

Appendix 2: FMA Return Requirements

All Clubs/Organisations who hold Facility Management Agreements will be expected to complete the following:

- Usage figures on a monthly basis (City of Belfast Golf Course – quarterly basis) in the provided standard format, with all sections completed including any nil responses. Returns should be with the Outdoor Leisure Unit on or before the 8th of the following month i.e. June's figures should be with Outdoor Leisure by 8th July.
- Financial Accounts on an annual basis. These should be provided to the Outdoor Leisure Unit no later than 6 months of the Club's year end.
- Annually clubs will be asked to confirm that they have valid insurance if not covered by Belfast City Council (with a 5% deduction in the clubs annual payment).
- Annually clubs will be asked to confirm their compliance with the Department's requirements on Child Protection.

Clubs will also be expected to attend quarterly meetings with appropriate Belfast City Council representatives i.e. Community Park Managers & City Park Managers. These meetings will follow a set agenda and clubs may be asked to prepare in advance some figures e.g. numbers of refusals in the last quarter.

Any issues of non compliance will be addressed through the appropriate channels and persistent issues may result in termination of the FMA following advice from Legal Services.