

## **Report on Incorporation from Steering Group. 14 Oct 2010**

### **Proposal to delay incorporation until 28<sup>th</sup> Feb due to logistic reasons highlighted by Treasurer.**

- 1) To save ourselves an Accounting Fee by closing the books on 30th November and then having to submit accounts to the RFU on or around Feb/Mar.
- 2) Due to us running with an unregistered, out of date copy of the Sage Accounting System ?!?, it will be necessary to generate funding to upgrade the package to deal and administer the new account structure.
- 3) Timescale to agree/implement new accounting structure.

#### **Comments received:-**

- a) The original resolution Effective Date was 31<sup>st</sup> October, however the later date of 28<sup>th</sup> February is possible if a notice is posted on the Notice Board and Web Site and the Club Committee agree.
- b) An extended risk period without the cover of limited liability.
- c) We notified WBC that an application for a Club Premises Licence would take place towards the end of the year !!. Do we continue to meet this commitment? If so, full consideration of pro's and con's at November Committee Meeting Action Management Committee
- d) Martin Wigley further advised on Sage packages distributed through them thus:-

A Sage Instant Accounting basic package for a single company with one user licence can be bought for £74.99 plus VAT. This version should do what the club need but it might be worth checking with Katie. If you need more than one user the Plus version allows two users and this can be bought for £119.99 plus VAT.

On top of this support from Sage would cost about £110 plus VAT for the basic package and about £140 plus VAT for the Plus package, although a company we work with, String Computer Systems Ltd, offer their own support package which I think is cheaper. If you would like to talk to them about the software and support please let me know who they should talk and I will ask them to make contact.

Action Management Committee

#### **UPDATED MILESTONES**

- 1) Memorandum of Association  
Sign up and forward to Martin Wrigley (Say Jan) Action DW
- 2) Club Rules & Standing Orders  
Inputs from Steering Group members have been grafted into sample documents issued by the RFU and forwarded to John Muir (Solicitor) for perusal and integration with the Company Articles of Association. Action JM  
Approval by Management Committee (Say Jan) Action AT
- 3) Notification of change to Company status and request for possible comments (Say Jan) Action Various
- 4) Notification of change of employer to employees (Say Jan) Action MH
- 5) Set up of Accounting Package. (Say Jan)

**ACCOUNTING PACKAGE DETAIL AND PROCEDURES IN A SUITABLE  
FORMAT TO BE CONSIDERED/DECIDED.**

**PRIORITY ACTION AT/KB/JA/MW/JL**

- |     |   |                 |
|-----|---|-----------------|
| 6)  | Produce FRUFC accounts to February 28 <sup>th</sup>   | Action MW/KB    |
| 7)  | Submit documentation to RFU. (Say Jan)  | Action VE/JM/MW |
| 8)  | Generate Fleetwood Rugby Union Football Club Ltd Company<br>(Trading as Fleetwood Rugby Club) (Say Jan) | Action MW       |
| 9)  | Generate new business account. (Say Jan)<br>KB/Bank/Other banks?  | Action          |
| 10) | Generate new stationary. (Say Jan)  | Action VE       |
| 11) | Nov 1 <sup>st</sup> FRUFC Ltd.  |                 |
| 12) | Generate Initial accounts for FRUFC Ltd.  | Action MW/KB    |