Club LOGOS ‘/ Letterhead

**Name of** **Club**

**Business Plan**

**Period Covered Month 20…Month–20…**

Developed By**….**

Date Adopted **…**

**Contact Person:**

**Contact Telephone Number:**

**Email Address:**

**ABN Number:**

**Incorporation Number:**

**GST Registered: Yes / No**

Set Some Goals:

Example Goals

1. To review trends in membership and budget outcomes / financial trends
2. To review member fees against actual costs
3. To establish systems to maximize membership fee collection
4. To ensure the financial growth and sustainability
5. To raise an additional …….. by ….. to undertake facility improvements

Example Strategies

1. Increase cash in bank over next 3 years by ……%

2. Ensure player membership contribution maximized to …..%

3. Strengthen and increase sponsorship arrangements by $……. Over next …. years

4. Effectively manage monies associated with bar and canteen

5. Increase profit associated with events

Example Performance Measures

1. Cash in bank as at month…….20… is $......

2. ……% membership collection achieved

3. Major club sponsors finalized by …….. Increase of $....... achieved

4. Point of Sale & Stock take System documented by Month… 20…

5. Profit & Loss statement completed for each ……. event by ……..

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Overall Profit / Loss Summary Past 3 Years | | | | | | | | | |
|  | | 20..- 20.. | | 20.. – 20.. | | 20.. – 20.. | | % (+ / - ) | |
| Income | |  | |  | |  | |  | |
| Expenditure | |  | |  | |  | |  | |
| Profit / Loss | |  | |  | |  | |  | |
| ***Profit Goals Next 3 Years*** | | | | | | | | | |
| 20.. - 20.. | % increase | | 20.. – 20.. | | % increase | | 20.. – 20.. | | % increase |
|  |  | |  | |  | |  | |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Fee / Membership Summary Past | | | | | | |
| **Member Trends** | **20..** | | **20..** | | **20..** | |
| **Total Membership** |  | |  | |  | |
| **Member Category eg**  **Juniors**  **Seniors**  **Non-playing**  **Social** |  | |  | |  | |
| **Fees by Category** | **$** | **% increase**  **from previous year** | **$** | **% increase**  **from previous year** | **$** | **% increase**  **from previous year** |
| **Juniors**  **Senior**  **Family etc** |  |  |  |  |  |  |
| **% Fees Collected** |  | |  | |  | |

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| --- | --- | --- | --- | --- |
| *Financial Trends Summary Past* | | | | |
| Revenue | 20… – 20… | 20… – 20… | 20…– 20.... | % (+ / - ) |
| Membership |  |  |  |  |
| Sponsorship |  |  |  |  |
| Fundraising |  |  |  |  |
| Merchandise |  |  |  |  |
| Events |  |  |  |  |
| Kiosk |  |  |  |  |
| Bar |  |  |  |  |
| Gate |  |  |  |  |
| Bank Interest |  |  |  |  |
| Donations |  |  |  |  |
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|  |  |  |  |  |
| **Total** |  |  |  |  |
| *Financial Trends Summary Past* | | | | |
| Expenditure | 20… – 20… | 20… – 20… | 20... – 20 ... | % (+ / - ) |
| Fees |  |  |  |  |
| Insurance |  |  |  |  |
| Affiliation |  |  |  |  |
| Venue Hire |  |  |  |  |
| Equipment |  |  |  |  |
| Uniforms |  |  |  |  |
| Player Payment |  |  |  |  |
| Umpiring Fees |  |  |  |  |
| Bar Stock |  |  |  |  |
| Kiosk Stock |  |  |  |  |
| Merchandise Purchase |  |  |  |  |
| Events |  |  |  |  |
| Sponsor functions |  |  |  |  |
| Printing |  |  |  |  |
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| **Total** |  |  |  |  |

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| AREAS IDENTIFIED TO RAISE ADDITIONAL INCOME | | | |
| Revenue Area | $ Goal 20.. | $ Goal 20.. | $ Goal 20 .. |
| e.g. Bar |  |  |  |
| Strategies |  |  |  |
|  | $ Actual 20.. | $ Actual 20.. | $ Actual 20.. |
|  |  |  |  |
| Comments / Future Considerations | | | |
| Area: | $ Goal 20.. | $ Goal 20.. | $ Goal 20.. |
| Strategies |  |  |  |
|  | $ Actual 20.. | $ Actual 20.. | $ Actual 20.. |
|  |  |  |  |
| Comments / Future Considerations | | | |
| Area: | $ Goal 20.. | $ Goal 20.. | $ Goal 20.. |
| Strategies |  |  |  |
|  | $ Actual 20.. | $ Actual 20.. | $ Actual 20.. |
| Comments / Future Considerations | | | |
| AREAS IDENTIFIED TO RAISE ADDITIONAL INCOME | | | |
| Area: | $ Goal 20.. | $ Goal 20.. | $ Goal 20.. |
| Strategies |  |  |  |
|  | $ Actual 20.. | $ Actual 20.. | $ Actual 20.. |
|  |  |  |  |
| Comments / Future Considerations | | | |
| Area: | $ Goal 20.. | $ Goal 20.. | $ Goal 20.. |
|  |  |  |  |
| Strategies |  |  |  |
|  | $ Actual 20.. | $ Actual 20.. | $ Actual 20.. |
| Comments / Future Considerations | | | |
| Area: | $ Goal 20.. | $ Goal 20.. | $ Goal 20.. |
|  |  |  |  |
| Strategies |  |  |  |
|  | $ Actual 20.. | $ Actual 20.. | $ Actual 20.. |
| Comments / Future Considerations | | | |
| AREAS IDENTIFIED TO REDUCE EXPENDITURE | | | |
| Revenue Area | $ Goal 20.. | $ Goal 20.. | $ Goal 20 |
| e.g. Player Payments |  |  |  |
| Strategies |  |  |  |
|  | Reduction 20.. | Reduction 20.. | Reduction 20.. |
|  |  |  |  |
| Comments / Future Considerations | | | |
| Revenue Area | $ Goal 20.. | $ Goal 20.. | $ Goal 20.. |
| e.g. Player Payments |  |  |  |
| Strategies |  |  |  |
|  | Reduction 20.. | Reduction 20.. | Reduction 20.. |
|  |  |  |  |
| Comments / Future Considerations | | | |

## Budget Tracker

**Income 20…**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 1st Quarter | | 2nd Quarter | | 3rd Quarter | | 4th Quarter | |
| Budgeted | Actual | Budgeted | Actual | Budgeted | Actual | Budgeted | Actual |
| Membership |  |  |  |  |  |  |  |  |
| Sponsorship |  |  |  |  |  |  |  |  |
| Bar |  |  |  |  |  |  |  |  |
| Catering |  |  |  |  |  |  |  |  |
| Kiosk |  |  |  |  |  |  |  |  |
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| Events |  |  |  |  |  |  |  |  |
| 1. |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |
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| **Total** |  |  |  |  |  |  |  |  |

***Expenditure 20...***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 1st Quarter | | 2nd Quarter | | 3rd Quarter | | 4th Quarter | |
| Budgeted | Actual | Budgeted | Actual | Budgeted | Actual | Budgeted | Actual |
| Ground Use |  |  |  |  |  |  |  |  |
| Bar purchases |  |  |  |  |  |  |  |  |
| Kiosk purchases |  |  |  |  |  |  |  |  |
| Uniforms |  |  |  |  |  |  |  |  |
| Equipment |  |  |  |  |  |  |  |  |
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| **Total** |  |  |  |  |  |  |  |  |