

The Shapes & Kent FA accounting best practice for football clubs & leagues

Ensure multiple people have access!

For your own sake, and the stability and transparency of the club or league – make sure at least 2 people have access to finance systems and information.

Get your accounts online & hooked up to your bank

If your clubs finances are not maintained on a cloud solution yet then you're missing out.

Use online accounting software

We recommend Xero, but other platforms are available
See more on <https://www.xero.com/uk/better-numbers/clubs/>



What are the benefits?

- ✓ No more spreadsheets – 88% of spreadsheets contain errors!
Data entry is a nightmare and records are almost always not up to date
- ✓ Bank Feeds – You can connect your bank feed up and all the transactions come in automatically.
- ✓ Live data – You no longer need to rely on information that's weeks or months old to make decisions.
- ✓ Transparency – make sure that your committee or management team know exactly where things are at.
- ✓ Proper financial reporting (see our video on this)
This is the winner – you now have the ability to run reports and compare how you are doing against your club budget easily.

Get paid online

Make things easier for people to pay you :

- Use GoCardless for recurring payments.
- SumUp for card payments
Machines are cheap and easy to set up
- Crezco for one off invoices – no fees!



What are the benefits?

- ✓ Subscription payments like player subs, just come in – no more chasing!
- ✓ Connect it to your bank so payments come in automatically.
- ✓ More certainty on when you receive money each month.
- ✓ Better cashflow for the club or league.

Get payments captured digitally

Typing in information from bills and expenses is boring – and takes ages! Save time and money by capturing this information electronically with apps such as Hubdoc, Dext or Autoentry.

(Hubdoc is free with Xero business edition packages)

No more running out of printer ink or hoarding paper files of invoices in your back bedroom. It's as simple as taking a photo and forwarding an email in most cases.



Reporting your financial information internally

By using tools like Xero or other cloud accounting software you'll be able to build reports easily to explain and show the wider committee and management the financial status of the club or league at any point in time.

Important reports to have in place :

- Financial performance (Income & Expenditure)
- Financial position (Balance Sheet)
- Who owes the club money (debtors)
- Who the club owes money to (creditors)



By taking action with the advice in this guide and our supporting videos, you will be in a great position to build into next season and beyond.