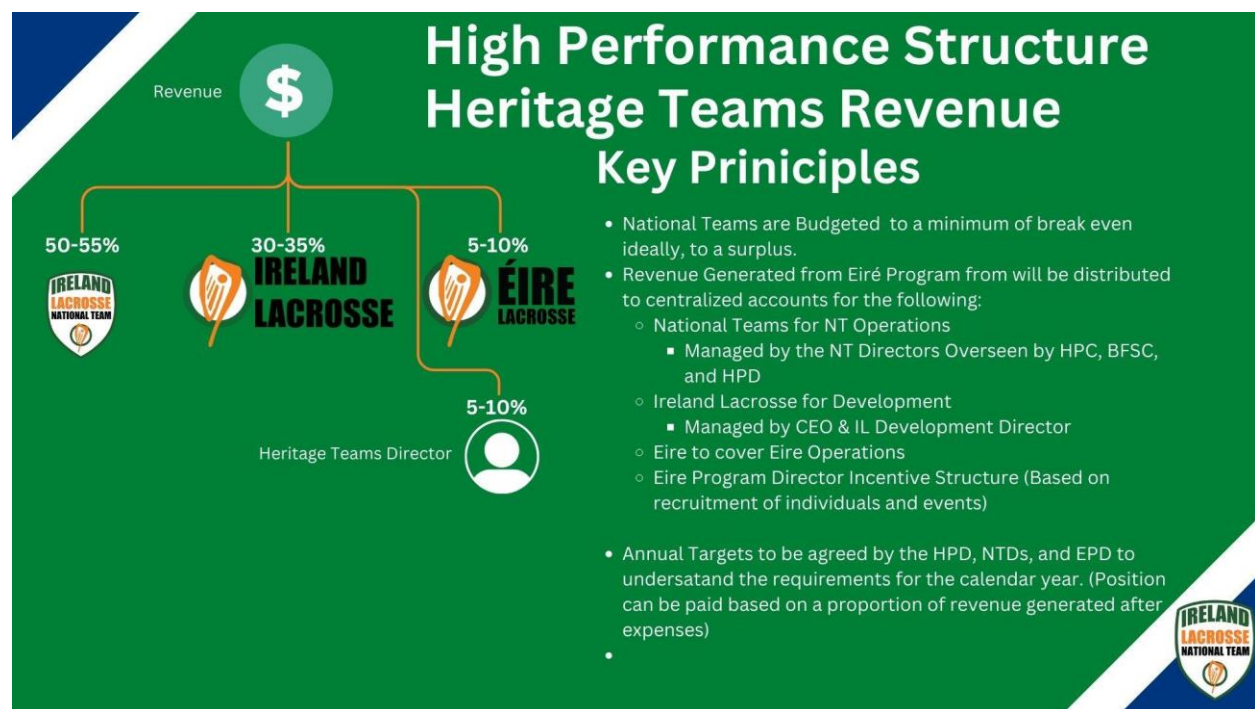


Ireland Lacrosse High Performance Proposed Financial Management Structure

High Performance Documentation



Financial Management Responsibilities

High Performance Committee

- Oversee overall HP program budget
- Approve annual budgets for all national team programs
- Set financial policies and procedures
- Review quarterly financial reports
- Approve expenditures above €5,000
- Sign off on annual financial planning
- Prepare Annual Budget and Reports to Ireland Lacrosse's Financial Director
- Draft and Consult on any High-Performance Specific Policies relating to finance in consultation with Ireland Lacrosse's Financial Director.



National High Performance Director

- Develop annual HP program budget
- Monitor program-wide expenditure
- Approve expenditures up to €5,000
- Review and approve NTD budget requests
- Manage HP program sponsorship allocation
- Signing authority for HP program expenses
- Quarterly financial reporting to HP Committee

National Team Directors

- Develop discipline-specific budgets
- Monitor team budgets
- Approve expenditures up to €2,500
- Review and approve Team Manager budget requests
- Quarterly financial reporting to HPD
- Signing authority for team-specific expenses

National Team Managers

- Manage team-specific budgets
- Track all team expenses
- Approve expenditures up to €1,000
- Process team member reimbursements
- Monthly financial reporting to NTD
- Signing authority for operational expenses

Budget Categories

Program-Level (HPD Authority)

- Support staff payments
- High performance facilities
- Cross-program support services
- Coach development programs
- Performance analysis systems
- Medical infrastructure

Team-Level (NTD Authority)

- Competition entry fees



- Team training camps
- Team-specific equipment, apparel and equipment (UAE)
- Travel arrangements
- Accommodation bookings
- Team-specific support services

Operational-Level (Team Manager Authority)

- Day-to-day team expenses
- Local transportation
- Meal arrangements
- Training supplies
- Emergency funds

Financial Controls

Approval Thresholds

1. Team Manager: Up to €1,000
 - Operational expenses
 - Emergency purchases
 - Team supplies
2. National Team Director: Up to €2,500
 - Team travel arrangements
 - Training camp expenses
 - Equipment purchases
3. High Performance Director: Up to €5,000
 - Program-wide initiatives
 - Support service contracts
 - Facility agreements
4. High Performance Committee: Over €5,000
 - Major expenditures
 - Annual budgets
 - Long-term contracts

Required Documentation

- All expenses require receipts
- Expenses over €1,000 require prior written approval
- Monthly reconciliation reports
- Quarterly budget reviews
- Annual financial audits



- All documentation maintained in Ireland Lacrosse's Google Workspace or in Sage where appropriate

Financial Reporting

Monthly Reporting

- Team Managers to NTDs
- NTDs to HPD
- HPD to HP Committee

Quarterly Reviews

- Program-wide financial review
- Budget vs. actual analysis
- Forecast updates
- Risk assessment

Annual Planning

- Budget development (August - September for Following Calendar Year)
- Program approval (No Later than December)
- Implementation (January)
- May 31st - Ireland Lacrosse Annual Accounts Due

Emergency Procedures

- An emergency fund maintained at the team level accounted for in team budget (suggested 5% of total budget after planning)
- After-hours approval process
- Emergency contact list
- Backup signing authorities

This structure ensures:

1. Clear financial accountability
2. Appropriate oversight at all levels
3. Efficient operational spending
4. Proper documentation
5. Regular review and adjustment