



2009 CLUB ANNUAL RESOURCES and EVALUATION PROGRAM

Checklist

CLUB NAME: _____

We have provided the following information:

	Yes
Section 1: 2008 Club Participation and Performance Review	<input type="checkbox"/>
Section 2: 2009 Club Operational Planning	<input type="checkbox"/>
Section 3: Financial Summary Sheet - 2008 Review and 2009 Planning (statement of accounts or summary information on enclosed form)	<input type="checkbox"/>
Section 4: Additional Attachments Required	<input type="checkbox"/>
Section 5: 2009 Office Bearer contact information	<input type="checkbox"/>

On behalf of the above Club, I hereby confirm that the all the parts of the information required in this form have been completed and is a true and accurate statement of the Club's intended Financial and Operational forecasts for 2009.

Application submitted by:

Name: _____

Club Position: _____

Contact Details: Phone AH _____
 BH _____
 Mobile _____
 Email _____

Section 2: 2009 Club Operational Planning

What do you want to achieve in 2009?	Identify the main tasks (Strategies) and suggest a time frame	Who do you need to involve? How will this be done?	What resources or information do you need to get started?	How will you know when you have succeeded?
<i>eg. Improve financial position under new funding arrangements</i>	<i>Fundraising during semester periods in 2009</i>	<i>Sale of chocolates Trivia nights (x2)</i>	<i>Chocolates, people to assist with the sale Date, Venue, people to assist, publicity of events, etc</i>	<i>Financial position at end of year</i>
1.				
2.				
3.				
4.				

Section 3: Financial Summary Sheet

Provide a report of 2008 income and expenditure and your 2009 budget, using the template below. (A bank statement is not sufficient) Attach or include more detailed information in the following pages to assist in supporting your budgeted figures. Include expenditure made through Melbourne University Sport using any Club Subsidy funds.

PROFIT AND LOSS FOR PERIOD ENDING:/...../2008

Revenue:	2008 Budget	2008 Actual	2009 Budget	Details of Revenue
eg.. Membership Fees	5000	4500	5000	<i>Membership numbers were lower this year than expected. We are hoping for an increase in membership in '09 due to improved marketing and promotion of the club</i>
Membership Fees				
Fundraising				
Sponsorships				
Donations				
Sale of uniforms/equipment				
Rental of equipment				
Functions				
Course income				
Training session income				
MUS Club Funding support	Do not include	Do not include	Do not include	
Other				
TOTAL				

Expenditure:	2008 Budget	2008 Actual	2009 Budget	Details of Expenditure
Affiliation Fees				
Registration Fees				
Entry Fees				
Coaching costs				
Other support staff costs				
Venue hire - external				
Equipment purchases				
Repairs and maintenance				
Training of coaches/staff				
Functions				
Uniforms				
Trophies				
Other				
TOTAL				
SURPLUS/DEFICIT				

CASH POSITION:

	2008	2009 Budget
Cash at start of year		
Add/subtract surplus/deficit		
Cash at end of year:		

3A Membership Fee schedule

Please complete all membership categories even if not applicable.

2008 actuals:

Category	2008 Numbers	2008 Fee per member \$	2008 Total \$
<i>eg. MU Student</i>	100	50	5,000 (100 x 50)
Active playing Melbourne Student			
Active playing Student (Other Uni.)			
Active playing Non-Student			
Social/non-playing member			
Life Member			
Junior (under 16)			
½ year MU student (if appl)			
½ year (othr uni) student (if appl)			
½ year non- student (if appl)			
Other (pls specify)			
Total			\$

2009 budget:

Category	2009 Projected Numbers	2009 Fee per member \$	2009 Total \$
<i>eg. MU Student</i>	120	55	6,600 (120 x 55)
Active playing Melbourne Student			
Active playing Student (Other Uni.)			
Active playing Non-Student			
Social/non-playing member			
Life Member			
Junior (under 16)			
½ year MU student (if appl)			
½ year (other uni) student (if appl)			
½ year non- student (if appl)			
Other (pls specify)			
Total			\$

What is a typical cost of membership for a **non-university** club in your sport for 2008?

Junior: \$ _____

Student: \$ _____

Non-student: \$ _____

Social: \$ _____

Please list your source of information e.g. *Hawthorn Hockey Club website*

What alternative revenue activities has your club utilised in the last year ? (eg. Fundraising)

3B. Expense Items – details

Please provide as much detail as possible about your proposed expenditure for 2009.

Item	2009 Budget \$	Description	Purpose of Line Item
<i>EXAMPLE: Affiliation Fee</i>	<i>Eg. \$555</i>	<i>Eg. Affiliation to Tennis Victoria</i>	<i>Eg. Requirement to be able to participate in competition</i>
Affiliation Fees:			
Registration Fees:			
Entry Fees:			
Equipment purchases:			
Consumables:			
Item:			
Item:			
Item:			
Item:			
Item:			
Item:			
Item:			

3C. External Venues and Facilities

Please list all external venues and facilities that your club plans to hire for competition, coaching/instruction or training purposes.

Venue Detail	Purpose of booking (Training /Comp/ Coaching)	Season Dates	Day Required	Time Required	Cost per hour / total per season
Total cost of all venue hire required				\$ _____	

3D. Coaching, Administration and Support Staff

For persons who will be engaged as casual staff by the University, estimated costs should include on-costs of 14.75%. Do not include on-costs for persons who will be engaged as independent contractors (who must operate as a bona-fide company).

Name	Type of service e.g. coaching, admin etc	Cost per annum/season \$

Section 4: Additional Attachments Required

Please ensure that you complete the following additional paperwork and submit to MU Sport by the specified deadline:-

2009 Venue Booking Form

(Please note : Unless otherwise notified, the venue booking costs and availabilities will be 'similar' to this year. However, minor adjustments may be necessary. Where this is so, clubs will be provided with as much notice as possible.)

2009 Key Access Form

Section 5: 2009 Office Bearer Information

Provide a list of 2009 Club Office bearers, including their contact details, and indicate when your Club elects its office bearers each year. Also indicate which office bearer is the main contact for correspondence: (Attach list if space is insufficient)

Elections conducted on _____ (insert date). Please attach a copy of AGM minutes.

Correspondence should be directed to: _____

President: Name _____
 Phone _____
 Email _____

Secretary: Name _____
 Phone _____
 Email _____

Treasurer: Name _____
 Phone _____
 Email _____

MUSA Council Representative:
 Name _____
 Phone _____
 Email _____

Other
 Name _____
 Phone _____
 Email _____

Other
 Name _____
 Phone _____
 Email _____

BLUES NOMINATION SUB-COMMITTEE

Please list names and contact details of those committee members and club members nominated to form your Club's Blues Nomination Sub-Committee.

Name	Phone	Email	Blues Recipient (Y/N) Year?