



itp ACCOUNTING PROFESSIONALS

CLUB FINANCES SERIES

CLUB ACCOUNTING FUNDAMENTALS
FOR ALL CLUB ROLES

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An Introduction



Town of
Port Hedland

Purpose

Facilities

Questions



SESSION ONE

- UNDERSTAND CLUB FINANCE OBLIGATIONS
 - HANDS-ON APPROACH TO CLUB ACCOUNTING
 - USING A CLUB BANK ACCOUNT(S)
 - BEST PRACTICE RECORD KEEPING
 - TOOLS AND TRICKS
 - XERO SOFTWARE
 - FORMS AND PAYMENT SERVICES TO MANAGE REGISTRATIONS AND ADHOC FEES



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SESSION TWO

- CREATING A CLUB BUDGET
- REPORTING AND GRANT APPLICATION
 - USING SOFTWARE FOR BUDGETS
 - ACQUITTALS
 - REPORTING



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An Introduction



Bree Briant

Business Coordinator



Rachel Burford

Accountant

Community Grants



Town of
Port Hedland

Community Grants

Active Regional Communities Grants

The Active Regional Communities (ARC) Grants program aims to increase the opportunities for regional people to participate in sport and active recreation activities in regional Western Australia and is tailored to meet the ever-changing demands and challenges of sport and active recreation groups within the nine diverse regions of the State.

 DLGSC /



Healthy Sports Program

The Healthy Sports Program has been designed to assist local sporting clubs and district associations provide young players with the food and drinks they need to perform at their best.



Club Budgeting

Lets start with some tools to get started with your club finances



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About Income

The best practice is to include all sources of income

- Memberships
- Fundraising Activities
- ADHOC Sales
- Donations

Memberships

- Start by estimating the number and type of membership
- Decide on the fee for each level of membership
- Will there be any discounts or concessions?

Fundraising

Start by setting a basic plan for the year - maybe set a events calendar in excel at the same time so that you can work out fundrasding, costs and volunteers

ADHOC Sales

Are you planning on having a canteen or store for events or each week?
Will there be staff to run this or volunteers

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About Club Expenses

A club runs like a small business and we need to be planned with what we will spend and when.

Are they Essential?

Ensures that expenses are looked at from a MUST or a NICE method

- What expenses are necessary to run the organisation ?
- What expenses make sense given the direction of the organisation?

Can we save money?

Just like individuals - NFPs can benefit from a bit of shopping around for deals

- Can a cost be minimised or eliminated ?
- Can a cost be found at a more affordable solution - the same or similar quality?

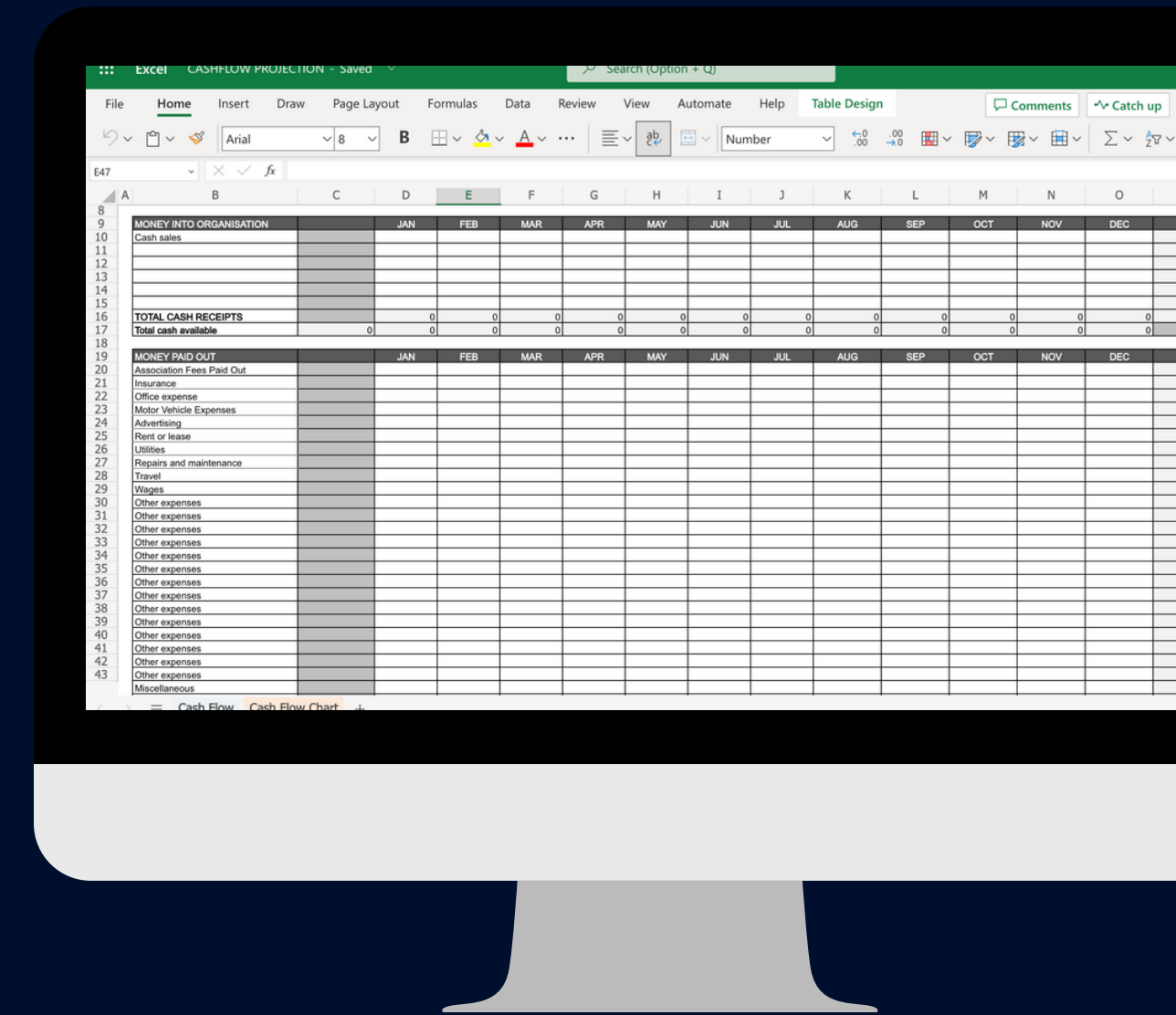
Reporting Obligations

Have you costed out items for :

- Audit
- Accountant
- Software

Technology For Clubs

- **Keep it Simple**
- **Store Receipts & Records**
- **Use Apps & Software**



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QUESTION TIME



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Reach Out



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CHAMPION
PARTNER

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FREE Standard
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CLUB ACCOUNTING FUNDAMENTALS
FOR ALL CLUB ROLES

THANK YOU

Next Session - Monday 29th May



Town of
Port Hedland



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