
Overview

This unit is about carrying out basic administrative duties for sport and recreation activities. The purpose of administering finance and information could be to:

1. deal with cash
2. deal with cheques
3. maintain paper-based membership and finance records
4. maintain computer-based membership and finance records

The unit is divided into three parts. The first part describes the three things you have to do. These are:

1. Receive and pay out money
2. Enrol participants for activities
3. Maintain records

The second part describes the knowledge and understanding you must have.

The third part gives some examples and explanations of some words we use in the unit.

The unit is people who are responsible for basic financial management, enrolling participants for activities and maintaining records of information. This unit is mainly for those involved in Sports Development programmes but may also be appropriate for Activity Leaders in the Outdoors, Playworkers or Coaches.

SKAA51 (SQA Unit Code - FA3Y 04)

Administer finance and information

Performance criteria

You must be able to:

Receive and pay out money

- P1 record the details of the money received and paid out accurately
- P2 make sure calculations are correct
- P3 issue and obtain accurate receipts for money received and paid out
- P4 keep all money, records and receipts accurately
- P5 pass on these on money, records and receipts to the authorised colleague as required
- P6 refer any problems regarding finance to the authorised colleague
- P7 make sure that your financial procedures follow organisational requirements

You must be able to:

Enrol participants for activities

- P8 deal with enquiries promptly and politely
- P9 give people **accurate information about activities**
- P10 **collect and record the details you need about participants**
- P11 **make sure the enrolments meet the requirements for the activity**
- P12 **confirm the arrangements for the activity with the participants**
- P13 **follow all relevant organisational procedures**

You must be able to:

Maintain records

- P14 make sure records are complete, legible and accurate
- P15 store your records securely so that they can be found when needed
- P16 deal with confidential information correctly
- P17 find information when it is needed
- P18 pass on information to your colleagues as required
- P19 ensure all your records are handled according to organisational and legal requirements

SKAA51 (SQA Unit Code - FA3Y 04)

Administer finance and information

Knowledge and understanding

You need to know and understand:

Receive and disburse money

- K1 the basic legal and organisational requirements for handling money relevant to your work, including those that safeguard against fraud and theft
- K2 how to calculate charges for activities under your control
- K3 how to calculate and record totals for money received, paid out and transferred
- K4 the problems which may occur when dealing with money
- K5 which problems you can deal with personally and which should be referred on to a colleague
- K6 the importance of recording the details of money received and paid out and how to do so
- K7 the importance of issuing and keeping receipts and what should be recorded on a receipt
- K8 how to store money, receipts and other financial records

You need to know and understand:

Enrol participants for activities

- K9 the organisational requirements for enrolments
- K10 the importance of dealing with enquiries promptly and courteously
- K11 the information which should be provided to potential participants about available activities
- K12 the information which needs to be collected about participants and why this information is important
- K13 the requirements for activities under your control, for example numbers allowed, dress and equipment necessary, any previous experience etc.
- K14 why it is important to confirm arrangements for the activity with participants and what information needs to be confirmed

You need to know and understand:

Maintain records

- K15 organisational and legal requirements for storing and passing on information
- K16 the importance of accurate and efficient record keeping and filing
- K17 what types of information need to be treated confidentially - why and how this should be done
- K18 different types of filing methods available and how to choose one appropriate to your work

SKAA51 (SQA Unit Code - FA3Y 04)

Administer finance and information

Additional Information

Scope/range related to performance criteria

Money

1. cash
2. cheques

Calculations

1. charges
2. change
3. totals of money received and paid out
4. totals of money transferred to others

Participants

1. adults
2. children and young people
3. people with particular needs

Information

1. type of activities
2. timings of activities
3. participant requirements for activities
4. charges
5. opportunities for progression

Records

1. paper-based
2. computer-based

Glossary

Authorised colleague

The person in the organisation who is responsible for receiving and safeguarding money, maintaining records and issuing receipts

Calculations

Working out the correct charges, giving correct change where cash is used and keeping a total of money received and paid out and transferred to and from a safe bank or till

Confidential information

Information which should only be made known to others with the participant's agreement; for example participants' medical conditions, addresses and telephone numbers

Disburse

SKAA51 (SQA Unit Code - FA3Y 04)

Administer finance and information

pay out

Legal requirements

For example the Data Protection Act

Money

This will usually be money paid by participants to take part in activities, but could also be payment or deposits for certain types of equipment; money disbursed could include payment for the use of facilities or the purchase of consumables such as table tennis balls or shuttlecocks

Organisational procedures/requirements

The procedures of the organisation which are relevant to handling money, enrolling participants and keeping records, including those that safeguard against fraud and theft

People with particular needs

People for whom activities will be more than normally challenging, for example people with medical conditions, people who are overweight, unusually shy or nervous, pregnant women etc.

Receipt

A written acknowledgement of the amount of money received

Records

any sorts of records kept by you – for example records of enrolments, records about coaches or facilities etc.

This unit links to SKAD22

**Links to other
NOS**

SKAA51 (SQA Unit Code - FA3Y 04)

Administer finance and information

Developed by SkillsActive

Version number 1

Date approved June 2009

Indicative review date June 2014

Validity Current

Status Original

Originating organisation SkillsActive

Original URN SA44NA51

Relevant occupations Associate Professionals and Technical Occupations; Leisure, travel and tourism; Sport, leisure and recreation; Sports and Fitness Occupations

Suite Activity Leadership

Key words administer, finance, information