### SUMMARY OF FINANCE PROCESSES

**Northern Region School Sport (NRSS)**

- Coach and manager of regional teams and regional trial convenors are appointed by Northern Region School Sport Board each year.
- Coaches, managers and convenors submit an approved Transfer of Duties TRS Reimbursement Form to NRSS for TRS purposes for absences from usual classes during these events.
- Students are selected at district trials or are invited and attend regional trials. Students attending must provide a Parent Consent/Medical Form (available from their sport coordinator) to be handed to the convenor on the day of the event.
- The Regional School Sport Officer in consultation with the team manager set a cost recovery only budget for the sport taking into account travel, accommodation, first aid, photos and state championship levies etc.
- Students selected for the regional team will receive an information kit from the team manager which includes all costs and championship details. Items of apparel are made available for try on at the completion of the trials.
- Team manager receives confirmation of student attendance, apparel requirements and other necessary forms from parents.
- Team Manager completes a Levy Advice to Schools form summarising costs and forwards to the student’s school at least 3 weeks prior to the event.
- Team manager provides a summary of all student levies to NRSS via a student costing spreadsheet.
- Student makes payment to their school at least 2 weeks prior to departure date providing their copy of the Student Costing/Uniform Order form. Money received should equal that as advised by the manager on the Levy Advice to Schools form. Any discrepancies should be queried first with the team manager and then NRSS office. Students will need a receipt to collect their apparel.
- Team manager will contact the school at least one week prior to departure to confirm all payments have been received. If no payment received by school, the manager is to follow up with the student and Regional School Sport Officer (RSSO) and advise school of the outcome. (It is the onus of the school if they wish to make arrangements for the student to pay off their levy however full payment needs to be remitted to NRSS when invoiced).
- After the team departure NRSS will invoice schools to recoup funds paid by students. A certificate will also be forwarded at this time to be passed on to the student. (Any discrepancy in fees charged at this stage should be queried through the NRSS office. Occasional last minute changes are unavoidable and are not always filtered through before the invoice is sent).
- The school invoices NRSS office for TRS used in the absence of the team officials (teachers) as per the approved Transfer of Duties TRS Reimbursement Form.