



Money Matters



not-for-profit?

Who does it?



Act amendments



Duties of officeholders are better aligned with company directors' duties, including duties to:

- Disclose material personal interests
- Exercise care and diligence
- Act in good faith
- Not improperly use position or information to gain benefit
- Prevent insolvent trading



Any remuneration or benefits paid to management committee members and senior staff members, and their relatives, need to be disclosed at the AGM.

The basics



ABN

An Australian Business Number, or ABN, is simply an identifier. An ABN confirms that an organisation is conducting business in Australia.

GST

GST is the Goods and Services Tax. It applies to goods or services sold in Australia.

GST registration threshold for not-for-profit organisations is \$150,000 (which is double the threshold for a for-profit business). If you need more information about the GST, check out the not-for-profit portal on the ATO website **ato.gov.au**

INCOME OR REVENUE

Income or revenue is the money your club earns through its operations. This would include things like:

- Membership fees
- Event ticket sales
- Fundraising
- Food and drink sales
- Grants

EXPENSES OR EXPENDITURE

Your expenses or expenditure is all of the money you spend running your club. This would include:

- Event venue hire fees
- Equipment purchases
- Stock (like the food and drink that you purchase to sell at an event)
- Printing costs
- Insurances
- Travel
- Coaching costs

PROFIT OR LOSS

When you subtract the total of all of your expenditure from the total of all of your income, if you're left with a positive number, this is a profit, sometimes called a surplus.

Remember that not-for-profit doesn't mean that you can't make a profit. You can't achieve big goals for your club if you're always running at a loss.

If you get a negative number, then it is called a loss.

ASSETS

Assets are all of the things that your club owns.

The money you have in the bank is an asset. Cash assets are known as current assets.

Physical assets that the club will own for more than a year are known as non-current assets. Non-current simply means that it's unlikely that you'll sell these assets any time soon.

LIABILITIES

And liabilities are all of the money that the club owes - your debts.

Most clubs don't carry much debt. But it would include any unpaid invoices you've received, or if you're yet to reimburse a member for out-of-pocket expenses.

The technicalities

- Profit and Loss Statement
 - Income; Turnover; Expenditure
- Balance Sheet
 - Current and non-current assets and liabilities
- Cashflow statement
- Monthly report
- Bank statements

financial safeguards



DUAL AUTHORISATION

You will need dual authorisation on club bank accounts. This means that it takes two separate people to authorise a transfer of money out of your account.

APPROVAL

Approve or ratify all expenses at a committee meeting.

Remind your members that they should never spend their own money on club purchases without prior approval, in writing.





RECORDS

Get and keep receipts for everything you spend money on.

Regularly keep the club's financial records up to date.

SUPERVISION

Don't let one person handle cash unsupervised.



ELECTRONIC PAYMENTS

Minimise the amount of cash the club handles by making and receiving payments by electronic funds transfers or card payments wherever you can.

SPEAK UP

If you have a funny feeling about anything, speak up quickly. Don't let a small worry turn into a long-term problem.



DO THE RIGHT THING

And most importantly, DON'T STEAL THE CLUB'S MONEY!

your centre is a business



how to make more money?



**COLLECT
ALL YOUR
FEES!**

How to make more money?

- *Food sales*
- *Merchandise*
- *Raffles*
- *... drives*
- *Events and activities*
- *Bar*
- *New programs*
- *Sponsorship*
- *Raise prices*
- *Grants are different...*

sponsorship

- Business relationship
- Both parties benefit
- More than stickers and signs





cprgroup.com.au/grant-mastery

canteen

- Promotion and Engagement
- Change up the menu
- Stock the right amount of the right products
- Make sure *The Price is Right*
- POS and pre-orders
- Roaming sales



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