by a single donor in any year to an individual sports body is €250. No project will be approved which is estimated to cost in excess of €40m. However, where the aggregate cost of a project actually exceeds this amount, relief may only be claimed on donations up to the €40 million threshold.

2. What does it mean for my club/organisation?

If your club or organisation is acquiring land or a building, developing facilities or purchasing fixed, non-personal equipment for sports activities, or repaying a loan for these purposes, this provision in the Finance Act provides an incentive to individuals or companies to make a donation towards the cost of the project.

3. What is an approved sports body?

An *approved sports body* is one which holds –

- certification from the Revenue Commissioners that the body is one to which section 235 of the Taxes Consolidation Act 1997 applies, in other words, it is a body established and existing for the sole purpose of promoting an athletic or amateur game or sport whose income is exempt from income/corporation tax, and
- a current tax clearance certificate

A list of approved sports bodies is available on the Revenue website at www.revenue.ie

4. How does an organisation or club become an 'approved sports body'?

It is up to the organisation or the sports club to apply to the Revenue Commissioners to obtain the certificates outlined at 3 above. **This is the first step to be taken by the sports body.**

All applications for section 235 certification should be made to:

Office of the Revenue Commissioners,
Games/Sports Exemption Section,
Government Buildings,
Nenagh, Co Tipperary

All applications for Tax Clearance Certificates should be made to the body's local Revenue Office, whose contact details may be found by referring to the "Contact Locator" on the home page of the Revenue Website www.revenue.ie

When the Revenue Commissioners have issued the appropriate certification, the applicant is then regarded as "an approved sports body" under the Act and will be allocated a GS (Games and Sports) exemption number to be used in all further correspondence.

5. What is an approved project?

An "approved project" in relation to an approved sports body, means one or more of the following:

- the purchase, construction or refurbishment of a building or structure, or part of a building or structure to be used for sporting or recreation activities provided by the approved sports body,
- the purchase of land to be used by the approved sports body in the provision of sporting or recreation facilities,
- the purchase of permanently based equipment (excluding personal equipment) for use by the approved sports body in the provision of sporting or recreation facilities,
- the improvement of the playing pitches, surfaces or facilities of the approved sports body, and
- the repayment of, or the payment of interest on, money borrowed by the approved sports body on or after 1 May 2002 for any of the above purposes.

6. How is the project approved?

Projects coming under the categories outlined in 5, which are clearly undertaken by approved sports bodies to provide facilities to promote and develop athletic or amateur games or sports will be considered for approval for the purposes of this scheme by the

Department of Transport, Tourism and Sport. The approved sports body must submit details of the capital project to the Sports Unit of the Department of Transport, Tourism and Sport on a standard application form (copy attached at **Appendix 3**). **This is the second step to be taken by the sports body.**

A checklist of the documents that must be submitted with each application for approval of a project is attached at **Appendix 4**.

If the Department of Transport, Tourism and Sport is satisfied that the project comes within any of the categories outlined in 5 above, a certificate will be issued to the approved sports body stating that the project is an approved project for the purpose of the tax relief.

The Minister for Transport, Tourism and Sport has the power to revoke a certificate.

7. Nature of Tax Relief and Issue of Receipts

The arrangements for allowing tax relief for donations will depend on whether the donor is:

- a PAYE taxpayer or
- an individual on self-assessment or
- a company

7.1. Paye Taxpayer

For PAYE taxpayers, the relief will be given on a "grossed-up" basis to the approved sports body, rather than by way of a separate claim to tax relief by the donor. In other words the donation will be treated as having been received by the approved sports body 'net' of income tax. For example, if an individual who pays income tax at the higher rate - 41% - makes a qualifying donation of €590 to an approved sports body, that body will be deemed to have received €1,000 less tax of €410. The body will then be able to claim a refund of €410 from the Revenue Commissioners at the end of the year i.e. the amount of tax already paid by the taxpayer on the net sum of €590.

The individual PAYE donor must complete an "Appropriate Certificate" – see **Appendix 1** – and forward it to the approved sports body, to allow it to claim the grossed up amount of tax associated with the donation. For repayment purposes, the details contained in the Appropriate Certificates must subsequently be forwarded by the approved sports bodies to Revenue with a declaration that the details are correct and complete. Each application for a repayment must be accompanied by a completed form **847A "Claim for Repayment"** (available from the tax office). The repayment claims should be sent to the Sports Bodies local Revenue Office. Please refer to the Contact Locator on the home page of the Revenue Website www.revenue.ie to obtain contact details of your local Revenue Office.

(It should be noted that where sufficient tax has not been paid to cover the donation made, the refund of tax to the approved sports body will be limited to the amount of tax actually paid by the donor).

A donor who is taxed under the self-assessment system (see 7.2 below) but who is also a PAYE taxpayer must claim the relief on his or her return of income under the self-assessment system. A donor in these circumstances should not complete the appropriate certificate.

7.2. Self-employed and corporate donors

In the case of a donation made by an individual who pays tax on a self-assessment basis, the individual will be entitled to claim a tax deduction for the donation in computing his or her total income - there is no grossing up arrangement. Similarly, in the case of corporate donations, the company will be entitled to claim a deduction for the donation as if it were a trading expense or an expense of management in computing total profits of the company for the relevant accounting period.

An approved sports body, on acceptance of a relevant donation from a self-employed or corporate donor, must give the donor a receipt. The receipt must contain the name and address of the person or company making the donation, the amount of the donation and the date it was made and the name of the sports body in receipt of the donation. The receipt must be dated and signed. The receipt must also contain a statement that it is a receipt for the purposes of section 847A of the Taxes Consolidation Act 1997 (as inserted by section 41 of the Finance Act 2002), that the donation is to an approved sports body and is relevant for the purposes of relief under the said section. **A draft of a sample receipt is attached at Appendix 2.**

8. What is a relevant donation?

A donation will be a relevant donation where it satisfies the following conditions;

- It is made in the form of a sum of money
- It is made to the approved sports body for the sole purposes of funding an approved project,
- It is or will be applied by that body for that purpose,
- It is not otherwise deductible in computing the profits or gains of a trade or profession or deductible as an expense of management in computing the profits of a company,
- It is not a relevant donation qualifying for tax relief under section 848A TCA, 1997 (donations to approved bodies e.g. charities),
- It is not subject to repayment,
- neither the donor nor any person connected with the donor receives a benefit, whether directly or indirectly, as a result of making the

donation, (e.g. a person will be regarded as receiving a benefit where the donation is in substitution in full or in part for an annual membership fee/subscription, or where the donation entitles the donor to rights or enhanced rights or facilities etc not available to members who have not made a donation),

- the donation is not conditional on or related to the acquisition of property by the approved sports body (otherwise than by way of gift) from the donor or any person connected with the donor, and
- in the case of a donation made by an individual, the individual is resident in the State for the year of assessment in which the donation is made, and in the case of PAYE taxpayers, the individual has given an **appropriate certificate** to the approved sports body in relation to the donation and has paid the tax referred to in such certificate and is not entitled to a repayment of that tax or any part of that tax.

When an approved project becomes fully funded the approved sports body should not accept further donations or issue receipts in respect of that project under this scheme.

9. What Records and Accounts must the approved sports body keep?

The approved sports bodies will be obliged to keep formal financial records, books and accounts in relation to its income and expenditure including donations received and expenditure incurred on approved projects. Ideally, a separate bank account should be set up for the lodgement of all donations received under this scheme.

The Revenue Commissioners may seek to audit the financial records of a sports body by giving notice in writing.

Approved sports bodies will be required to submit annual progress reports to the Sports Unit of the Department of Transport, Tourism and Sport, the first report being due one year from the date of the approval letter itself. The progress report should outline work completed on an approved capital project and the timetable for remaining works (if any). It should also list the total donations received under this scheme, with a breakdown of the amounts received from PAYE donors, self-employed donors and corporate donors.

In addition, should the approved sports body apply for funding under the Department of Transport, Tourism and Sport's Sports Capital Programme, details of the amounts of donations received under this tax relief scheme will have to be furnished to the

Department by the body concerned. Applications for funding under the Sports Capital Programme must be made separately.

While every effort is made to ensure that the information given in this leaflet is accurate, it is not a legal document. Responsibility cannot be accepted for any liability incurred or loss suffered as a consequence of relying on any matter published herein.

September 2014

(To be completed by PAYE taxpayers only – See Note 1 overleaf)

Revenue **TAX RELIEF FOR DONATIONS TO APPROVED SPORTS BODIES**
"Appropriate Certificate" for the purposes of Section, 847A Taxes Consolidation Act, 1997.

(BLOCK CAPITALS PLEASE)

I certify that I _____ (name) have made a donation
to _____ (approved sports body – See Note 2
overleaf)in the sum of (in words) _____ € _____ (Total donated).
in the year ended 31 December, _____ (the relevant year of assessment) and that

- I was resident in the State for the relevant year of assessment,
- I have paid or will pay to the Revenue Commissioners income tax of an amount equal to income tax at the standard rate ☐ at the higher rate ☐ (Tick the appropriate box) for the above year on the grossed up amount of the donation (See Note 3 overleaf),
- neither I nor any person connected with me have received or will receive a benefit in consequence of having made this donation,
- the donation was paid in money,
- the donation was not subject to a condition as to repayment nor conditional on, or associated with, the acquisition of property by the approved sports body other than by way of gift, from me or a person connected with me, and
- the donation was not less than €250
- the donation is not a relevant donation to which Section 848A TCA, 1997, applies.

Signature _____ Date: _____ PPS No.:

--	--	--	--	--	--	--	--	--	--

Address: _____

*N.B. When you have completed this certificate, please forward it to the approved sports body to which you made your donation.***TO BE COMPLETED BY THE APPROVED SPORTS BODY**GS Reference Number: _____
Approved Project No _____
and
Tax Reference Number: _____Authorised
Signatory _____**FOR REVENUE USE ONLY**Income Tax associated with the
donation and confirmed as paid

€ _____

Signature of
Inspector of Taxes _____

Date: _____

District Stamp: _____

Notes.

1. A donor who is taxed under the self-assessment system but who is also a PAYE taxpayer must claim the relief on his or her return of income under the self-assessment system. A donor in these circumstances should not complete the appropriate certificate overleaf.
2. An "approved sports body" means a body which is in possession of (a) a certificate from the Revenue Commissioners certifying that it is a body of persons to which section 235 Taxes Consolidation Act, 1997 applies and (b) a valid Tax Clearance Certificate.
3. The phrase "grossed up amount of the donation" means the amount, which after deducting income tax, leaves the amount of the donation. For example,
 - On the *standard rate* of 20%, the grossed up amount of the donation of €500 is €625 (i.e. $€500 \times 100/80$). The tax associated with the donation is €125.
 - On the *higher rate* of 41%, the grossed up amount of a donation of €500 is €847 (i.e. $€500 \times 100/59$). The tax associated with the donation is €347.

Sample Receipt for Relevant Donation made to an Approved Sports Body

This is a receipt given, in respect of the amount stated hereunder, for the purposes of section 847A of the Taxes Consolidation Act, 1997 (as inserted by section 41 of the Finance Act 2002.)

The sports body named hereunder is deemed by the Revenue Commissioners to be an approved sports body for the purposes of section 847A Taxes Consolidation Act, 1997. The donation in respect of which this receipt is given is a relevant donation for the purposes of that section.

Full name of approved sports body

GS Reference Number _____

Is the person making the donation an individual ☐ or a company ☐ (*tick as appropriate*)

Name of the individual or company making the donation

Address _____

Amount of the donation: (a) € _____

and (b) in words _____

Date on which the donation was made

Name _____
(*Block Capitals*)

Capacity _____
(*e.g. Chairperson, Hon. Secretary, Hon. Treasurer etc.*)

Signature _____

Date _____

Application for Approval of a Sports Capital Project for Tax Relief Purposes
(Section 847A Taxes Consolidation Act, 1997)

Issued by the Department of Transport, Tourism and Sport,
Sports Capital Unit, New Road, Killarney, Co. Kerry

To be completed by a representative of the Sports Body

Name of Sports Body: _____

Address: _____

GS Exemption Number: _____

Tax Ref. No. _____

Date granted: _____

Tax Clearance Cert. No. _____

Expiry Date: _____

Estimated total cost of the capital project: _____

Description of capital project. Tick all that apply.

(A more detailed description must also be provided separately for evaluation purposes)

- ☐ the purchase, construction or refurbishment of a building or structure, or part of a building or structure, to be used for sporting or recreation activities provided by the approved sports body,
- ☐ the purchase of land to be used by the approved sports body in the provision of sporting or recreation facilities,
- ☐ the purchase of permanently based equipment (excluding personal equipment) for use by the approved sports body in the provision of sporting or recreation facilities,
- ☐ the improvement of the playing pitches, surfaces or facilities of the approved sports body
- ☐ the repayment of, or the payment of interest on, money borrowed by the approved sports body on or after 1 May 2002 for any of the purposes mentioned above.

I hereby confirm that we are a body authorised by Revenue as an approved sports body for the purposes of Section 41 of the Finance Act 2002

Name in Block Capitals: _____ Daytime Tel No. _____

Address (if different from above): _____

Position Held / Relationship to Sports Body _____

Signature _____ Date _____

Checklist

The following documents must be included with each application to the Sports Unit

- Certification from the Revenue Commissioners that the body is one to which section 235 of the Taxes Consolidation Act 1997 applies
- a current valid tax clearance certificate
- a written description of the project covering all works involved, materials being used, equipment being purchased, timescales, date of commencement, approx. of costs, etc

The following documents should also be enclosed in cases where they are applicable

- copy of valuation report on any land or buildings being acquired
- copy of any quotations or tenders received to date in connection with the project
- copy of all related loan applications, letter advising of approval and draw-down date as well as details of repayment arrangements where applicable

CONTACT DETAILS

Sports Capital Unit
Department of Transport, Tourism and Sport
New Road
Killarney
Co. Kerry

Tel No. (064) 6627367

E-mail address catherineryan@dtas.ie

Website: www.dttas.ie

To obtain certification under Section 235 of the Taxes Consolidation Act 1997

Office of the Revenue Commissioners
Games/Sports Exemption Section
Government Offices
Nenagh
Co Tipperary
Tel: 067 63304
LoCall 1890 666 333
Fax No. (067) 32916
E-mail address: sportexemp@revenue.ie
Website: www.revenue.ie

To obtain a tax clearance certificate

Please contact your local Revenue Office.

Website: www.revenue.ie

Refer to Contact Locator for contact details of your local Revenue Office.

**RELIEF FROM INCOME TAX
AND CORPORATION TAX
FOR CERTAIN
SPORTING BODIES**

1. Introduction

This leaflet outlines:

- the tax exemptions for Games/Sports bodies.
- the eligibility conditions for exemption.
- how a Games/Sports body may apply for exemption.
- the conditions that apply once exemption has been granted.

2. Relief from certain taxes for games/sports bodies

The tax code provides exemption for Games/Sports bodies as follows:

- Income Tax/Corporation Tax - Section 235, Taxes Consolidation Act 1997
- Dividend Withholding Tax - Chapter 8A, Part 6 Taxes Consolidation Act 1997
- Capital Gains Tax - Section 610, Taxes Consolidation Act 1997

NB

- employees of a Games/Sports body are liable to income tax in the ordinary course under the PAYE system
- there is no general exemption in respect of VAT for a Games/Sports body.
- the exemption does not apply to Deposit Interest Retention Tax (DIRT) or Stamp Duty.

Further enquiries with regard to PAYE and VAT issues may be made to your local tax office.

3. What bodies are eligible to apply for games/sports tax exemption?

The exemption applies to an "approved body of persons" i.e. an organisation established for and existing for the sole purpose of promoting an athletic or amateur game or sport and whose income, as is shown to the satisfaction of the Revenue Commissioners, is income which has been or will be applied for the sole purpose of promoting that athletic or amateur game or sport. The body must be a not for profit, member controlled and owned organisation. It must be legally established in the State and have its centre of management and control therein. The majority of its trustees/directors/officers, as appropriate, must be resident within the State. A body, which is refused exemption, has a legal right to appeal that decision to the Appeal Commissioners who are independent of the Revenue Commissioners.

4. Applying for exemption from tax

When a games/sports organisation wishes to apply for exemption from Income/Corporation/Dividend Withholding/Capital Gains Tax on the basis that it is established for the sole purpose of promoting an athletic or amateur game or sport, it must submit a completed Declaration to the Revenue Commissioners. A copy of the Declaration is attached to this leaflet and may be detached by tearing along the perforated edge

5. Conditions attaching to the exemption

Where exemption is granted,

- proper financial records and accounts must be kept and made available to the Revenue Commissioners for inspection on request. Details of activities being conducted by the body may also be requested;
- if the body proposes to make any changes in its Governing Instrument to its main object(s) and/or the application of its income or property clauses, same shall not be made unless they shall have been previously submitted to and approved in writing by the Revenue Commissioners.

Declaration to be made by a Games/Sports Body for the purpose of claiming tax exemption under the provisions of Section 235, Taxes Consolidation Act, 1997.

PART A - DETAILS OF BODY (PLEASE USE BLOCK CAPITALS)

1. Name of Body:

2. Tax Reference Number (if any):

3. Address:

E-mail Address:

Mailing Address:

4. Please specify the athletic or amateur game or sport which is being promoted:

5. Please specify the type of legal instrument which governs the operation of the Body

Memorandum of Association

☐

Deed of Trust

☐

Constitution/Rules

☐

None

☐

6. No. of Employees (if any):

Full Time:

Part Time:

7. Sources of annual income (please tick each as appropriate):

Subscriptions

☐

Fund-raising

☐

Sponsorship

☐

Lottery Operation

☐

Grants

☐

Rent

☐

Bar/Catering Profit

☐

Investments

☐

Other (specify)

8. Please specify the following amounts in Euro.

Gross Annual Income:

Current accumulated surplus :

Annual sales volumes of any trading being conducted.

Bar :

Catering :

Shop :

Other (specify)

9. Is any Trustee/Director/Officer in receipt of remuneration from the Body?:

If yes, please provide details,

PART B -DECLARATION

I, _____ as Chairperson/Secretary of _____ hereby formally declare that the above named body of persons has been established for and exists for the sole purpose of promoting the athletic or amateur game or sport of _____

I further declare that the income of the above named body is income which has been or will be applied solely for that purpose and I hereby claim exemption from Income Tax/Corporation Tax in respect thereof under the provisions of Section 235, Taxes Consolidation Act, 1997.

I also confirm that:

- a copy of the Body's Governing Instrument shall be made available to the Revenue Commissioners on request and any changes to its main object(s) and or the application of its income or property clauses, as contained in said Governing Instrument, shall not be made unless they have been previously submitted to and approved in writing by the Revenue Commissioners
- annual accounts of the Body shall be kept and made available to the Revenue Commissioners on request;
- in the event of the winding-up of the Body there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Body. Instead, such property shall be given or transferred to some other institution or institutions having main objects similar to the main objects of the Body or for charity;
- the Body's Governing Instrument currently reflects these conditions; and
- such other information as may reasonably be required to determine the eligibility of the Body for tax exemption shall be supplied to the Revenue Commissioners on request

I certify that the information given at Parts A and B of this Declaration is correct to the best of my knowledge and belief.

Signed: _____ Date: _____

Daytime Tel. No. _____

The completed Declaration should be sent to:

Office of the Revenue Commissioners,
Games/Sports Exemption Section,
Government Offices,
Nenagh,

Co. Tipperary.

Tel No. (067) 63308

LoCall 1890 666333 (if phoning from outside Dublin)

Fax No. (067) 32916

E-mail address: sportexemp@revenue.ie

Revenue Commissioners Website: www.revenue.ie

It is an offence to knowingly or wilfully furnish any incorrect information in connection with any tax (Section 1078(2)(a) Taxes Consolidation Act 1997 refers).

It should be noted that the Revenue Commissioners can make available to any person the name and address of any games/sports body which has been granted exemption from tax.



Tax Exemption

On-line applications for tax exemption for sports bodies

Revenue has developed an on-line applications system for sports bodies.

This new on-line system is user-friendly and provides a high level of automation and data validation. This will streamline the applications process and reduce processing times.

Applicants will be able to monitor the progress of applications and update Revenue with any change of details for their body. They will receive Revenue notifications on ROS to advise them of the status of their applications.

From 9th December 2019, all applications for tax exemption and to notify Revenue of Winding up, must be submitted to Revenue through this new system. To do this, applicants must register for Revenue Online Services (ROS) as follows:

- On www.Revenue.ie go to Useful Links
- Select Register for ROS

Once registered for ROS, the new on-line system can be accessed as follows:

- My Services
- Other Services
- Charities and Sport Bodies eApplications

Any questions on this can be directed to Charities and Sports Exemptions Unit
Telephone: 01 7383680

