



Managing Money

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I. Introduction

Every club needs a club treasurer. This position offers an exciting opportunity to develop valuable accounting and organisational skills which can be useful in other areas of work and life.

This resource has been prepared by the Hillary Commission to dispel the myths surrounding this position. It will describe the duties of the treasurer and outline some of the routine procedures that are required.

Getting Started

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To be a good club treasurer you need to be:

- enthusiastic
- well organised
- able to allocate regular time periods to maintain the books
- able to keep good records
- careful handling money and cheques
- able to work in a logical orderly manner
- ethical and honest
- willing to learn new skills if necessary

You will need to have the following records and equipment:

- A calculator
- A receipt book for monies received
- Club deposit books and cheque books
- A petty cash tin
- An index filing system for invoices and statements paid
- A cash book to record inward and outward money



- Copies of previous financial records and reports (from your predecessors).

Before starting arrange a meeting with your club auditor if you have one. Discuss the details the auditor will require at the end of the year. Understanding what is required before you begin will make your job easier.

2. Treasurer's Duties

The Treasurer is responsible for the financial management of the club and may be expected to carry out the following list of duties.

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- To prepare budgets for the forthcoming year describing all sources of income and expenditure.
- To invoice members for subscriptions.
- To invoice groups/members for rentals, eg building, equipment, uniforms etc.
- To ensure money received is receipted and banked promptly.
- To maintain accurate records of current income and expenditure.
- To manage club investment programmes in conjunction with the committee.
- To be signatory on club cheques (with at least one other person).
- To prepare and present monthly (or bi-monthly) accounts for payment, to the committee for approval.
- To file all GST, tax returns, and make PAYE payments for employees, as required.
- To prepare and present appropriate reports comparing actual income and expenditure to budget as required by the committee.
- To prepare annual financial accounts for auditing and provide the auditor with information as required.
- To present the Annual Financial Report to the Annual General Meeting.

- To ensure all appropriate annual returns are filed with the Registrar of Incorporated Societies or any other required regulatory body.

The volume of the work will be dependant on the size of the club, the activities you are involved in and whether the club owns its own facilities and/or employs staff. Generally larger clubs have a finance committee to assist the treasurer.

Under the present Income Tax Act most clubs are exempt from paying income taxes. This situation may change and you should be alert to any changes that may be introduced.

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Those clubs with turnover exceeding the current GST limit of \$30,000 will have to become registered for GST and file GST returns on a regular basis.

Receiving and Banking Money

Always keep club money separate from your own personal money. Write receipts for all money as it arrives as this assists in avoiding any confusion. All money that you have received for banking needs to be receipted to its source, eg bar takings, specific fund raiser, competition entry fee, membership subscriptions. Deposit incoming funds into the correct club bank account as soon as possible. Remember interest is paid on money held in the bank, so it's a good idea to bank all money received promptly.

Although these guidelines sound simple enough, much confusion has reigned for the person who has bundled all the money together over a few days or weeks and then has had to spend several hours sorting it all out. **Do not take short cuts - it will only create confusion and errors.**

Making payments

All accounts should be paid within one month of receiving the invoice or claim. Note: prompt payment will ensure the goodwill of tradespeople, etc. It is especially important to pay out of pocket expenses of volunteers promptly.



In general all payments will be for budgeted items and can therefore be paid promptly, subject to ratification at the next meeting. If the item is unbudgeted do not pay until the committee approval is given. All payments must have an accompanying bill or account before being paid. This includes volunteer expenses, eg copy of phone bill, petrol receipt, etc. Never issue blank cheques or make payments without sighting receipts.

All payment documentation (eg invoices) should be clearly marked as to the exact expense code the cost will be coded to. The invoice should be certified as being:

- arithmetically correct; and
- there should be evidence that the goods or services have been correctly provided.

Income/Expenditure

The terms income and expenditure refer simply to the money your club has received and spent. All items of income and expenditure should be recorded in your cash book or a computer spreadsheet accounting system.

A template of a cash book is included at the end of this resource.

Manual Cash Book

One section of the cash book should be used to record your expenses with the other used to record items of income. This cash book should also include adequate columns for analysis of the receipts and payments. You might have up to 10 columns for income and up to 25 columns for expenses.

EXAMPLE

RECEIPTS

Date	Amount Banked	ANALYSIS			
		Subs	Rental	Coaching	Uniforms
1 July	\$300.00	100.00	150.00	50.00	
10 July	\$200.00				200.00
12 July	\$525.00	250.00	150.00	125.00	

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PAYMENTS

Date	Chq No	Paid To	ANALYSIS				
			Total	Wages	Travel	Power	Uniforms
1 July	186	City Council	\$150.00			150.00	
8 July	187	Air NZ	\$200.00		200.00		
9 July	188	Great T Shirts	\$75.00				75.00
10 July	189	Jo Neat	\$300.00	300.00			

NOTES

- 1 No allowance has been made for GST in the above examples.
- 2 Prior to setting up your cashbooks talk to your auditor and committee to ensure that you collect and analyse all the relevant information only once.
- 3 At the end of the month, add and balance all the columns and reconcile the cash book entries with the bank statement.



Computer Cash book

A computer based cash book will provide the same information as outlined above but has the advantage of undertaking all the arithmetic work for you automatically. An accountant or your auditor will be able to advise you on appropriate codes for use in computer systems.

Petty Cash

Petty cash is for those small amounts paid by cash, for example postage, milk, pens, bus travel. A cheque is drawn on the club cheque account for a small amount and all expenditure paid from this is recorded and receipts correctly filed. Records of petty cash expenditure should be recorded in a petty cash book. It is important that petty cash be kept under strict control in a locked drawer or tin. Reimbursements for petty cash are subject to audit.

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Note

Sometimes the secretary may be given responsibility for the petty cash.

Budget Preparation

The budget is an important part of the planning and management procedure of your club. A budget will be drawn up as part of the written Annual or Management Plan for the current year. This should fit into the longer term Strategic Plan for your club.

As the treasurer it is your responsibility to coordinate the forthcoming year's budget. This is a statement of the likely sources of income and anticipated costs. It will also help to have last year's actual income and expenditure on the form. You should prepare this budget with the help of your President and committee members. The budget should show both administrative costs and programme costs, therefore sub-committees in charge of various programmes (eg coaching) must have an input into developing the budget.

Each committee and the treasurer should initially identify all possible sources of income and all likely areas where expenses will need to be paid. Then make a careful guess as to the amounts likely to be spent and received. You may be able to use the previous year's figures to

determine amounts. Adjustments for likely increased costs need to be made. For some items it will be possible to calculate the exact amount which has to be paid or charged. This is necessary when there are large items of capital expenditure, eg purchasing a replacement photocopier or purchasing a new piece of equipment such as a canoe.

Note

Presenting the budget to a meeting of your members is valuable as it involves all the members in the planning. Remember it is their subscriptions and largely their money you plan to spend. It is best to present the plan and budget at a meeting prior to the financial year starting if at all possible.

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If members are made aware of the club's financial position they will be happier helping to raise the funds necessary.

A budget template is included at the end of this resource.



Example

STATEMENT OF FINANCIAL PERFORMANCE

Budget for Club 19.....

Income	Proposed	Last Year	Expenses	Proposed	Last Year
Membership fees	Wages
Donations	Equipment repairs
Grants	Travel
Fund raising	Stationery & postage
Interest	Telephone
Sponsorships	Volunteer expenses
Programmes	Rent
• coaching fees	Loan repayments
• gate sales	Publicity
etc	Newsletter
TOTAL	Insurance
			Membership levies
			(to National Association).....
			Programmes
			• coaching
			• competition
			• special events
			etc
			TOTAL
			SURPLUS/(DEFICIT)

You may need several attempts to draw up an accurate budget for the year. To prevent an anticipated deficit it is advisable to look for areas where reductions in expenditure can be made or to identify ways to raise additional funds. A good method is for the treasurer to draw together a draft budget from all the sub-committees then discuss this at a meeting with all contributors participating.

For larger clubs, particularly those employing staff, more detailed budgets will be required and an accurate assessment of the often

'hidden' administration costs need to be included. These could be office equipment, ACC levies and training.

The budget becomes a 'measuring stick' against which your actual financial position can be tested at the end of each month and the year.

As part of the Annual or Management Plan detailed outcomes, outputs or achievements should be outlined. The budget is merely the financial estimates of this written plan.

The budget deals with all the income and expenditure of the club except for items that effect your Statement of Financial Position (Balance Sheet) eg loan repayments, purchases of equipment. The Cash Flow Forecast includes all the transactions from both the budget and the Statement of Financial Position.

Relationship with Other Committee Members

You cannot and should not operate in isolation. All other committee members must have input into the formation of a budget. Without their assistance and support many financial statements have varied considerably from the forecasted budget. Committee members may have acted without consulting the group because they were not aware that each small item of income and expenditure contributes to the overall financial position of the club. Examples may be purchasing an additional piece of equipment without authorisation or giving away products which were intended for sale.

You not only have to manage the money, you need to be able to consult with your club membership about financial matters, seek comment, interpret financial jargon, and communicate financial decisions.



Cash Flow Forecast

A cash flow forecast outlines the actual amount of 'hard' cash available to the club to spend at any one time on operating expense as well as for capital expenditure. It includes cash from sales of assets or loans etc.

When preparing your cash flow it is also wise to think about when periods of high/low income and high/low expenditure are likely to occur as well as any money that has been borrowed or needs to be repaid.

This allows you to plan in advance so that accumulated cash is available to meet high expenditure periods when income is low.

Many sports clubs have to do this type of preparation because their activity is seasonal. The off-season is generally a period of maintenance and replacement, with limited possibilities for generating income.

A monthly comparison to the Cash Flow Forecast is important as it gives information about whether the club is going to have enough cash to cover all expenditure. The Cash Flow Forecast must be updated regularly and tabled at every committee meeting.



Preparing Monthly Management Reports

For your regular committee meetings it is important to prepare a statement showing the income and expenditure for the last month, including a summary of the year-to-date progress. This should also be measured against the prepared budget to examine the actual financial position of your club against what was anticipated.

An example of a detailed statement is included here. More simple ones will do but this particular one allows for comparison with the forecasted budget on a monthly and year to date basis.

Example

FINANCIAL REPORT FOR 3 MONTHS ENDING 30/9/9X

Income

Last year		<u>MONTH</u>			<u>YEAR TO DATE</u>		<u>ANNUAL</u>	
		Actual	Budget	Variance	Actual	Budget	Variance	Budget
				\$			\$	
2,000	Grant	1000	333	667	2500	2500	–	3000
500	Manuals	50	100	(50)	500	600	(100)	1200
200	Subs/fees	50	30	20	100	60	40	200
25	Interest	5	15	–	10	10	–	30
2,725	Total	1105	478	637	3110	3170	(60)	4430

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EXPENDITURE

Last year		<u>MONTH</u>			<u>YEAR TO DATE</u>		<u>ANNUAL</u>	
		Actual	Budget	Variance	Actual	Budget	Variance	Budget
				\$			\$	
500	Electricity	80	50	(30)	200	150	(50)	580
1200	Stationery	40	100	60	150	300	150	800
175	Telephone	–	15	15	40	45	5	150
500	Wages	–	–	–	200	100	(100)	1500
200	Repairs	–	15	15	50	50	–	200
1000	Travel	400	200	(200)	500	400	(100)	800
30	Sundry	10	5	(5)	20	15	(5)	30
3605	Total	530	385	(145)	1160	1060	(100)	4060
(880)	Surplus (deficit)	575	83	492	1950	2110	(160)	370



End of Year Accounts

At the end of the club's financial year the treasurer will need to prepare a set of accounts to be presented to the members at the Annual General Meeting. From records kept during the year the following statements are prepared and presented for approval: Statement of Financial Performance, Statement of Financial Position and depending on the size of the organisation, Statements of Cash Flows and Movements in Equity. The Annual Accounts should also compare the budget for the current year. If the current year's budget has not been tabled and approved by the members it should also be presented at the AGM.

Simple annual accounts can be produced from your cash book. There will be two types of accounts necessary:

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1. A statement of receipts and payments which gives the cash receipts and cash payments, together with the annual totals from the previous year. This report is now called the Statement of Financial Performance.
2. A statement of assets and liabilities which lists the values of the assets owned by the club and also the amount of liabilities owed by the club. This report was previously called a Balance Sheet and is now called a Statement of Financial Position.

If the club is incorporated, one copy of the set of accounts must be sent to the Registrar of Incorporated Societies at the office where your club is registered. These accounts are to be accompanied by a certificate stating that the accounts have been approved by the members at the AGM on a particular date. This must be signed by an officer of the club.

Incorporation means that the members of an incorporated body are not currently personally liable for the club's debts. Any organisation that owns goods or land, enters into contracts, holds a liquor licence, borrows money or charges fees for non-members to participate should consider being an incorporated society. For more detailed information about conditions of incorporation, copies of the Incorporated Societies Act are available from the Government Bookshop and guidelines are available from the Ministry of Justice.

An audited treasurer's report may also be required. This report must be prepared prior to the AGM, its purpose is to comment on the financial position of the club.

Example

STATEMENT OF FINANCIAL PERFORMANCE

for Year Ending 30/6/9X

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199Y		199X
\$		\$
	<u>Receipts</u>	
-	Grant/Salary	23 000
-	Development Funding	15 000
60 000	Membership	75 000
1 500	Donations	3 710
800	Prizes	650
30 000	Sponsorship	1 500
.....	
92 300	Total Revenue	118860
	<u>Payments</u>	
	Salaries and costs	
15 000	-administrator	30 000
10 000	-secretary	17 000
4 000	-coaching coordinator	5 000
3 000	Equipment Repairs	5 500
500	National Affiliation	500
8 000	Publicity and Promotion	6 000
.....	
40 500	Total Expenditure	64 000
-----		-----
51 800	SURPLUS	54 860
=====		=====

A template of the Statement of Financial Performance is included at the end of this resource.



Example

STATEMENT OF FINANCIAL POSITION

as at 30/6/9x

199X		199Y
\$		\$
	<u>Current Assets</u>	
20	Petty Cash Float	20
680	Cash at Bank	163
	- Deposits Trust Bank	500
	- Outstanding Subs - Debtors	<u>100</u>
700	Total Current Assets	783
	less <u>Current Liabilities</u>	
820	Debts owed by us - Creditors	68
26	Outstanding Wages	<u>145</u>
846	Total Current Liabilities	213
(146)	= Working Capital	570
	+ Non-Current Assets	
160	Furniture and Equipment	520
	+ Investments	
1000	Term Deposit	2000
	- Non-Current Liabilities	
0	Term loan	(2000)
1014	= Net Assets	1090
=====		=====
1014	= Accumulated Funds	1090
=====		=====

Audited Accounts

The term audited accounts means that the financial records have been checked by someone with recognised accounting skills (Chartered Accountant) as being a true and correct record of the financial operations and position of your club.

It is advisable that you find an accountant who will audit your books on a voluntary basis as auditing fees are quite considerable. Give that person plenty of time to audit the accounts because they will be often doing this work in their free time.

Some clubs, because of their rules will require you to have an honorary auditor appointed as an officer of the club at the AGM. If you are a registered Incorporated Society it is required by law that you have your accounts audited prior to the AGM and accepted by the membership.

Controls

Internal Controls

Your club needs to have some written policies and procedures regarding money management. It is important that your committee and auditor are happy with these procedures and have approved them. Any staff member or volunteer handling your club's money should be made aware of these rules and procedures.

It is better to have them in place now rather than regret some unfortunate occurrence causing loss and embarrassment to you or your club.

Detection of Fraud

Unfortunately many clubs and not for profit organisations are the target of dishonest and unscrupulous people who prey on such organisations. Tight internal controls, regular stock taking, cash flow forecasting, and monthly reporting will go a long way to ensuring your club is not the target of such activities.



Be alert at all times to the possibility that your club could be suffering. Any indication or clue that you are presented with should be immediately followed up.

Use of Credit Cards

Unless your club is of sufficient size to have very well documented controls it is not recommended that anyone has access to a credit card on your club's behalf. These are often subject to abuse and are very difficult to control.

Control of Stock Items

Any goods held for sale (eg uniforms, liquor etc) should be placed under strict control in a locked cupboard or store. Only authorised people should have access to these goods.

The actual stock on hand should be counted regularly and balanced with the records you keep as treasurer. Any shortages should be immediately investigated and reported to the committee.

3. Taxation and Non-profit Organisations

Tax is a complex field often with the rules changing from year to year. Following is a brief summary of the current rules. You should read the most current publications put out by the Inland Revenue, and consult with them on specific issues. If there are any doubts, a professional advisor should be consulted.

IRD Number

New organisations which have not had any previous dealings with the Inland Revenue, may need to apply to the Inland Revenue for an IRD number. This can be done at the same time as you apply to be considered for tax exempt status for your club.

Income Tax

The Income Tax Act sets out a number of income tax exemptions for

non-profit bodies and other organisations. Registration under the Charitable Trusts Act 1957, or incorporation under the Incorporated Societies Act 1908, does not mean the organisation is automatically exempt from tax. The organisation must first apply to the Inland Revenue, who will grant approval of tax exempt status if the organisation meets certain criteria. However, it is important to remember that these exemptions are for Income Tax only. Your organisation may still be liable for other taxes, such as Goods and Services Tax (GST), Fringe Benefit Tax (FBT), PAYE deductions, and ACC levies.

Charitable Organisation

For an organisation to be charitable, its activities or aims must be for public purposes and the benefits must be available to a large part of the community.

Your organisation's aims should be clearly set out in its rules or constitution, and should limit the powers of the trustees or officers so that they cannot authorise the use of funds for non-charitable purposes. The business income of charitable organisations is exempt from income tax, only to the extent the business income is used for charitable purposes within New Zealand. Approved charitable organisations are exempt from income tax and stamp duty.

Other Non-profit Bodies

Apart from charitable organisations, the tax legislation also provides specific income tax exemption for other types of organisations. The two which would be of most interest to readers are as follows;

Amateur Game Or Sport Promoter

The income of any organisation established to promote any amateur



game for the recreation or entertainment of the general public, is exempt from tax. District and national associations and clubs would qualify. A club which also has professional activities could still qualify for the exemption. This is as long as Inland Revenue is satisfied that the club is using its share of any professional event for promoting amateur games or sport.

Non-Profit Body

A non-profit body is any organisation which is not carried on for the profit or gain of any members or shareholders, and whose *written* rules or constitution prevent it from distributing any property or money to any member or shareholder.

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You will need to apply for an exemption. Non-profit bodies are not fully exempt from income tax. They can deduct an exemption of up to \$1,000 per year from their net income.

Goods and Services Tax (GST)

GST is a tax on the consumption of most goods and services in New Zealand. At the time of writing, it is charged at the rate of 12.5%. This means that the GST content is equal to 1/9th of the sum of money paid or received.

Any person or organisation who carries on a taxable activity, or who intends to do so from a definite date, may register for GST, and such person or body is called a “registered person”.

Registered persons must charge and collect GST from their customers on behalf of the government, file GST returns, and account for GST to the Inland Revenue.

Taxable Activity

A taxable activity is the supply of goods or services to someone else for a consideration (money, reward) but not necessarily for a profit. A taxable activity includes any activity carried on by a business, trade, manufacturer, professional, association, or club, but does not include working for salary or wages.

Taxable Supplies

Taxable supplies are goods and services supplied in the course of conducting a taxable activity. Suppliers (registered persons) charge GST by adding it to the price of their goods and services.

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Registration

MANDATORY - Suppliers of taxable supplies, whose turnover (value of supplies) for the last twelve months exceeded \$30,000, or is expected to exceed \$30,000 in the next twelve months, must register for GST.

VOLUNTARY - You are not obliged to register for GST if your taxable activity has an annual turnover of less than \$30,000, but you can do so if you want to. There are advantages to voluntary registration: your club will be able to claim back the GST on the goods and services purchased and used by the club itself. You will have to account to the Inland Revenue for GST on all of your club's taxable supplies, including grants and subsidies.

When considering voluntary registration, remember that if at a later date the organisation decides to cancel the registration, it must pay GST on the assessed value of any assets retained by the organisation at the time of cancellation.

Accounting for GST

When the organisation first registers for GST, it will choose the basis on which it will account for GST to the Inland Revenue. The three basis are; Payments (or cash) basis, Invoice basis, or a combination of the two called the Hybrid basis. The organisation will also have a time period allocated to it, during which it must account for the GST to the Inland Revenue. These Taxable Periods can vary from one month to six months



depending on circumstances, and determines when the organisation must submit GST returns.

Tax Invoices

A tax invoice for GST is the legal document which shows the GST for a transaction. In order to claim back GST on goods and services consumed (input GST), a tax invoice must be held for all supplies of more than \$50. A tax invoice must contain certain minimum information. Therefore, when designing its invoice forms the organisation should ensure it meets the GST tax invoice requirements.

Grants and Subsidies

If a recipient of Government grants or subsidies is registered for GST, then it must account to the Inland Revenue for the GST content of the amounts received.

Fringe Benefits Tax (FBT)

Organisations which employ staff need to be aware that FBT is a tax payable by employers, based on the value of fringe benefits provided by the employer to employees. There are four main categories of taxable fringe benefits:

- motor vehicles
- low interest loans
- free, subsidised or discounted goods and services
- employer contributions to sickness, accident or death benefit funds, superannuation schemes, and specified insurance policies.

If your organisation is an employer and provides any of the above benefits, you should contact the Inland Revenue to determine how to value the benefits and calculate the tax payable.

Exemptions

Inland Revenue and Parliament can approve certain charities as 'donee organisations'. Donee organisations are not liable for FBT on benefits provided to employees.

However, charitable organisations are exempt from paying FBT on any benefits provided to employees while they are carrying out work associated with the organisation's charitable activities.

For example, if an employee has the use of a car while carrying out charitable work for the organisation, any private benefit arising is not subject to FBT. However, if the charitable organisation provides a car as part of a salary package or for use with its business activities, FBT is payable on any private benefit.

Gaming Machine Duty

Gaming Machine Duty is a levy on the monthly gaming machine profits of all gaming machines operated by a gaming machine operator. If your organisation or club operates such machines you should contact the Inland Revenue to find out the correct procedures for filing returns.

4. Conclusion

With care, attention to detail and using orderly methods you can be an excellent treasurer for your club. It can be enjoyable and very rewarding. (Do not forget your own personal financial management may also benefit immensely.)

If you are under pressure or confused seek help - remember you are a volunteer not a professional accountant making an important contribution to the club's well being. With your professional input your club should prosper and grow.



References and Further Reading

This information in this text was researched and compiled by Lisa Hayes, Recreation and Leisure Consultant, Wellington and updated by Algate Enterprises Ltd.

The following books will provide you with more detailed information about finance and accounting procedures:

Incorporated Societies Act, Government Print, New Zealand, 1908.

Hillary Commission for Recreation and Sport, *Club Administration Manual*, Wellington, 1991.

Institute of Chartered Accountants in Australia, *The Club Treasurers Handbook*, Sydney, Australia.

May, R, Mueller, G and Williams, T, *A Brief Introduction to Managerial and Social Uses of Accounting*, Prentice-Hall Inc, Englewood Cliffs, New Jersey, 1975.

Tasmanian Department of Sport and Recreation, *For Love or Money*, Tasmanian Department of Sport and Recreation, Hobart, Tasmania, 1989.

Template

Cashbook

RECEIPTS

Date	Amount Banked	ANALYSIS					
		Subs	Grants	Sponsor	Interest	Bar Sales	Other

24

PAYMENTS

Date	Chq No	Paid To	Total	ANALYSIS					
				Wages	Travel	Rental	Postage	Phone	Other

Note

When setting up your cash book always ensure you have an adequate number of columns to provide you with detailed analysis of your receipts and payments.



Template

Budget

BUDGET FOR

Year

Income	Proposed	Last Year Actuals	Expenses	Proposed	Last Year Actuals
Membership fees	Wages
Donations	Equipment repairs
Grants	Travel
Fund raising	Stationery & postage
Interest	Telephone
Sponsorships	Volunteer expenses
Programmes	Rent
• coaching fees	Loan repayments
• gate sales	Publicity
	Newsletter
	Insurance
	Membership levies
	(to national association)
	Programmes
	• coaching
	• competition
	• special events

TOTAL	TOTAL
			SURPLUS/(DEFICIT)

Template

Statement of Financial Performance

FOR YEAR ENDING 30/6/9X

199	199
\$	\$

Receipts

Grant/Salary
Development Funding
Membership Fees
Donations
Prizes
Sponsorship

.....
Total Revenue	

Payments

Salaries and costs
-administrator
-secretary
-coaching coordinator
Equipment Repairs
National Affiliation
Publicity and Promotion

.....
Total Expenditure	

-----	-----
SURPLUS	
=====	=====



Template

Statement of Financial Position

AS AT 30/6/9x

199X		199Y
\$		\$
	<u>Current Assets</u>	
20	Petty Cash Float	20
680	Cash at Bank	163
	- Deposits Trust Bank	500
	- Outstanding Subs - Debtors	<u>100</u>
700	Total Current Assets	783
	less <u>Current Liabilities</u>	
820	Debts owed by us - Creditors	68
26	Outstanding Wages	<u>145</u>
846	Total Current Liabilities	213
(146)	= Working Capital	570
	+ Non-Current Assets	
160	Furniture and Equipment	520
	+ Investments	
1000	Term Deposit	2000
	- Non-Current Liabilities	
0	Term loan	(2000)
1014	= Net Assets	1090
=====		=====
1014	= Accumulated Funds	1090
=====		=====

National Qualifications Framework

Following completion of this course, some participants may wish to seek credit for relevant unit standards registered on the National Qualifications Framework.

This **Managing Money** resource contains, wholly or in part, similar content to the competencies specified in the following unit standards:

Unit Number	Unit Title
328	Establish financial records
329	Process financial records for cash transactions
330	Prepare accounting records and financial statements
333	Use computer general ledger accounting systems to produce financial reports
7359	Explain the nature of accounting and business activities
7360	Process financial information to a trail balance using the double entry system
7361	Prepare financial statements and measure financial performance and position
7363	Process financial information using a cash based system

Those wishing to pursue this option should firstly seek up to date information, as new unit standards continue to be added to the Framework and registered unit standards are subject to regular revision.

Further information can be obtained from:

- the **Sport, Fitness & Recreation Industry Training Organisation (SFRITO)**
P O Box 2183
Wellington
Telephone 04-3859047
- your local **Regional Sports Trust**
- your local **training providers** (eg, polytechnic, schools or private training establishments)

These organisations can advise on next steps and, if appropriate, put the participant in touch with a registered assessor in their area.



Managing Money

Sport is an integral part of the Kiwi lifestyle. It enriches our lives, enhances our health and brings people and communities together. Sport fosters the development of excellence, team spirit, competition and pride. It unites people of all ages and walks of life.

Sport and leisure is a huge growth industry in New Zealand. Spin-offs include substantial benefits to the economy - millions of dollars in the case of big events. As a nation, we're mad about sport and justifiably proud of our successes.

Sport is now big business and clubs are needing to keep ahead of the latest principles and practices in marketing and development in order to survive and prosper. To do this, many clubs today are adopting a strategic approach to club administration and are becoming more business-like in the way they manage their programmes and events. As a result sports bodies and other non-profit organisations throughout New Zealand are achieving some spectacular results.

By becoming more entrepreneurial, clubs and non-profit organisations are gaining an enhanced public profile, growing their membership and attracting strong commercial partnerships, such as through sponsorships.

Sport in New Zealand is still dependent, to a large degree, on the huge number of dedicated volunteers who give so freely of their time and energies. Therefore, the Hillary Commission has developed a series of information packages with volunteers like you in mind.

The topics in this series include:

Recruiting and Retaining Volunteers

The Club Secretary

Managing Meetings

Marketing and Public Relations

Funding and Sponsorship

Club Planning

Managing Money

Event Management

The Sports Team Manager

Some of these resources may be new to you, while others may simply summarise areas you already know a lot about. It's up to you to choose the topics that are of greatest interest and relevance to the volunteer work you do in sport.



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