



FFTL®

Unidade no Desenvolve

Affiliated to The Fédération Internationale de Football Association

Finance Policy

Policy: Finance			Process Owner: Finance Department		
					Date: 10/05/2023
FFTL	Version	01	Approved by	Gregorio Correia	Signature

Amendment History

Sr. No	Date of Amendment	Amendment description	Approver Name
1	10 May 2023	Section 1 Overseas Travel Allowance "The calculation of the daily allowance and transit of all staffs travelling overseas shall include all days of travel including date of departure from Dili and date of arrival into Dili based on DSA rates. However, for EXCO and Delegation, each person shall receive USD 250 per day"	



FFTL®

Unidade no Desenvolve

Affiliated to The Fédération Internationale de Football Association

Finance Policy

Policy: Finance			Process Owner: Finance Department		
					Date: 04/07/2023
FFTL	Version	01	Approved by	Gregorio Correia	Signature 

Amendment History

Sr. No	Date of Amendment	Amendment description	Approver Name
2	4 July 2023	Section 3 EXCO and Association Members allowance ii. Each EXCO member is entitled to receive up to USD 2500 subsidy on a semi-annual basis. However, VICE President is entitled to receive USD3000 on a semi-annual basis. BUT NOT for President.	 FRANCISCO JERONIMO



FFTL[®]

Unidade no Desenvolve

Affiliated to The Fédération Internationale de Football Association

Finance Policy

Policy: Finance			Process Owner: Finance Department		
					Date:
FFTL	Version	01	Approved by	Gregorio Correia	Signature

Amendment History

Sr. No	Date of Amendment	Amendment description	Approver Name



FFTL[®]

Unidade no Desenvolve

Affiliated to The Fédération Internationale de Football Association

1. Purpose

This financial procedure serves as a framework to ensuring the sound management of the Football Federation of Timor-Leste (FFTL) funds in the interest of accomplishing its goals and objectives.

2. Scope

The policy sets forth herein is the FFTL's general approach to allowance, advance payment, petty cash and office supplies and they are applicable to all employees of the FFTL.

3. Definitions

1. Per Diem Allowance

Per Diem is a daily allowance paid to staff who travel overseas as well as for local travel. Staff who are away on duty from their normal place of work and which makes them impossible to return to their home for the night or subsequent nights, will be paid Per Diem Allowance for that country and/or municipality. This does not include official travel within Dili, where subsistence allowance may be applicable. The allowance covers for lodging, meals, taxi and other ground transportation fees, and for other incidental expenses such as dry cleaning, laundry, phone use or Wi-Fi charges when a staff travels overseas. Basically, it is the amount of money that a staff can spend per day on an official trip, attending work-related seminar, official team that accompany football national team and conferences.

2. Transit Allowance

Transit involves staying at the airport on the way to another country. Transit Allowance is given to staff on travel duty to cover meals and incidentals for the duration of the transit.

3. Advanced fund

Advanced fund is a payment made in advance for a future commitment or appropriation. The advanced fund hereinafter refers to emergency fund. The fund aims to cover for any urgent needs that may arise during a national team's overseas travel. Expenses must include but not limited to medical assistance, flight delays, players laundry and any other emergency expenses that may be acceptable.

4. Office Supplies

Office supplies are regular expendable items which are utilized for all related business's activities. The items include but not limited to: Pens, Pencils, Markers, Note Pads, Composition/Theme Books, Post-It-Notes, Paper (other than for copier,), Index Cards, Labels, File Folders, File Organizers, Envelopes, Staplers, Scissors, Tape, Pushpins, Binders, Binder Index Systems, Paper Clips, Rubber bands, Desktop Toner Cartridges and others.

5. Petty cash



Petty cash or a petty cash fund is a small amount of money available for paying small expenses without writing a check. Petty Cash is also the title of the general ledger current asset account that reports the amount of the company's petty cash. The amount of petty cash will vary by company and may be in the range of USD 1 to USD 100. The fund should be expended on items including toiletries needs, fuels, visa and miscellaneous item.

4. Use of proceeds of the fund

ARTICLE I Allowance/Per Diem

Per Diem Calculation

The per diem calculation are set based on a number of factors, and these include but not limited to:

- (i) The cost of travel related expenses at various locations,
- (ii) The length of time the staff travels away from the office,
- (iii) The current UN per diem rate for the particular country, and
- (iv) The current TL Gov per diem rate for local travel.

Section 1 Overseas Travel Allowance

The calculation of the daily allowance and transit of all staffs travelling overseas shall include all days of travel including date of departure from Dili and date of arrival into Dili based on DSA rates. However, for EXCO and Delegation, each person shall receive USD 250 per day.

Section 2 Local Travel Allowance

Pursuant to the Government law, the following rates shall be applicable to Executive members, Managers and Staff for all the local travels except Dili.

	One Day Stay	Half - Day stay
Executive member (include president)	USD 100	USD 50
General Secretary	USD 80	USD 40
Managers	USD 60	USD 30
Staff	USD 40	USD 20

Note: this local travel allowance includes pocket money and meals-only.



Section 3

EXCO and Association Members allowance

- (i) Each EXCO member shall receive USD 250 per diem for both EXCO and Congress Annual Meetings as approved by EXCO.
- (ii) Each EXCO member is entitled to receive up to USD 2500 subsidy on a semi-annual basis. However, VICE President is entitled to receive USD \$3000 on a semi-annual basis. BUT NOT for President.
- (iii) Each Member of Associations shall receive USD 200 for Congress Annual Meeting and/or Extra-Ordinary Congress Meeting.

Section 4

Players & Officials Pocket Money Allowance

Pocket Money allowance for Players & Officials of all years shall be paid based on the total amount approved by EXCO indicated in the following table:

NO	Years detailed	Amount Approved
1	U12 - U14	USD 250
2	U15 - U17	USD 300
3	U18 - U20	USD 350
4	U21 - U23	USD 400
5	Senior team	Away: USD 500.00 Home: USD 250.00
6	Team Manager	USD 800.00
7	Head Coach	USD 1000.00
8	Assistant Coach	USD 600.00
9	Goalkeeper Coach	USD 600.00
10	Media	USD 500.00
11	Kitman	USD 500.00
12	Head of Delegation	USD 1000.00
13	Physiotherapist	USD 600.00
14	Doctor	USD 700.00

Section 5

Players Transportation Allowance

National Players at various levels are entitled for transportation allowance, and they will be paid according to their presence and attendances in training;

No	The Teams	Amount Approved
1	Men Senior Team	USD 10.00
2	Women Senior Team	USD 10.00
3	Men U-18 – U20	USD 7.00



4	Women U18 – U20	USD 7.00
5	Men U12 – U16	USD 5.00
6	Women U12 – U16	USD 5.00

Section 6

Instructor Allowance/ Subsidy

Instructors are entitled for allowance or subsidy based on the rates shown in the table below.

No	The instructors	Amount Approved
1	Referee Instructor	USD 60.00
2	Futsal Instructor	USD 60.00
3	Coaching Instructor	USD 60.00
4	Fitness Instructor	USD 60.00
5	Assistant Instructor	USD 40.00
6	Coordinator	USD 40.00
7	Operational & Administration	USD 20.00

Section 7

Overtime allowance

No Overtime applicable for FFTL's EXCO & Staff.

Article 2

Advanced fund

i. Emergency Fund limit

The maximum amount a team should be entitled to is USD 1000. If any expenditures are incurred outside of the list of items as defined above in part 3.3 of this procedure, the incurred amount needs to be returned to FFTL.

ii. Supporting documents of Emergency expenses

Travel teams shall submit all the required supporting documents to Finance Department, e.g., receipts and report on the expenditures incurred during the travel.

iii. Unused balance

Any unused balance shall be returned to FFTL.



Article 3 Petty cash

i. Petty Cash Limit

The amount of the petty cash float shall be as determined by the Exco member from time to time, but in general should not exceed USD 1000/Monthly. However, in any circumstances the amount can be USD 2000 to respond to any urgent matters. Any amount in the petty cash float over USD 500 shall be returned to general funds.

ii. Petty Cash Use

- Each Petty cash Officer shall ensure that petty cash is used to cover only those expense reimbursements for which it is not feasible, or for which it is unreasonably inconvenient, to use normal purchasing methods such as purchase orders, purchase cards or staff expense reimbursement. Any expense that is predictable, regular and significant should be dealt with through normal accounting procedures.
- Each Petty cash officer shall require all expenses incurred using petty cash funds to be substantiated by acceptable supporting documentation such as receipts, tax invoices, invoices, copies of staff travel diaries, etc., and the documentation relating to each item shall be sufficient to establish the nature of the expenditure.
- Each Petty cash officer cannot delegate control of the float to other employees. If the Petty Cash Officer is unavailable, payment cannot be made by that means.

iii. Petty Cash Replenishment

- Total yearly cash requirements shall be estimated by the Petty Cash Officer and submitted to the budget process. The Petty Cash Officer can draw on replenishments during the year up to this amount.
- If there is a need for traditional finance, or if it is desired to increase or decrease the amount of the float, a special request must be made to the EXCO member meeting.
- Replenishments should be sought when sufficient funds remain for five business days of expected use.

Article 4 Office Supplies

i. Office Supplies Expense Limit

The monthly expense limit for office supplies shall only be up to USD 1000.

ii. Guidance on Assessing the Need for Office Supplies



FFTL®

Unidade no Desenvolve

Affiliated to The Fédération Internationale de Football Association

- The procurement department shall establish a regular quarterly or semi-annual ordering schedule for office supplies. When placing an order, the following considerations must be taken into account:
 - The actual quantities of stocked items in the field office;
 - The rates at which the supply of stocked items is spent;
 - The timetable of any special projects, such as workshops, which will need certain items to be ordered in larger quantities than normal;
 - The amount of storeroom available;
 - The different sources from which each required item can be ordered, so that orders may be efficiently coordinated;
 - Any other staff requisite.

iii. Distribution and Access to Office Supplies

- Office supplies need to be stored in a secure locked storage facility. Only the responsible staff members for the receipt and distribution of office supplies can have access to these storage facilities.
- Responsible staff members shall distribute items as required, keep track of supply levels, and submit purchase order to the procurement division to ensure that office supply cabinet is replenished as appropriate.

5. Attachments

1. UN DSA rate (DSA Circular) ICSC/CIRC/DSA/531; 1 August 2019
2. TL Gov law (*Decreto Lei No. 20/2010*) de 1 de Dezembro