



### Nominal Codes

Nominal codes are unique codes used to ensure money can be allocated from/to the correct place in the account. It is highly important that these codes are correct, as this could affect future budgeting and report accurately.

When a new treasurer enters the role SF will send them a list of NCs. It is a priority that the treasurer familiarises themselves with these codes, this will make their role a lot easier.

All nominal codes start with 4 or 5. 4 being income and 5 being expenditure. We are able to add new nominal codes if necessary (normally for events) or can edit previous codes names.

All refunds are processed under the same nominal code as original expenditure or income.

### Department Codes

We now request that treasurers advise department codes if expenditure is to come from Central Funding. The codes are as follows:

1. Kit
2. New member's engagement
3. Ops

If SF is not told to use central funds grant then the expenditure will come from the associations own funds and be incorrect. This information has to be accurate to ensure the 12 month review is correct. This will also help justify future bids.

### Proformas

RAF Sports Federation credit proforma – to complete when multiple payments are due to be paid into the account, name and nominal/department code so we are able to code these correctly in your Sage accounts.

RAF Sports Federation debit proforma (multiple) – to complete when multiple payments are due to be made from the account, providing us with authorisation to make payments on your behalf and the relevant details required by the bank, in addition to nominal/department codes for Sage accounts.

RAF Sports Federation debit proforma (single) – to complete when single payments are due to be made from the account, for use as outlined above, but for individual payments.

Individual needs full names as per bank account so that they match.

Over seas we need the bank name address and iban.

Invoices need to be provided for all payments.

If association is VAT registered the invoice needs to be in associations name and has to be a VAT invoice not proforma or quote.

All proformas to be sent to [finance@rafsportsfederation.uk](mailto:finance@rafsportsfederation.uk)

For those associations that operate with several disciplines have been allocated fund codes these need to be on proforma.