

### **Club finances**

- The club has a common finance, which is managed by the club's executive director. The board of directors is responsible for the club's finances.
- The club's financial year is 1.6.–31.5.
- The club's budget is approved annually at the association's spring meeting.
- The club has several teams, each with its own finances as part of the club's accounts.

### **Seasonal fees**

- The club collects seasonal fees from its players, which it uses to finance its biggest expenses. The amount of the season's seasonal fee for each team is decided by the club's board of directors.
- Seasonal fees are sent centrally from the club's office. Depending on the training group, the fee is paid in 2-8 instalments. The invoice is sent by email through MyClub membership register program.
- In order to avoid any confusion regarding the invoicing of the seasonal fee, the player or guardian must always immediately notify the club's office by e-mail if:
  - the player stops practicing in the club
  - the player is injured/ill in such a way that full participation in training is prevented for at least one month
  - The player moves within the club from one group to another
  - The player becomes a so-called multi-sport player
- If this obligation of notice is neglected, the player is not entitled to a refund of the seasonal fee afterwards. The notification must always be made to the club's office and the responsibility for this lies with the player, or in the case of a minor, his/her parents.
- No refunds will be issued for seasonal fee invoices that have already been generated.

- If a player does not participate in all weekly training sessions in their group, that does not make them eligible for refunds, except for players with multi-sport player status.
- If a player switches to a more expensive group within the club in the middle of the season, they will also be transferred to pay a seasonal fee according to the new group.
- A multi-sport player is an amateur who, due to another hobby, regularly has to be absent from one or more training sessions on the same day of the week every week. Becoming a multi-sport player also requires an agreement with the team's head coach. There is not a multi-sport player opportunity in all of the age groups.
- Payment control is the responsibility of Visma, which sends a payment reminder 14 days after the due date and, if not paid, a collection letter. Payment reminders and debt collection issues must always be handled with Visma.
- In case of payment defaults, the club has the possibility to exclude a player from the team's activities after 1 month from the due date, unless payments have been agreed with the office.
- If the family has temporary difficulties in paying the seasonal fees, the payment schedule can be negotiated by contacting the club's office before the due date of the invoice. After the due date, payment control is handled by Visma.

**Seasonal fees cover:**

- common expenses of the club, such as; employee salaries and tools, office rent, mailing, christmas parties, closing ceremonies, accounting
- gym shifts acquired by the club (not shifts possibly acquired independently by the team)
- Coach fees, licenses, insurance, reimbursement of expenses and training

- Uniforms for players in under 14 leagues
- Finnish Basketball Association's league fees

**The following are excluded from seasonal fees:**

- Player's license and license insurance
  - tournament fees (the team charges its members)
  - gaming equipment (balls, shoes, etc.)
  - Travel expenses to matches, tournaments
  - Camps organized by the club
  - National team fees
  - Uniforms for players in leagues under 15 and over
  - Judge fees
  - coaches' game trips and tournament expenses, excluding Espoo Liikkuu tournament.
- If a player voluntarily takes a break (e.g. during the summer) from activities offered to them by the team, it does not entitle them to a discount on the seasonal fee.
  - If a player is injured or ill and is unable to participate in training or games at all for more than a month, the player or his/her guardian can apply for a refund of the seasonal fee. The refund will not be granted for invoices that have already been formed, but will be taken into account in future invoices.
  - Even if a player is partially able to participate in team training during an injury or illness, the player or their guardian can apply for a refund of the seasonal fee. In these cases, the compensation granted may not exceed 50% of the seasonal fee for the duration of the injury or illness upon presentation of a medical certificate. It is usually in the player's best interest to train as much as possible even during an injury.

**Probationary period for a new player joining the club**

- The trial period is 2 weeks. If a player decides during the trial period not to continue their hobby with the club, no seasonal fee will be charged.
- If a new player continues his hobby at the club, a seasonal fee will be charged from the beginning of the trial period.
- At the end of the trial period, the player or his/her guardian must notify the club office if the player does not continue with the club. Otherwise, the club has the right to charge a seasonal fee.

### **Membership fees**

- Every player playing or training for an EBT team must be a member of the club.
- The membership fee is collected once a year and its amount is decided by the general meeting.
- The membership fee is invoiced in connection with the first seasonal fee invoice for the period.

### **Uniforms**

- Players must wear the club's official uniform at matches. The uniforms are purchased by the club for teams under 14 of age. Uniform purchases for players aged 15 and over are made by the player's team from the club's official kit supplier.
- The player is responsible for his/her kit, so the cost of a lost or broken uniform will be charged to the player or his/her guardian.
- The uniforms of mini and micro-aged players are collected at the end of each season.
- If a player wearing a club uniform stops playing for the club, they must return the uniform to the team manager or the club office within one week of termination. Otherwise, the club will send the player or his/her guardian an invoice corresponding to the value of a new uniform.

- Uniforms may only be worn at club matches - not at school, training or otherwise.
- As for uniforms, contact [peliasut@ebt.fi](mailto:peliasut@ebt.fi)

### **Team finances**

- The team's finances are managed by the team's treasurer and the team manager also as a responsible party.
- The principles for using the team's funds must be agreed at the parents' meeting at the beginning of the season.
- Team's funds can only be used for events in which all players have been given the opportunity to participate or acquisitions that benefit all players. E.g. Money earned through volunteer work must be used for the team's activities in accordance with the principles of the non-profit association (EBT).

### **Storage and monitoring of team funds**

- Team's funds are held in the club's bank account. (you can't have your own accounts) However, for buffet activities held in connection with matches, teams may have a small cash balance.
- Each team has its own dimension/cost center in the club's accounting software Procountor, which allows the team's treasurer and team manager to monitor their team's financial situation.
- The financial situation of the teams will be available in Procountor by the end of the following month. If you have any questions about accounting, contact primarily [toimisto@ebt.fi](mailto:toimisto@ebt.fi), through which the accounting firm will be contacted if necessary.
- The amount of the team's assets can be checked by the team's treasurer or team manager using Procountor's income statement.

- If the team manager or treasurer changes or terminates, this must be reported to the club's office as soon as possible.
- A new team leader or treasurer will have a username created in Procountor, so for this they must provide their name, email address and phone number to the club's office.
- All receipts related to the team's account transactions must be entered into Procountor according to separate instructions. Procountor instructions can be found in Myclub.
- When two different teams merge into one team, the assets of each team are fused together.
- In the event of a merger, team funds cannot be distributed to players or guardians of players.

#### **Duties of the team treasurer**

- Acts as a fact-checker on purchase invoices. All invoices in the team must have an inspector and approver. The team manager or treasurer checks the purchase invoice belonging to the team in Procountor, after which the club's Executive Director approves the purchase invoice.
- Acts as a factual checker for coaching expenses and travel expenses if it is a tournament other than a federation tournament (excl. Espoo Liikkuu). The coach makes the expense and travel invoice in Procountor and sends [toimisto@ebt.fi](mailto:toimisto@ebt.fi) for review, from which it goes to the Executive Director for approval.
- Calculates together with the team manager the amount of the fee charged to players for tournaments, makes and submits invoices through MyClub and supervises the payment of invoices.
- Ensures that the team has sufficient funds in the club's account to pay future bills of the team.

- Collects payments from players for products ordered for the team through invoices made in MyClub.
- Reports to the team's parents on actual income and expenses at the end of the autumn and spring seasons. The report must also be given to other parents whenever requested.
- All payments collected from parents/players to the team's account must be billed through MyClub.

### **Receiving purchase invoices**

- As a rule, the club only accepts e-invoices.
- The team must send instructions to the party invoicing the products or services on how to make an e-invoice. Instructions can be found on the club's website, under "Contact information".
- E-invoices must include the name of the team and the name of the orderer in the field "YOUR REFERENCE". If the invoice does not include the name of the team or its representative, the invoice will not be paid. The club office does not actively investigate incomplete or unclear invoices.
- If receiving an e-invoice is impossible in any case, the invoice must be delivered by e-mail to: [003710128307@procuntor.apix.fi](mailto:003710128307@procuntor.apix.fi)
- Invoices sent by email must be in PDF format and each invoice must be delivered as a separate PDF file.

### **Expense and travel expenses**

- You need usernames and rights in the accounting software (Procuntor) in order to create an expense or travel invoice. As a rule, the username is only given to the club's employees, coaching and team managers or treasurers.

- A receipt of the purchase is attached to the expense invoice. For this, the receipt must be scanned or a picture taken with the phone so that it can be attached electronically to the invoice.
- On the invoice lines or receipt, write the name of the team and specify what the expense is related to.
- More detailed instructions for making an expense or travel invoice can be found on the page: <https://procountor.finago.com/hc/fi/articles/360003140957-Oman-matka-ja-kululaskun-laadinta>
- The expense or travel invoice is reviewed by the EBT club office and approved by the Executive Director.

#### **Payment of referee fees**

- Referee fees for leagues under the Finnish Basketball Association are paid to referees by the Finnish Basketball Association.
- Once the leagues have started, the Finnish Basketball Association will charge the club for the actual refereeing costs per team on a monthly basis. The club then charges these costs from the teams' funds.
- If only one referee attends the match, he or she will be paid 1.5 times the match fee and normal travel expenses.
- The team can check the referee's match-specific invoice including travel expenses in the FIBA Organizer system by logging in with the team's contact person. If there are any objections to the invoice, the team's contact person can complain about the invoice through the system.
- If the referee appointed for the match fails to attend the game, the team's contact person must make a notice via FIBA Organizer within 24 hours of the start of the match. This ensures that the team does not incur unjustified refereeing costs.

#### **Payment of other fees**



- The team is responsible for any fees paid to the officials and they are paid in accordance with the instructions of the tax authorities and the club. It is recommended to manage match tasks as volunteer work.
- The team submits the payment information every 20 days of the month to the club's office. The team is responsible for the legality of the data.

### **Costs incurred by the coach**

- The club pays each coach salary, non-wage compensation for work and/or reimbursement of expenses, which are specified separately in the coaching contract. The club also pays for the coach's license to the extent in relation of the coach's duties.
- The task of the team is to ensure that the coach themselves does not incur any costs for the activities. The team is responsible for the following matters directly with the coach:
  - The travels to away matches and tournaments (not to training or home matches)
  - If the team is unable to arrange transport for the coach to the team's event, the coach is entitled to reimbursement of travel expenses determined by the tax authorities.
  - Meals if the match trip lasts more than 6 hours, or alternatively half or full daily allowance according to the instructions of the tax authorities.
  - Full board (incl. breakfast and evening snack) on tournament trips and national events
  - Before the tournament, **the team agrees** with the coach whether he or she will spend the night with the team, for example, in school accommodation, in which case the coach will be provided with a competition pass entitling to an overnight stay, or an overnight stay in a hotel, in which case the hotel costs will be reimbursed. In addition, possible compensation must be agreed with the coach in advance.

### **Player License**

- The player must pay for the Finnish Basketball Association's player license before the first league game.
- The license is purchased through the [www.basket.fi](http://www.basket.fi) of the Finnish Basketball Association's website.
- In connection with the license, it is possible to take out sports insurance for the player.
- The team manager should emphasize to players and parents the importance of valid sports insurance.

### **Volunteer work**

- The team can do various kinds of volunteer work for companies.
- The team invoices the work fee in the name of the club through the MyClub program to the club's bank account, the team's cost center.
- Since the club is entered in the prepayment register, the gross compensation can be paid directly to the team's account.
- When agreeing on voluntary work, it must be remembered that income is tax-exempt only if it is not distributed personally to the employees but is distributed to a wider circle, i.e. for the benefit of the entire team. In other words, the proceeds must not be "earmarked" only for designated players/families.
- Each junior team is obliged to volunteer at the Espoo Liikkuu tournament held annually in August. The team gets all the proceeds from the buffet they hold at the Espoo Liikkuu tournament. Team fees for the tournament will be deducted from the total compensation paid.

### **Advertising revenue**

- The revenue from the ads sold in full will benefit the team

- Advertisers' invoicing is handled by the club's office according to the instructions given by the team
- If a team wants to sell advertising space for a uniform or warm-up shirt, permission for this must first be obtained from the club's office. Advertisements can only be attached to club-owned jerseys by sewing, and other uniforms can also be printed.

## **Buffet**

- Purchasing products for buffet sales, product pricing, etc. is team-organized.
- It is important to ensure that after the match the buffet is thoroughly cleaned and any accumulated waste is taken to the designated places.
- Buffet sales are recorded, where the team records sales income per match (cash, MobilePay) and transfers to a bank account. The form can be found in MyClub.
- Replacement of buffet purchases: If the player's parent, etc. is reimbursed for purchases made, the team makes an expense invoice to Procountor on behalf of the parent. If the parent in question has a user ID for Procountor, he or she creates an expense invoice in Procountor and attaches pictures of receipts to it.
- Transfer of buffet proceeds to a bank account: The club recommends that the treasurer or other person behind the team first deposits the money into their own bank account. The same applies to any collected MobilePay payments. After that, the team treasurer creates an invoice corresponding to the amount collected in MyClub, which the person pays.

## **Tax aspects**

- The club is not liable for VAT.
- The VAT exemption is tied to the tax exemption of the income in question also in income taxation, so please note the following: The tax exemption in income taxation only applies to non-business income. The following are not considered business income in connection with sports competitions or

sports events:

- box office
- entry fees
- advertising and other sales revenue from the script
- income from the buffet run by the organizing club
- other catering income of the organizing club
- revenue from the sale of sales rights
- revenue from outskirts and other temporary event-related ads
- earnings from ads in sportswear
- sound and illuminated signs
- income from the provision of temporary parking
- other sales revenue related to the event (e.g. accommodation income)
- goods collection and related flea market activities
- income from a member magazine or other publications directly serving the activities of the club (e.g. game script/periodical)
- support products for sports clubs
- Income from kiosk and café activities at events other than those mentioned above is considered business income.

More info:

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