

ADMINISTRATIVE OPERATIONS MANUAL

Treasurer

Derived directly from the current markdown manual suite with governed football stationery and DBG

Sublising gowels 12 treasurer.md

CAF and FIFA references are contextual standards markers only. Federation-authoritative operational data remains runtime truth.

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role: "Club and Academy Treasurers (Tresorier)"

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<h1>FECOFA DIGITAL HUB</h1>

<h2>Treasurer Manual</h2>

<h3>Role: Club and Academy Treasurers</h3>

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1. NON-DISCLOSURE & CONFIDENTIALITY

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2. ABOUT THIS MANUAL & SOURCE AUTHORITY

This manual defines the read-only finance mandate of the Tresorier of one club or academy. The role inspects the books of its own organization and holds no other duty. The permission set is fixed in lib/auth/permissions.ts (ORGFINANCEPERMISSIONS): view:accounting and nothing else.

3. VISION & POSITIONING

Money is where amateur football loses trust first. The Hub separates three hands: the club treasurer reads the books, a Cercle-level actor posts entries, and the provincial tier approves invoices, payroll and budgets. No single person can record a payment, post it and approve it. Your role is the first of those three hands, and its power is exactly the power to see.

4. AUDIENCE DEFINITION

Target Audience: Treasurers attached to a finance position at exactly one club or academy.

This guide assumes the club administrator has attached your account to the treasurer position. Like every position-based access, it moves with the post: a new treasurer is one reassignment, and the books do not change hands.

5. AVAILABLE SURFACES AND ACCESS

Based on your role, you can open:

- **Finance:** `/finance`` - chart of accounts, trial balance and statements of your own organization, read-only.
- **Intradesk:** `/intradesk`` - the club's document stream and escalation tickets.
- **Analytics:** `/analytics`` - the club dashboard.
- **Matches and Competitions:** `/match-reports``, `/competitions`` - read-only.
- **Transfers:** `/tms`` - on your menu, read-only: the movements touching your own club.
- **Home:** `/my-football``.

(Note: Payroll, Fixed assets and Suppliers & receivables are territorial screens and are not on your menu, because posting and approving are not your duties. A link into one still opens - they gate on the same read permission you hold - and what you see there is your own club's book and nothing else, with no action available to you. Consolidated accounts are federation-only and refuse you outright.)

6. PERMISSIONS / OPERATIONAL SCOPE

Permission set, as fixed in `lib/auth/permissions.ts`: `view:accounting`, and nothing else.

Your mandate includes:

- Reading the chart of accounts, trial balance and financial statements of your own organization.
- Checking that what the club received and spent appears in the books as recorded by the Cercle.
- Raising a discrepancy through the Intradesk with the entry reference attached.
- Preparing the figures the club committee and the general assembly need.

7. WHAT THIS ROLE CANNOT DO

- **You cannot** post a journal entry, correct one, or bootstrap an entity's books. A Cercle-level actor posts.
- **You cannot** approve a supplier invoice, a payroll run or a budget. The provincial tier approves.
- **You cannot** collect or verify licence payments.
- **You cannot** register members, upload documents, or capture sporting or medical data.
- **You cannot** see another organization's books, even inside the same Cercle.

8. MAIN SCREENS

1. **Finance Overview:** The organization's chart of accounts and current balances.

2. **Trial Balance:** Debits and credits per account for the period. The first place a missing or doubled entry shows.
3. **Statements:** Income statement and balance sheet built from the posted entries.
4. **Intradesk:** Where a discrepancy becomes a ticket with the entry reference, so the Cercle can correct it with an audit trail.

9. DAILY TASKS & WORKFLOW CYCLE

1. **Weekly:** open the trial balance and compare it with the club's own receipts and payment records.
2. **On a discrepancy:** note the account, the period and the amount; open an Intradesk ticket to the club administrator and the Cercle.
3. **Before a committee meeting:** export or read the statements for the period.
4. **Before the general assembly:** confirm that every posted entry has its supporting document in the Intradesk.

10. KEY ALERTS & WARNING SIGNALS

- **Red Flag:** An entry in the books with no supporting document in the Intradesk.
- **Yellow Flag:** A receipt the club holds that does not appear in the trial balance.
- **Orange Flag:** "Out of Scope" - you attempted to open another organization's books.

11. IDENTITY AND PASSPORT GUIDANCE

The FECOFA Identity Model relies on three pillars:

- `careerNumber`: The immutable footballing lifespan identifier.
- `digitalPassportId`: The QR-ready, verifiable digital token.
- `nationalId`: The sovereign Congolese identification number.

You do not touch identity. A licence payment you see in the books is tied to a member by careerNumber; if a payment appears against the wrong member, raise it, do not "fix" it.

12. COMMON MISTAKES TO AVOID

- Asking the Cercle to post an entry "quickly" without the supporting document.
- Reading a PENDING mobile-money collection as received money. It is received when the provincial tier has verified it.
- Keeping a parallel cash book that the Hub never sees.
- Sharing your login with the club administrator so they can "check the books". They have their own scope; yours is yours.

13. ESCALATION PATHS

If an entry is wrong, missing or unsupported:

1. Document the account, period, amount and entry reference.
2. Capture the screen.
3. Open a ticket in `intradesk`. If the Cercle does not answer, the provincial official is the next tier.

14. DOCUMENTARY GOVERNANCE

This manual adheres to the structural principles laid out in documentation.md. All updates to this workflow must align with federation-safe data practices.

15. DBG VISION

Powered by DBG SARL. We build immutable, scalable, and sovereign digital infrastructure to empower African sporting excellence.

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DOCUMENT GOVERNANCE

Federation identity remains the primary operational brand. DBG establishes publisher legitimacy and document polish. AU atmosphere stays subdued. CAF and FIFA references remain contextual and restrained.

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