**Club Annual Financial Health Check**

**Action List – Club Chairman, Treasurer Programme Secretary**

During these challenging times, the Directors of NAFAS have identified the need for Clubs to maintain an **Annual Financial Health Check** which will be vital in ensuring Club’s continued success.

It is particularly important to look at all increases in expenditure and falling membership figures to assess fully how this affects the financial implications at Club level.

This leaflet can be used as a check list to assist Clubs to assess accurately whether they are financially viable for the coming year and if a realistic and up to date annual subscription is in place to meet Club financial obligations.

**Please pass this document to your successor**

National Association of Flower Arrangement Societies 2003 Limited Osborne House, 12 Devonshire Square London EC2M 4TE 🕿0207 247 5567 🖂flowers@nafas.org.uk 🖰www.nafas.org.uk Charity Registration No. 1101348

**Firstly: take a realistic look at annual income and expenditure to work out a budget in relation to Club subscriptions**

|  |  |  |
| --- | --- | --- |
| **Venue Hire:** | Comments | Cost |
| • *How many meetings per year?* |  |  |
| • *Is an increase likely in the budgeted year? If so, make provision for this* |  |  |
| • *Added costs: kitchen or extra rooms* |  |  |
| • *Cleaning* |  |  |
| • *Layout and clearing* |  |  |
| • *Gratuities* |  |  |
| **Sub Total c/f =** |  |  |

**Insurance and Administration:**

* •  **The venue will be covered for Public Liability but Clubs require**

**their own Public Liability**

* •  **NAFAS offers Club insurance – details can be obtained through**

**Area Secretaries**

|  |  |  |
| --- | --- | --- |
| **Insurance and Administration:** | Comments | Cost |
| • *Public Liability Insurance* |  |  |
| • *Area Affiliation Fees* |  |  |
| • *NAFAS Affiliation Fees* |  |  |
| •  *1. 2.*  *Committee Expenses Travel if applicable*  *Other (meeting rooms etc)* |  |  |
| • *Postage* |  |  |
| • *Telephone* |  |  |
| • *Stationery and Photocopying: 1. General*   1. *Club Mailshots/Newsletters for*   *communicating information*   1. *Membership Cards* |  |  |
| • *New Member welcome packs* |  |  |
| • *Do you have Club competitions and offer prizes?* |  |  |
| • *Cost of members representing Club at local, Area or National Shows* |  |  |
| **Sub Total c/f =** |  |  |

**Annual Programme:**

* •  **In addition to Demonstrations why not include a NAFAS Speaker or practical/hands-on meetings which are proving highly successful in some Clubs (they may have the added bonus of introducing new members to our Association)**
* •  **Many Presenters are now booked up to 2/3 years in advance. Therefore, it is essential that Programme Secretaries communicate directly with them prior to entering into a contract on a Blue Form to ascertain fees, flower allowance, travel and VAT *if applicable* (some are sympathetic to distance related to costs and may be open to negotiation). This will help to facilitate realistic financial forward planning**
* •  **Open Meetings should be budgeted for separately and costs incurred considered, before agreeing a ticket price, which can then offset expenses**

|  |  |  |
| --- | --- | --- |
| **Annual Programme:** | Comments | Cost |
| • *Presenters’ fees: per year* |  |  |
| • *Estimated mileage costs: per year* |  |  |
| • *Flower Allowances should be realistic, acceptable to both parties and relate to current market prices: per year* |  |  |
| • *Subsistence and Hospitality*   1. *Overnight accommodation in a private*   *home, good class bed & breakfast or*  *hotel: per year*   1. *Snacks/Meals en route and/or on*   *arrival; in line with current NAFAS allowances: per year* |  |  |
| • *Practical/Hands On meetings may incur additional costs: per year* |  |  |
| **Sub Total c/f =** |  |  |

**Projected Annual Income and Expenditure:**

* •  **Visitors’ fees should not be included**
* •  **It is always wise to factor in an annual contingency fund for**

**unforeseen situations**

|  |  |  |
| --- | --- | --- |
| **Income:** | Comments | Cost |
| 1. *Subscriptions* 2. *Raffle* 3. *Do you receive a grant and is it*   *sustainable?*   1. *Other – such as sales tables or*   *fundraising* |  |  |
| **Total Income =** |  |  |
| **Expenditure:** |  |  |
| 1. *Contingency Fund* 2. *Sub Totals b/f* |  |  |
| **Total Expenditure =** |  |  |
| **Excess/Loss of Income over Expenditure =** |  |  |

• **Total expenses less 2, 3 and 4 in Income ÷ by number of members = Annual subscriptions**

**For further information refer to current documents on the Members Area of the NAFAS website (password nafasweb16)**