

**Gaelic Football & Hurling  
Association of Australasia**

**THE TREASURER**



# The Treasurer

## AGENDA

Introduction

Group Discussion

Role of The Treasurer

Record and Book-keeping  
Requirements

Budgeting

Financial Planning

Fundraising

Income and Expenditure

The Balance sheet

Financial Reporting

Conclusion & Evaluation

# The Treasurer

## AIMS AND OBJECTIVES

- To provide the Treasurer with detailed job specifications
- To provide the Treasurer with an opportunity to gain detailed understanding of key areas of responsibility
- To provide the Treasurer with an opportunity to discuss issues relevant to the positions with other such position holders
- To provide some tools and information required for club financial management

# The Treasurer

## GROUP DISCUSSION

- What is your biggest obstacle as club treasurer?
- What are the main costs associated with running your club and how does your club control these costs? (give examples)
- What type of fund-raising works for your club?

# The Treasurer

## **ROLE OF THE TREASURER**

- The Treasurer shares responsibility with the President and the Secretary as Trustees of Personal Property of the Club
- (Personal Property:- Includes Cash Assets; Games Equipment; Fittings/Fixtures; Bar Stock etc.) - see Club Constitution

# The Treasurer

**Desirable qualities for the position of the Treasurer**

**The Treasurer should be someone who-**

- is a person of high standing in the community
- has a good working knowledge of finance
- has the ability to keep accurate records

**The Treasurer must be -**

- A planner - budgeting
- An organiser - fundraising
- A Controller - within budget
- A recorder - accuracy
- A reporter - to executive and A.G.M

# The Treasurer

- A.** Receive money on behalf of Club
  - B.** Lodge all monies to the Club accounts
  - C.** Pay money out on behalf of the Club
  - D.** Keep a record of all transactions
  - E.** Collect all fees due to the Club
  - F.** Forward, through the Secretary, appropriate fees to appropriate bodies
  - G.** Present an up-to-date Financial Statement to each meeting of the Club Executive
  - H.** Prepare Annual Financial Statement and Balance Sheet and present to the Club A.G.M.
- ***Annual Accounts should be audited***

# The Treasurer

## GOLDEN RULES

- Give Receipts
- Log all money received
- Get invoices and receipts for all money payments
- Log all money paid out
- Make all payments by cheque
- Cheques should always be signed by the the Treasurer along with either the President or the Secretary
- Bank statements should be sent to an Officer other than those who sign cheques



# The Treasurer

## **RECORD AND BOOK-KEEPING Requirements For G.F.& H.A. Clubs**

All G.F.&H.A. Clubs require a system of book-keeping which has the following features:

- It is simple
- It requires as few books as possible
- It is not time-consuming

Basically we can divide the record-keeping system into three main areas:

1. Purchase Book - Trading only
2. Payments Book
3. Cash Record/Cash Book

- Basic records of accounts are/can be computerised
- Financial packages are available

# The Treasurer

## WHY KEEP BASIC RECORDS OF ACCOUNT?

- Accurate records of cash transactions will disclose cash shortages
- A source of information to the club
- A well organised system, kept regularly will assist with financial planning and budgeting
- Legislation

# The Treasurer

## BUDGETING

### What is a budget?

- A budget is a plan which enables you to set out a goal and list the steps that are necessary to reaching that goal, for a defined period of time
- It is a detailed plan of future receipts & expenditure
- It provides a tool for financial & management control
- It is an essential tool of management

# The Treasurer

## BUDGETING

### What are the benefits?

- It forces the treasurers to think ahead
- Financial difficulties will most likely occur when least expected
- Budgets are used to measure performance e.g. average weekly lottery intake or bar income/expenditure
- Plans need to be co-ordinated e.g. between current and capital expenditure
- Budgets must be realistic
- Budgets must be approved by Club Executive

# The Treasurer

## BUDGETING

What information is needed in order to compile/formulate a budget?

### Exercise

1. List three headings under which income can be analysed?
2. List six potential expenditure items

# The Treasurer

## BUDGETING

### Income Heading Examples

- Lottery draw income
- Development draw
- Membership
- Sponsorship
- Commercial income (Rents, Bars, Functions etc.)

### Expenditure Heading Examples

- |                   |                        |
|-------------------|------------------------|
| ■ Insurances      | ■ Affiliations         |
| ■ Hurleys         | ■ Footballs            |
| ■ Playing gear    | ■ Team trainer         |
| ■ Medical         | ■ Pitch maintenance    |
| ■ Bank charges    | ■ Administration costs |
| ■ Stationery etc. |                        |

# The Treasurer

## BUDGETING

### Budgetary Control Sheet

#### Budgetary Control Sheet

Income						
Item	This Month			Cumulative		
	Budget	Actual	Variance	Budget	Actual	Variance
Lottery						
Sponsorship						
Membership						
Club Draw						
<b>Totals (A)</b>						
Expenditure						
Hurleys						
Balls						
Medical						
Admin.						
Bank Charges						
Sports gear						
<b>Totals (B)</b>						
<b>Balance (A-B)</b>						

# The Treasurer

## BUDGETING ISSUES

- There is a danger when uncertainty is high?  
e.g.
  - (a) Many teams and progression in championships
  - (b) Unforeseen costs e.g. medical
- Club size and financial turnover?  
e.g. bars and social clubs
- Level of activities within clubs?
- Human resources within clubs?

# The Treasurer

## FINANCIAL PLANNING

Financial planning is necessary in order to present the current club financial position and the future prospects of the club.

**Financial planning establishes the following:-**

- (A).** If finance is required (borrowings)?
- (B).** The amount of finance required
- (C).** The amount of expected cash surplus
- (D).** How money will be repaid if borrowed?
- (E).** What security/collateral is on offer by the club  
(Personal guarantees not recommended)

# The Treasurer

## FINANCIAL PLANNING

*\*Before any Capital Development Project is undertaken or contracted for by a Club, the Project and financial plan must be approved by the superior Unit.*

### Bank Loan Application - What is required?

1. Income and expenditure accounts
2. Authorisation to borrow from State Board
3. Audited accounts (previous 2–5 years).  
Independent signing of accounts
4. Balance sheet.
5. Cash flow forecast or if not how repayments be made for the period in question
6. The Club Constitution

### Liquidity? What does it mean?

All clubs must have sufficient cash to meet its day to day commitments i.e. hurleys, footballs, medical, insurances etc.

# The Treasurer

## FINANCIAL PLANNING

### Preparation of Cash Flow Forecast

**There are four distinct stages:**

- 1.** Establish expected cash inflow
- 2.** Establish expected cash outflow
- 3.** Compare inflow with outflow and establish the net position
- 4.** Add the opening cash balance to establish the net cash inflow or outflow for the period in question

# The Treasurer

## FINANCIAL PLANNING

### Cash Flow Forecast

<b>Receipts</b>	<b>Jan</b>	<b>Feb</b>	<b>March</b>
Lottery	1,000	900	1,200
Fundraising	500	-	500
Membership	200	-	100
Dev. Draw	1,000	1,000	1,000
<b>Total Receipts (A)</b>	<b>\$2,700</b>	<b>\$1,900</b>	<b>\$2,800</b>
<b>Payments</b>			
Hurleys	250	400	1,600
Medical	-	-	400
Insurance	1,000	-	-
Maintenance	250	250	250
<b>Total Payments (B)</b>	<b>\$1,500</b>	<b>\$650</b>	<b>\$2,250</b>
<b>Net Cash Inflow</b>			
(A - B) (C)	1,200	1,250	550
<b>Opening Balance (D)</b>	<b>1,000</b>	<b>2,200</b>	<b>3,450</b>
<b>Closing Balance (C+D)</b>	<b>\$2,200</b>	<b>\$3,450</b>	<b>\$4,000</b>

# The Treasurer

## FUNDRAISING

### Introduction

- All Clubs need to raise finance (*Fact*)
- All Club Committees spend too much time discussing Fund-raising Projects (*Fact*)
- Successful Fund-raising does not necessarily mean success on the field of play (*Fact*)
- Clubs who are unable to raise finance will not be able to fund their playing activities and will cease to function (*Fact*)
- Many Committee and Club Members dislike being involved in fund-raising (*Fact*)
- Most Clubs fail to plan their Fund-raising Projects properly. Therefore maximum Fund-raising potential is not achieved and Club Members become disillusioned (*Fact*)

Fund-raising must be seen as a tool which allows a Club to operate in the same way as a bricklayer uses a trowel to build.

# The Treasurer

## FUNDRAISING

- 1.** A Special Sub-Committee with responsibility for fund-raising should be set up within the Club under the Chairmanship of the Treasurer
- 2.** In consultation with the other club Officers he should select a small Core Group to work-out an overall budget and devise fund-raising strategy
- 3.** This Sub-Committee having identified the Club needs,
  - (a)** Should investigate the potential of specific fund-raising ventures and their suitability in their area, and other fund-raising taking place at the time
  - (b)** Having decided on a particular venture it should plan, develop and oversee the venture from commencement to completion

*.....continued*

# The Treasurer

## **FUNDRAISING** continued

- (c) Establish the necessity for the fund-raising. The positive and negative responses from the general public and communicate these to the Club Representatives so that they can adequately cope with all the negative responses they receive
- 4.** All club members must portray a positive outlook on a club's activities. One member speaking negatively can destroy a fundraising venture.
- 5.** This Sub-Committee should look both outside and inside the club membership to co-opt individuals for a specific venture, e.g. Card Players - Card Game/Doggy people - Night at the Dogs etc.

# The Treasurer

## **FUNDRAISING** Planning

The most important aspect of Fund-raising is the Planning Stage

### **How to Plan:**

- 1. Identify Fund-raising Project**
- 2. Examine potential of Project, taking into account:-**
  - A. Personnel needed and available**
  - B. Timescale**
  - C. Area being canvassed**
  - D. Set realistic targets**
    - 1. Overall Target**
    - 2. Individual Target**
  - E. Identify individuals outside catchment area might help**
  - F. Plan campaign**
  - G. Communicate Positive Message**

# The Treasurer

## **FINANCE SUB-COMMITTEE**

### **Planning Meeting - Early September**

#### **Fund-raising Venture - Christmas Raffle**

- 1.** Establish reason for Fund-raising e.g. Fund underage Activities.
- 2.** (A) Identify Parents with G.F.&H.A. sympathies.  
(B) Identify Club Supporters.
- 3.** (A) Identify best possible times for these sales considering times when large crowds are attracted, Special Events etc.  
(B) Research if Ticket Sales are allowed in Public Houses in these areas.

*continued.....*

# The Treasurer

## **FINANCE SUB-COMMITTEE**

### **Planning Meeting - Early September... cont.**

- 3.** (C) Identify Club Personnel who would be well received in these areas. *P.S. do not send somebody who is constantly arguing or fighting with members of other clubs during games.*
- (D) Draw up a roster for these sales.
- (E) Consider time scale for sales to maximise potential, divide time scale by setting targets and having mid term review.
- 4.** Set up positive publicity drive Posters, Newsletters etc. if necessary. Never take the general public for granted - make them feel part of the effort.

*continued.....*

# The Treasurer

## **FINANCE SUB-COMMITTEE**

### **Planning Meeting - Early September... cont.**

Following the Planning Stage, the Sub Committee should try to give out all tickets at the same time so that nobody is seen to have an advantage over another.

During Sales Drive the Sub Committee should have constant reviews and give constant support to Sellers, through encouragement and recognition of effort.

Hopefully the end result will be a successful Fund-raising Venture.

***N.B. These Planning and Strategy principles can be used in any form of Fund-raising. When Fund-raising is completed ensure all Fund-raisers no matter how much money they have raised are made to feel part of the success.***

# The Treasurer

## OTHER FUND-RAISING IDEAS

1. **A day at the races (Horses or dogs)**  
**This project has huge potential.**

### **\*Special Tip**

*Identify local and outside business trading in the area.  
Approach for sponsorship or adverts before you commence  
selling the shares in horses, dogs etc.*

2. **Sponsored Cycle, Parachute Jump, Walk, etc.**
  - **Set up sales teams around each participant**
  - **Plan overall sales targets and strategy**
  - **Ensure co-ordination of sales**

### **\*Special Tip**

*Less cyclists, jumpers, walkers etc. and more sellers make more  
money for your club.*

*continued.....*

# The Treasurer

## OTHER FUND-RAISING IDEAS

- 3. Sale of work**  
This project has huge potential but needs careful planning and a lot of time.

**\*Special Tip**

*Receive each item graciously (A shut mouth catches no flies)  
A negative response from any Committee Member to an item received could stop several others donating something.*

- 4. Quizzes, Card Games, fashion Shows, Golf Classics etc. These are specialised events.**

**\*Special Tip**

*Identify people interested in these areas. Get them interested in your Project and heed their advice.*

*continued.....*

# The Treasurer

## OTHER FUND-RAISING IDEAS

- All fund-raising efforts need planning
- All fund-raisers need a little bit of recognition
- All those who support our fund-raising ventures must be acknowledged as we will need their money again



# The Treasurer

## SPONSORSHIP

- Sponsorship is fund-raising under a different guise
- You are selling the merits of being identified with or associated with your Club
- You should never sell it cheap
- You should always chose a sponsor carefully
- Before your Club makes an approach to a sponsor, it should prepare a Brochure setting out:-
  1. Brief Club history
  2. Club's catchment area and support base
  3. Club's potential in all grades
  4. Club's standing and profile in the Community it serves

*continued.....*

# The Treasurer

## SPONSORSHIP

5. Club's youth involvement and long term plan
6. Profile for Company if it agrees to sponsor

**This brochure should be attractive and appealing and professionally produced.**

**N.B.** Nowadays you get nothing for nothing  
A club must be prepared to allocate a percentage of sponsorship toward advertising and servicing the sponsorship.



# The Treasurer

## **THE BALANCE SHEET:**

It is a statement of assets and liabilities at a specific date.

## **WORKING CAPITAL:**

Defined as

- The excess of Current Assets over Current Liabilities
- Current Assets should exceed Current Liabilities
- If ratio is less than unit - a danger signal
- Healthy Working Capital - a good sign of a club



# The Treasurer

## FINANCIAL REPORTING

A financial report should be given at monthly meetings.

Details to be included, -

- 1. Income** - with analysis of income
- 2. Expenditure** - with analysis of expenditure
- 3. Bank Balance(s)** - with statements reconciled, i.e. all outstanding cheques to be included
- 4. List of accruals and prepayments**  
[where appropriate]
- 5. Details of investments and bank loans**  
[where appropriate]

# The Treasurer

## A.N. OTHER G.F.& H.A. CLUB

### Income & Expenditure A/C for Year Ended.....20xx

Schedules	Summary	Current Year Amount	Previous Year Amount
	Income for 20xx	-	-
	Expenditure for 20xx	-	-
	<b>SOURCE OF INCOME</b>		
1	Gate Receipts	-	-
2	Membership	-	-
3	Commercial Income	-	-
4	Grants received	-	-
5	Fundraising activities	-	-
	(e.g. Lotto, Monthly Draw, Socials etc) -	-	-
6	Financial Income	-	-
7	Other Income - Attached schedules	-	-
		-	-

continued.....

# The Treasurer

## A.N. OTHER G.F.& H.A. CLUB

### Income & Expenditure A/C for Year Ended.....20xx

Schedules	Summary	Current Year Amount	Previous Year Amount
	<b>EXPENDITURE</b>		
8	<b>State Committee Charges</b> (i.e. Insurance, Affiliations, Public Liability, Regist.)	-	-
9	<b>Team Expenses</b>	-	-
10	<b>Expenses of Team Manager</b>	-	-
11	<b>Referees Fees</b>	-	-
12	<b>Administration Expenses</b>	-	-
13	<b>Repair &amp; Maint. of Club Facilities</b>	-	-
14	<b>Medical Expenses</b>	-	-
15	<b>Prize Fund Expenses</b>	-	-
16	<b>Coaching &amp; Games Development</b>	-	-
17	<b>Financial Expenses</b>	-	-
	<b>Excess of Income Over Expenditure</b>	-	-

# The Treasurer

## A.N. OTHER G.F.& H.A. CLUB

### INCOME FOR YEAR ENDED 20xx

<b>1 GATE RECEIPTS:</b>		<b>5 FUNDRAISING ACTIVITIES:</b>	
<b>TOTAL</b>	—	LOTTERY	—
<b>2 MEMBERSHIP:</b>		\$100 FUNDRAISING DRAW	—
ORDINARY MEMBERS	—	VIDEO RACE NIGHT	—
PLAYING MEMBERS	—	GOLF CLASSIC	—
LIFE MEMBERS	—	<b>TOTAL</b>	—
JUVENILE MEMBERS	—	<b>6 FINANCIAL INCOME:</b>	
<b>TOTAL</b>	—	BANK DEPOSIT INTEREST	—
<b>3 COMMERCIAL INCOME:</b>		CREDIT UNION INTEREST	—
SPONSORSHIP	—	<b>TOTAL</b>	—
ADVERTISING	—	<b>7 OTHER INCOME:</b>	
<b>TOTAL</b>	—	BAR PROFIT	—
<b>4 GRANTS RECEIVED:</b>		CLUB PROMOTION GEAR	—
<b>TOTAL</b>	—	MISC DONATIONS	—
		<b>TOTAL</b>	—
		<b>TOTAL</b>	—

**TOTAL**  
*continued.....*

# The Treasurer

## A.N. OTHER G.F.& H.A. CLUB

### EXPENSE DETAILS FOR YEAR ENDED 20xx

#### 9 STATE CHARGES:

REGISTRATION \_\_\_\_\_  
AFFILIATIONS \_\_\_\_\_  
PLAYERS INJURY SCHEME \_\_\_\_\_  
PUBLIC & EMPLOYERS LIABILITY \_\_\_\_\_  
ALL RISK INSURANCE \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

HELMETS \_\_\_\_\_  
FINES \_\_\_\_\_  
OTHER \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

#### 10 TEAM EXPENSES:

TRAVEL: SENIOR TEAM \_\_\_\_\_  
          WOMENS TEAM \_\_\_\_\_  
          MINOR TEAM \_\_\_\_\_  
          HURLING TEAM \_\_\_\_\_  
  
JERSEYS \_\_\_\_\_  
FOOTBALLS \_\_\_\_\_  
HURLEYS \_\_\_\_\_  
SLIOTARS \_\_\_\_\_

#### 12 ADMINISTRATION EXPENSES:

DEPRECIATION \_\_\_\_\_  
STATIONERY \_\_\_\_\_  
PRINTING \_\_\_\_\_  
POSTAGE \_\_\_\_\_  
SECRETARIES EXPENSES \_\_\_\_\_  
OTHER \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

*continued.....*

# The Treasurer

## A.N. OTHER G.F.& H.A. CLUB

### EXPENSE DETAILS FOR YEAR ENDED 20xx

#### 13 REPAIRS & MAINTENANCE:

CUTTING OF PITCH	---
MAINT OF CLUB PAVILION	---
ELEC/RATE/WATER CHARGES	---
OTHER	---
<b>TOTAL</b>	---

#### 15 PRIZE FUND EXPENSES:

\$100 FUNDRAISING DRAW	---
VIDEO RACE NIGHT	---
GOLF CLASSIC	---
<b>TOTAL</b>	---

#### 18 FINANCING EXPENSES:-

BANK INTEREST	---
BANK CHARGES	---
<b>TOTAL</b>	---
<b>TOTAL</b>	---

