

**To all 54 licensors**

*For the attention of the Licensing Managers*

Your reference	Your correspondence of	Our reference	Date
		CFCB/IC2016-17	11.04.2016

**UEFA Club Monitoring – Deadlines in view of the 2016/17 monitoring process**

Dear Licensing Managers,

In accordance with Article 54 (3) of the *UEFA Club Licensing and Financial Fair Play Regulations – Edition 2015* (hereinafter: CL&FFP), please find enclosed the key deadlines for the submission to the UEFA Administration of the required monitoring documentation as part of the 2016/17 monitoring process. It shall be highlighted that, subject to cases of force majeure, these key deadlines cannot be extended.

The requested information shall be submitted to the UEFA Administration by use of the CL/FFP IT Solution unless otherwise specified or requested during the monitoring process.

Pursuant to Article 55 (1)(a) CL&FFP, all licensors are required to forward the relevant key deadlines to all their clubs in a timely manner.

Please note that it is your responsibility to set internal deadlines to your clubs for them to submit their monitoring documentation in order for you to perform the necessary assessment procedures for which you are responsible and to submit the validated documentation in due time to the UEFA Administration.

Should you have any questions or require further information, please do not hesitate to contact the UEFA Club Licensing and Financial Fair Play Unit.

Yours sincerely,

**UEFA Club Financial Control Body**



Yves Leterme  
CFCB Chief Investigator

*Enclosure: - Financial Fair Play Deadlines*

*CC: - European Club Association (ECA)*

## DEADLINES FOR THE 2016/17 MONITORING PROCESS

Deadlines for clubs/licensors in order to submit the required club monitoring information to the UEFA Administration via the CL/FFP IT Solution are the following (Article 54(2)(d) CL&FFP) :

Dates	Club monitoring information via the CL/FFP IT Solution
<p><b>29 April 2016</b></p>	<p>→ <u>Scope</u>: Top division clubs (as a minimum, all licence applicants).</p> <ul style="list-style-type: none"> <li>• <b>“FS - 2016.01” package</b> covering financial data for the legal entities in the licence applicant’s reporting perimeter for their reporting period ending in 2015 (i.e. being the reporting period T-1 for the 2016/17 monitoring period).</li> </ul>
<p><b>15 July 2016</b></p>	<p>→ <u>Scope</u>: All clubs participating in the 2016/17 UEFA club competitions.</p> <ul style="list-style-type: none"> <li>• <b>“CI - 2016.01” package</b> covering the club/legal information for reporting periods ending in 2014 (T-2), 2015 (T-1) and 2016 (T);</li> <li>• <b>“OP - 2016.06” package</b> covering no overdue payables information as at 30 June 2016 including Transfer, Employee and Social/tax payables information; and</li> <li>• <b>“BE - 2016.06” package</b> covering break-even information for the reporting periods ending in 2014 (T-2) and 2015 (T-1).</li> </ul>
<p><b>17 October 2016</b> <i>(if applicable)</i></p>	<p>→ <u>Scope</u>: All clubs participating in the 2016/17 UEFA club competitions which have overdue payables as at 30 June 2016, are in breach of an indicator or if otherwise requested by the CFCB Investigatory Chamber.</p> <ul style="list-style-type: none"> <li>• <b>“OP - 2016.09” package</b> covering no overdue payables information as at 30 September 2016 including Transfer, Employee and Social/tax payables information; and</li> <li>• <b>“BE - 2016.09” package</b> covering: <ul style="list-style-type: none"> <li><u>For clubs with reporting period T ending on or before 31 July 2016</u> <ul style="list-style-type: none"> <li>○ break-even information for the reporting period ending in 2016 (T) based on audited annual financial statements;</li> <li>○ future financial information including the projected break-even result for the reporting period ending in 2017 (T+1); and</li> <li>○ if applicable, break-even information for the reporting periods ending in 2013 and 2012 (T-3 and T-4).</li> </ul> </li> <li><u>For clubs with reporting period T ending after 31 July 2016 (no later than 31 Dec 2016)</u> <ul style="list-style-type: none"> <li>○ break-even information for the reporting period ending in 2016 (T) based on unaudited annual financial statements.</li> </ul> </li> </ul> </li> </ul>
<p><b>15 March 2017</b> <i>(if applicable)</i></p>	<p>→ <u>Scope</u>: All clubs participating in the 2016/17 UEFA club competitions which submitted unaudited annual financial statements as of 17 October 2016.</p> <ul style="list-style-type: none"> <li>• <b>Update of “BE - 2016.09” package</b> covering: <ul style="list-style-type: none"> <li><u>For clubs with reporting period T ending after 31 July 2016 (no later than 31 Dec 2016)</u> <ul style="list-style-type: none"> <li>○ break-even information for the reporting period ending in 2016 (T) based on audited annual financial statements;</li> <li>○ future financial information including the projected break-even result for the reporting period ending in 2017 (T+1); and</li> <li>○ if applicable, break-even information for the reporting periods ending in 2013 and 2012 (T-3 and T-4).</li> </ul> </li> </ul> </li> </ul>