MYANMAR ESPORTS FEDERATION
FINANCIAL MANAGEMENT & FUNDING GOVERNANCE POLICY

Version: March 5, 2024

The Constitution of the MYANMAR ESPORTS FEDERATION shall at all times be read and applied in conjunction with these policies.

Article 1. PURPOSE STATEMENT

This Financial Management & Funding Governance Policy establishes mandatory financial control mechanisms to ensure transparency, accountability, and integrity in all MESF-related financial activities.

This Policy:

1. Converts general legal compliance provisions into structured financial governance controls.

2. Prevents misuse of funds and financial conflicts of interest.

3. Establishes uniform reporting standards across federation, teams, and event organizers.

4. Protects sponsorship credibility and international recognition eligibility.

Article 2.DEFINITIONS

MESF Funds: All monies received by MESF including grants, sponsorships, membership fees, event revenues, and donations.

Restricted Funds: Funds designated for specific purposes by sponsors or donors.

Disbursement: Any payment, transfer, reimbursement, or financial commitment.

Authorized Signatory: Executive Committee member or officer formally approved to approve payments.

Financial Year: The official accounting period adopted by MESF.

Material Expenditure: Any single expense exceeding a threshold determined by Executive Committee resolution.

Article 3.OBEJECTIVES

1. Ensure financial transparency and accountability.
2. Prevent unilateral fund control.
3. Separate governance authority from financial execution.
4. Protect sponsors and partners from reputational risk.
5. Ensure audit readiness for international review.

Article 4.BUDGET PLANNING AND APPROVAL

1. An annual operating budget must be prepared prior to the start of each Financial Year.
2. Budget must categorize:
    - Administrative costs
    - Event operations
    - Athlete development
    - International participation
    - Education & training
3. The budget requires Executive Committee approval by recorded vote.
4. Mid-year budget amendments require formal documentation.

No expenditure shall be incurred without budget allocation unless emergency approval is documented.

Article 5. TRANSPARENT BUDGET REPORTING

1. Quarterly financial summaries shall be prepared.
2. Reports must include:

- Total income
- Total expenditures
- Outstanding liabilities
- Restricted fund balances

3. Reports shall be presented to the Executive Committee.

4. Annual financial summary may be disclosed to stakeholders.

Failure to produce reports constitutes governance non-compliance.

Article 6.DUAL-SIGNATORY DISBURSEMENT RUE

1. All bank disbursements require a minimum two authorized signatories.

2. At least one signatory must be an Executive Committee member.

3. No individual may approve and receive payment from the same transaction.

4. Electronic transfers must follow equivalent dual-authorization controls.

Emergency payments must be ratified within 7 days.

Article 7. EXPENSE DOCUMENTATION & RECORDKEEPING

1. All expenditures must be supported by invoice, contract, or receipt.

2. Cash payments are discouraged and limited to minor operational needs.

3. Financial records retain a minimum five years.

4. Digital record backup mandatory.

Article 8. SPONSORSHIP COMPLIANCE GUIDELINES

1. Sponsorship agreements must be in written form.

2. Funds must be used strictly according to contractual purposes.

3. Sponsors shall not influence:

- Competition results
- Referee decisions
- Disciplinary outcomes

4. Conflicts between sponsor interest and governance integrity resolved in favor of competitive fairness.

5. Prohibited industries may be restricted by separate MESF regulation.

Violation may result in partnership termination.

Article 9.EVENT FINANCIAL OVERSIGHT

Tournament Certificate holders must:

1. Submit event budget forecast prior to approval.

2. Submit post-event financial summary within 30 days.

3. Disclose prize pool breakdown and distribution proof.

4. Maintain segregated event accounts where feasible.

Failure may affect future Tournament Certificate approval.

Article 10. TEAM FINANCIAL INTEGRITY

Professional Teams must:

1. Maintain written player agreements.

2. Disclose prize distribution structure to players.

3. Not withhold earned prize money without contractual basis.

4. Avoid misrepresentation of sponsorship arrangements.

Serious violations may trigger Team ID suspension under the Esports Team Policy.

Article 11.ANNUAL FINANCIAL REVIEW

1. An annual financial review shall be conducted.

2. Review may be:

    - Independent external accountant; or
    - Internal audit committee with no financial execution authority.

3. Findings must be documented.

4. Material irregularities must be corrected within 60 days.

Article 12.FINANCIAL MISCONDUCT

Financial misconduct includes:

- Embezzlement
- Unauthorized withdrawals
- Falsified reporting
- Misuse of restricted funds
- Bribery
- Undisclosed conflict of interest

Article 13.SANCTIONS FRAMEWORK

Level 1: Administrative Breach

- Written warning
- Corrective reporting order

Level 2: Financial Irregularity

- Suspension of financial authority
- Mandatory audit

Level 3: Serious Misconduct

- Removal from office
- Disqualification from committee roles
- Referral to legal authorities

Level 4: Aggravated Corruption

- Lifetime disqualification from MESF governance
- Public disclosure where legally permitted

Article 14. CONFLICT INTERFACE

Financial matters involving Executive Committee members must comply with the MESF Conflict of Interest Policy.