



OFFICIAL ELEMENT ESPORTS POLICY

FINANCIAL CONTROLS AND EXPENSES POLICY

DOCUMENT CODE	BUS-POL-002
VERSION	1.0
EFFECTIVE DATE	OCTOBER 4, 2026
POLICY OWNER	ELEMENT ESPORTS LEADERSHIP

Element Esports is the non-FPS sister organization of ADHD Esports. This edition preserves the shared leadership and operating standard while applying Element branding, contacts, community structure, and game scope.

Role terminology: formal position names govern authority and responsibility. Element-themed names are friendly Discord display roles only unless a written appointment states otherwise.

OFFICIAL ORGANIZATIONAL POLICY / VERSION 1.0

Financial Controls & Expenses Policy Written spending approval, reimbursement, vendor verification, income and prize records, subscriptions, refunds, reconciliation, and fraud reporting.

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EFFECTIVE / REVIEW: August 28, 2026 / August 28, 2027

OWNER: Ownership / designated adult finance administrator

Ownership handles any named function that has not yet been assigned to an authorized adult.

Complete web version: <https://adhdesports.joshdisciple.chatgpt.site/policies/financial-controls-expenses>

The web text and PDF contain the same rules, implementation checklist, and decision-record fields.

Authority and financial boundaries 1. Purpose and scope This policy covers money, purchases, subscriptions, reimbursements, prizes, sponsorship receipts, equipment purchases, refunds, and other financial commitments made for Element Esports. It sets internal controls; it is not financial, accounting, or tax advice and does not establish a payment program, charitable status, fundraising campaign, or entitlement to compensation.

2. Volunteer participation Current roles remain volunteer-only. No person may imply wages, guaranteed reimbursements, prize income, or future paid employment without an authorized written agreement. Members must not be pressured to donate, buy merchandise, pay organizational expenses, or lend personal funds to keep a role. Financial contributions do not purchase favorable recruitment, roster placement, moderation, or disciplinary treatment.

3. Approval authority Ownership approves financial commitments unless a written delegation identifies the adult approver, purpose, maximum amount, duration, and reporting requirements. Until such delegation exists, all spending requires prior written Ownership approval. Approval must identify the full cost, currency, payee, funding source, purpose, and any recurring obligation. A department title, Discord role, or informal encouragement is not spending authority.

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4. Independent review No one may approve their own reimbursement or a payment benefiting themselves or a close connection. An uninvolved authorized owner must review it under GOV-POL-004. Where no independent authorized reviewer exists, pause the discretionary transaction until Ownership appoints a suitable independent reviewer and records authority. Do not bypass review by splitting purchases, using another person's account, or routing a payment through a friend.

Purchases and reimbursements 5. Request before committing Submit the business purpose, item or service, vendor, total price including fees and taxes, delivery date, cancellation terms, alternatives, and any personal interest. The approver checks available funds and necessity before purchase, booking, signature, or renewal. A budget estimate alone is not a purchase authorization. Material changes in scope, price, payee, or renewal terms require renewed approval.

6. Verify payees and instructions Verify a new payee and any changed payment instructions through a known, independent contact method. Do not rely solely on an urgent email, direct message, invoice attachment, or AI-generated voice. Never share bank passwords, recovery codes, or payment-card details in ordinary community channels. Stop suspicious transactions and report the concern before attempting another transfer.

7. Payment and purchase evidence Use an authorized organizational payment method where available. Personal purchases require explicit prior agreement about the approved amount and reimbursement conditions. Retain the approval, itemized receipt or invoice, proof of payment, and proof of receipt of goods or services. Never submit duplicate claims, altered receipts, or personal spending as organizational costs. Do not collect full card details in claim records.

8. Reimbursement procedure Submit claims promptly, normally within 30 calendar days of the expense, with approval and supporting evidence. Late or missing-receipt claims require a documented explanation and independent review; the target is not an automatic forfeiture rule. The reviewer confirms eligibility, amount, currency, and duplicate-payment checks, then communicates the decision and expected payment timing. Do not promise a fixed payment date without available funds and authorization.

Income, prizes, and commitments 9. Revenue and sponsorship receipts Record organizational receipts with source, date, amount, currency, purpose, fees, restrictions, and the related agreement. Keep personal and organizational money distinguishable; do not divert receipts into an unapproved personal account. Sponsorship promises and deliverables also follow BUS-POL-001. Record non-cash equipment or services as well as cash, without inventing a tax valuation.

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10. Prize and member earnings Document prize ownership, allocation, permitted deductions, fees, recipient details, and payment responsibility before participation under the applicable completed agreement. This policy does not create a default organizational share. Do not withhold undisputed amounts as punishment or change an agreed split after the result. Record a genuine dispute separately and use the agreed resolution process. Seek qualified advice where reporting, withholding, or cross-border rules apply.

11. Minor-related money Minors cannot hold financial authority, approve spending, manage organizational payment accounts, or be required to cover organizational costs. Any lawful creator or academy/development earnings must follow the completed guardian-approved agreement, tournament eligibility, and provider rules. Obtain appropriate review before arranging payments involving minors; do not assume a guardian signature resolves every legal or account restriction.

12. Subscriptions, refunds, and new programs Maintain an owner, renewal date, cost, and cancellation method for every subscription; remove unnecessary access when service ends. Record refunds against the original transaction and use the original authorized payment route where practical. Paid events, donations, raffles, fundraising, or new payment collection need a separate written plan and appropriate legal, tax, provider, and privacy review before launch. This policy does not authorize them.

Records and accountability 13. Reconciliation and handover For each month with financial activity, a designated adult reconciles records to available statements and reports unexplained differences, outstanding obligations, and upcoming renewals to Ownership. Someone other than the transaction initiator should review the reconciliation. If staffing prevents full separation, document that limitation and use a second-owner review. Transfers of finance responsibility require a written balance, obligation, record, and access handover.

14. Privacy and retention Limit financial access to authorized adults with a legitimate need. Keep sensitive bank, tax, identity, and minor information outside public documents and general Discord channels. Follow OPS-POL-001, the Privacy Policy, binding retention requirements, and any preservation hold. Obtain qualified advice for accounting and tax record periods rather than assuming the applicant-data deletion target applies to financial records.

15. Errors, fraud, and urgent costs Report mistaken payments, missing funds, suspicious instructions, or misuse immediately to an uninvolved owner and preserve evidence. Contact the payment provider promptly through verified channels where recovery or freezing may be possible. For a genuine safety emergency, prioritize emergency assistance; document unavoidable costs as soon as practical. That exception does not create blanket authority or guarantee reimbursement for unauthorized commitments.

16. Decisions and disputes A reimbursement denial should identify the disputed items, applicable approval or eligibility rule, missing evidence, and review route. Good-faith disputes and fraud reports must not trigger retaliation. Separate accounting corrections from misconduct findings; formal discipline follows GOV-POL-003. This policy does not cancel a lawful debt, alter an executed agreement, or restrict access to external remedies.

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Implementation checklist 1. Confirm adult authority, an available funding source, and independent review.

2. Approve the total cost and recurring terms before commitment.

3. Verify the vendor and payment instructions separately.

4. Keep the approval, itemized evidence, and transaction reference together.

5. Record income, prizes, refunds, and outstanding obligations.

6. Reconcile active months and review upcoming renewals.

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Decision-record fields Use these fields in an approved, access-controlled internal record. This page does not collect or submit responses. Record only what is necessary; keep sensitive information out of public channels.

- Requestor and date
- Purpose and budget source
- Vendor/payee and verification method
- Amount, currency, fees, and recurring terms
- Conflict disclosure and independent approver
- Approval reference and receipt
- Payment/refund date and reference
- Reconciliation and unresolved items

Accountability and review This organizational policy supplements the Staff & Player Handbook. It does not create employment, union, collective-bargaining, or public-sector rights. It does not replace applicable law, binding external rules, or completed agreements.

Raise questions with an uninvolved lead, Ownership, or Report a Concern. Bypass a conflicted or unavailable person. Good-faith reports, support requests, and participation in review are protected from retaliation. Temporary protective restrictions are not automatic findings of misconduct.

Formal findings and corrective action follow Discipline & Appeals. Preserve relevant records with need-to-know access under the Privacy and Information Security policies. Review this policy annually and after material incidents or organizational changes; record approvals and revisions under GOV-POL-005.

Related standards: GOV-HBK-001 (Staff & Player Handbook); OPS-POL-003 (Privacy Policy); BUS-POL-001; GOV-POL-004; GOV-POL-003; OPS-POL-001; SAF-POL-002.

Report a Concern: adhesports.joshdisciple.chatgpt.site/report

Version 1.0 - Initial publication: August 28, 2026. Review due: August 28, 2027. An overdue review does not automatically retire the policy.

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Questions, reports, and requests for the current controlled copy: contact@elementesports.com