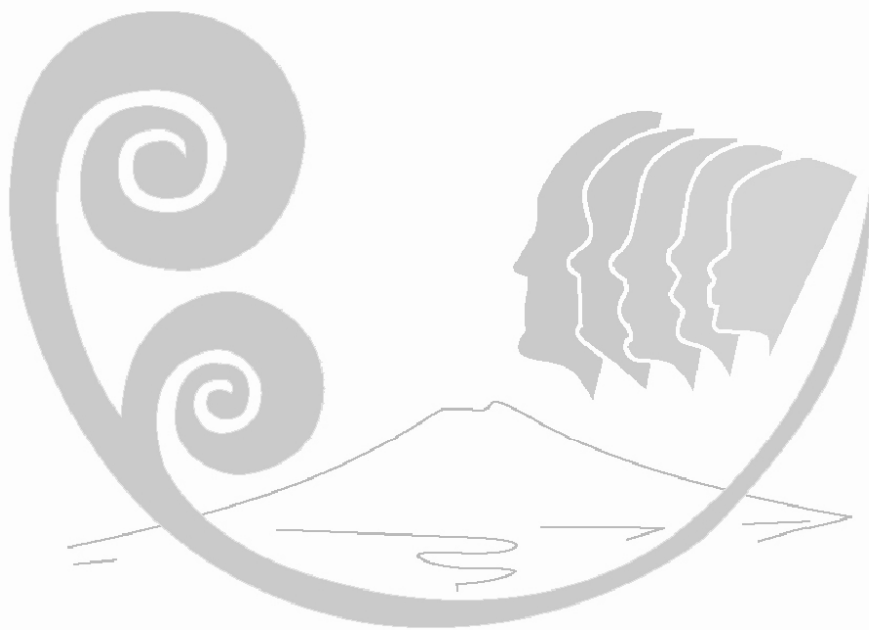


# THE ROLE OF THE TREASURER



**Another Community Resource for the Not for Profit Sector**



## **ACKNOWLEDGEMENT**

The North Shore Community and Social Services Inc. was formed in 1975 and incorporated in 1979. Our organisation, which is a co-ordinating council for community groups, enhances or promotes the community development process on the North Shore and empowers community groups to serve their communities.

## **COMMUNITY RESOURCES**

North Shore Community and Social Services Inc. continues to publish resources that have helped many Not-for-Profit organisations in their day-to-day management.

Our community resources provide affordable, practical, hands on advice, written by experts drawing from their experience working in the community sector.

Should you wish to order any of our publications, an order form is on the next page. Orders can be placed by post, phone, fax or email.

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Running Time 27 minutes

*“It helped when our new Board members were elected – we found it humourous and very useful”*

*“Our meetings are much more focused”*

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*“It is humourous, not at all threatening and promoted good discussion”*

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# THE ROLE OF THE TREASURER

You will need to have the following equipment:

- A receipt book for monies received
- An index filing system for invoices and statements paid
- Organisation deposit books and cheque books
- A petty cash tin
- Copies of previous financial records (from your predecessors)

Before starting, arrange a meeting with your auditor if you have one. Discuss the details the auditor will require at the end of the year. By understanding what is required before you begin will make your job easier.

---

## TREASURER'S DUTIES

The Treasurer is responsible for the financial management of the organisation and may be expected to carry out the following list of duties.

- To ensure money received is properly receipted and banked
- To invoice groups/members for services rendered e.g. rental of building space, equipment, uniforms etc
- To prepare budgets for the forthcoming year describing all sources of income and expenditure.
- To maintain accurate records of current income and expenditure
- To prepare and present monthly (or bi-monthly) accounts for payment, for approval by the committee
- To prepare annual financial accounts for auditing and provide the auditor with information as required
- To be the signatory on cheques (with at least one other person)
- To ensure annual returns are filed with the Assistant Registrar of Incorporated Societies and with the Department of Justice if required
- To manage organisation investment programmes
- To file GST, tax returns and PAYE returns for employees as required

The volume of the work will be dependant on the size of the organisation, the activities you are involved in and whether the organisation owns its own facilities and or employs staff.

Under the present Income Tax Act most not-for profit organisations are exempt from paying income taxes. This situation may change and you should be alert to any changes that may be introduced.

Those organisations with a turnover exceeding the GST limit of \$40,000 will have to become registered for GST and file GST returns on a regular basis.

## **A FEW THINGS TO REMEMBER**

1. **ALWAYS** try and pay by cheque. This is so you have a record of your transactions. If you have to pay for something with cash, make sure you get a receipt with a GST number.
2. **ALWAYS** clearly record what the payment was for on your cheque stub.
3. **ALWAYS** keep a copy of the invoice and write your cheque number on it.
4. **ALWAYS** bank income directly into your organisation's account.
5. **ALWAYS** keep track of your 'petty cash'. Write a cheque, cash it and keep the money in one place. Record what it was used for in a petty cash book. Keep receipts where possible.
6. Write up a cashbook showing income and expenditure.
7. Reconcile your cashbook and bank statements monthly.
8. Keep a tight check on who owes you money. Hound them if necessary. If yours is a typical community organisation, it is running on a shoestring. You can't afford to be 'nice' to people who owe you money.

FINALLY, keep your system simple. Make good use of your advisers, accountants, and bank manager, but keep the control of your organisation's financial finances. You are much less likely to get into financial strife.

# FINANCIAL MANAGEMENT

It is easy to feel that financial management is a huge, black, unfriendly job. Hard as it may be to believe, finances can be simple and fun!!!

The first step is to predict what money will be coming in and what money will be going out for the next 12 months.

Yes, this means guessing. It is the best guess you can make. A common response at this point is a groan and disbelief that a guess can be useful. It is! It points out possible difficulties and suggests the income you need to meet your expenses. For example, if you are going to employ a worker, you need to know that you can pay her/him.

Predicting your income and expenditure is called a budget. (Here is an example)

---

## WAYS OF BUDGETING

### 1. **Zero-based budgeting**

This means starting from scratch and costing every item. Some items can be accurately assessed, such as rent; others which vary (e.g power consumption) have to be estimated. This system is time-consuming but allows for assignment of funds to new programmes and developments.

### 2. **Last-year plus budgeting**

This works best when no significant changes are expected in the coming year. It assumes that everything done last year was essential and that it is still needed in the coming year. The previous year's planned budget is checked against the actual budget, and then increased by a percentage to allow for inflation, wage rises etc.

### 3. **Contestable budgeting**

This system combines a bit of both. It allows for a basic amount to cover regular activities (usually based on last-year plus) together with a bulk sum available, on application, for new programmes, bright ideas and unexpected opportunities.

Each of these systems has its drawbacks as well as advantages:

Long-term planning is difficult under **(1)**.

Responding quickly to new needs and opportunities is not easy under **(2)**.

The disadvantage of **(3)** can be that all the extra money is taken up too early, that it is used for uncoordinated and one-off activities, or that it's not used at all.

### 4. **Cost centre budgeting**

This starts by integrating programme development with overall planning and then coordinates these with financial costing and income expectations. It works best in team-based management situations.

## AN EXAMPLE OF A BUDGET

<b>INCOME</b>		
Grants (Philanthropic Trusts etc) – e.g. list all sources separately		\$9500
Annual Fundraising		\$18000
Government Funds		\$72000
	- Salary	\$32000
	- Project Funding	\$40000
Hire of Hall		\$500
Interest		\$100
Sundry		\$1000
Workshops		\$1000
		\$102100
<b>EXPENDITURE</b>		
Wages/ACC		\$5000
Rent/Rates		\$19500
Telephone (rental/tolls)		\$1200
Cleaning		\$1000
Insurance		\$600
Electricity/Solid Fuel		\$1400
Postage		\$200
Printing		\$1500
Stationary		\$500
Photocopying		\$600
Refreshments		\$600
Staff Training		\$3000
Professional fees (Lawyer, Accountant, Consultants)		\$3000
Sundry		\$500
Advertising		\$2500
Maintenance		\$800
Vehicle (running expenses/repairs)		\$1200
Fundraising expenses		\$1800
Workshops		\$800
Total Expenditure		\$95700
Income less Expenditure		\$6400
Plus money in bank at beginning of year		\$5000
		\$11400
Less capital equipment purchases		\$10000
Closing Balance		\$1400

---

## CASHFLOW CHART

Once you have completed your budget, you need to break it down by month. This is called a cashflow chart. As the name implies, a cashflow chart is the flow of cash in and out of your organisation.

A cashflow chart shows whether or not you need an overdraft facility. Does your income always cover expenditure? If not, you may need an overdraft facility at the bank.

Because a cashflow chart must include all cash transactions, you do include GST. This is done even if your budget is GST exclusive.

Producing a cashflow chart helps you predict cashflows for different scenarios, such as grants expected etc.

## NOTES ABOUT CASHFLOWS

You cannot simply break your budget figures into 12 equal parts.

Think about your accounts. When and how often do you pay the electricity bill? When will it be highest? Lowest? For example, if your organisation is closed at Christmas, your toll bill and postage will be zero but the phone rental will continue. Other examples are:

- When are you going to buy capital equipment?
- How frequent are your GST payments? (bi-monthly)
- When does your Post Office box rental come due?
- When will you pay your accountant?
- When will grant money come in? Check closing dates for applications.

The great thing about cashflows is that each month you can compare what has happened against what you thought would happen. If something is widely different than predicted, you can adjust your spending in the following months or modify your predictions.

## EXAMPLE OF A CASHFLOW CHART

**Opening Bank Balance:** This is the money you expect you will have at the beginning of the month.

**Cash Out:** List all the things you will be paying for. **Note:** paying for, **not** ordering. This chart is about the actual flow of cash in and out of your business. Use headings from your cashbook (photocopying, rent, phone etc).

**Total Cash Out:** Add up cash out items.

**Sub Total Balance:** Some charts show this as total use of funds. This shows you how things would look if you had no income for the month. Take your opening cash balance and subtract total cash out (see the example on the next page).

<b>Opening Bank Balance</b>	\$4179
<u>Less:</u> Total cash out	\$7260
Sub total Balance	<u>(\$3081)</u>
	(Brackets represent a negative balance)
<b>OR</b> if you start with an overdraft	
<b>Opening Bank Balance</b>	(\$2176)
Then you <u>add</u> Total cash out	\$7260
Sub Total Balance	<u>\$5084</u>

---

## CASHBOOK

This is a detailed record of your income and expenditure. You'll need this information for tax purposes and it will also help you manage better. It doesn't need to be elaborate.

### Example Of Payments

Date	Details	Cheque No	Amount
01/02/05	Rent to City Council	186	\$150.00
05/02/05	New chair for club rooms	187	\$75.00
07/02/05	Food for Volunteer function	188	\$200.00

### Example of Receipts

Date	Details	Rec No.	Amount	Banked
04/03/05	Monthly organisation fees	108	\$300.00	10/03/91
06/03/05	Organisation donations	109	\$150.00	10/03/91
08/03/05	Subs	110	\$500.00	10/03/91

## INCOME JUNE 2005

DATE	PARTICULARS	REC NO	RENT	GRANTS	INTEREST	REIMBURSEMENTS	TOTAL
3 <sup>rd</sup> June	Work Development Cnt	208	2515.50				2515.50
3 <sup>rd</sup> June	Dept of Internal Affairs	209	2485.00				2485.00
3 <sup>rd</sup> June	V Moore	210				50.00	50.00
16 <sup>th</sup> June	Otago Polytechnic	211	870.00				870.00
16 <sup>th</sup> June	Youth Learning Centre	212	400.00				400.00
16 <sup>th</sup> June	Phips and Schooler	213	255.00				255.00
16 <sup>th</sup> June	H Gordon	214	2000.00				2000.00
29 <sup>th</sup> June	Otago Polytechnic	215	400.00				400.00
29 <sup>th</sup> June	Investment Account	216			25.00		25.00
			8915.50		25.00	50.00	8990.50
	<b>RECONCILIATION</b>						
	Opening Balance		1713.84			Bank Statement	5031.27
	Less Expenditure		5018.07				
	Sub Total		-3304.23			Sub Total	5376.27
	Plus income		8990.50			+ deposits not credited	655.00
	Closing Balance		5686.27			Closing Balance	5686.27
	Deposits Not Credited						
	Phips and Schooler		255.00				
	Otago Polytechnic		400.00				
	Total		655.00				

## EXPENDITURE JUNE 2005

DATE	PARTICULARS	CHQ NO	PHONE	TRAVEL	TRAINING	WAGES	ACT.FEES	BK FEE	TOTAL
5 <sup>th</sup> June	N White	11		50.00					50.00
5 <sup>th</sup> June	Air New Zealand	12		281.52					281.52
9 <sup>th</sup> June	J Smith	13				171.00			171.00
9 <sup>th</sup> June	Telecom	14	205.91						205.91
17 <sup>th</sup> June	Professional Trainers	15			170.00				170.00
17 <sup>th</sup> June	Telecom	16	66.77						66.77
24 <sup>th</sup> June	Answer Services Ltd	17	119.16						119.16
24 <sup>th</sup> June	Accountancy Services	18					699.71		699.71
25 <sup>th</sup> June	J Smith	AP				399.00			399.00
26 <sup>th</sup> June	F Abernethy	AP				1140.00			1140.00
26 <sup>th</sup> June	K Kennedy	AP				399.00			399.00
27 <sup>th</sup> June	M Alsop	AP				1140.00			1140.00
27 <sup>th</sup> June	K Murphy	AP				171.00			171.00
30 <sup>th</sup> June	Bank Fees	AP						5.00	5.00
			391.84	331.52	170.00	3420.00	699.71	5.00	5018.07

---

## **BANK RECONCILIATION**

Monthly bank reconciliation is recommended so that you regularly check the accuracy of your records, keep track of automatic payments, bank fees and interest, and have an up-to-date picture of the financial position of your business.

### **STEPS TO BANK RECONCILIATION**

**1. EXPENDITURE:**

Record cheques written (payments) into cash book in numerical order and analyse them into appropriate categories for your business. Don't rule off yet.

**2. INCOME:**

Record money received (receipts) in cash book in date order and analyze them into categories

3. Check receipts and payments off against your bank statements. Tick if occur in both places. Circle or otherwise note any which do not occur in both places.
4. Complete receipts and payments in cash book e.g. automatic payments, bank fees.
5. Total cash book and cross-add i.e. add each separate column down and then across to equal total of 'bank' column.
6. List deposits not credited and un-presented cheques (to use at step 8)
7. Do cash flow summary i.e. opening balance plus total receipts = closing balance
8. Bank reconciliation i.e. balance as per bank statement plus deposits not credited, less un-presented cheques = closing balance

### **CLOSING BALANCE OF 8 SHOULD EQUAL 7**

**IF IT DOESN'T**

1. Look for the specific amount that you are out by
2. Check addition
3. Check that everything in cash book is in bank statement and vice versa
4. Check that you have accounted for any un-presented cheques from previous months.

**Congratulate yourself on your success!**

---

## PREPARING MONTHLY STATEMENTS FOR EXECUTIVE MEETINGS

For your regular executive meetings it is worthwhile to prepare a statement showing the income and expenditure for the last month, including a summary of the year-to-date progress. This can also be measured against the prepared budget to examine the financial position in relation to what was anticipated.

An example of a detailed financial statement is included here. More simple ones will do but this particular one allows for comparison with the forecasted budget.

### EXAMPLE:

<b>FINANCIAL REPORT FOR 3 MONTHS ENDING    /    /</b>			
<b>This month</b>		<b>Year to date</b>	<b>Budget</b>
	<b><u>Income</u></b>		
	Grant	\$3000	\$10,000
\$20	Sale of Books	\$100	\$500
\$100	Affiliation fees	\$200	\$500
	Interest		\$100
	.....	.....	.....
<b>\$120</b>	<b>Total</b>	<b>\$3300</b>	<b>\$11,000</b>
	<b><u>Expenses</u></b>		
\$80	Electricity	\$580	\$2000
\$40	Stationery & postage	\$800	\$2000
	Telephone	\$150	\$500
\$100	Insurance	\$200	\$500
	Equipment	\$600	\$1000
	Repairs & Maintenance	\$200	\$2000
\$20	Travel	\$800	\$2000
\$10	Sundries	\$30	\$100
	.....	.....	.....
	<b>Total</b>	<b>\$3360</b>	<b>\$10100</b>
	<b>Surplus (shortfall)</b>	<b>(\$60)</b>	<b>\$900</b>

From your bank statement you can reconcile the above figures and produce a position statement on the current financial status of the organisation. To follow this procedure means that steps can be taken promptly to ensure that financial problems are solved quickly. It could look something like this:

<b>Financial Position At Start Month</b> \$.....		<b>Cash On Deposit</b>	\$.....
+ Surplus (Shortfall)	\$(-\$60)	Debts owed to us	\$
= financial position at end of month	\$.....	Debts owed by us	\$
		Provision to be set aside	\$

---

## BEING FINANCIALLY ACCOUNTABLE

- Registered Incorporated Societies are required to lodge a set of annual accounts with the Ministry of Economic Development each year, along with a statement that these have been presented to the annual meeting. This can be done online to [www.societies.govt.nz](http://www.societies.govt.nz)
- Organisations registered as Friendly Societies are required by the Friendly Societies and Credit Unions Act 1982 to have their financial statements audited annually.
- Those Incorporated Societies whose rules provide for an auditor must provide the auditor with all the information required to check that the accounts are true and fair.
- Organisations registered for GST must make regular returns to the Department of Inland Revenue.
- Organisations employing paid workers have to keep wage records for all employees.
- Those organisations not exempt from income tax have to provide income and expenditure accounts to the Department of Inland Revenue.

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## TAX

Inland Revenue is not staffed by flesh eating ogres, but by normal bleed-when-scratched human beings. These people are there to help you meet the tax requirements set by the Government.

### A FEW POINTERS

- As an employer you are a tax collector for the Government
- Trying to 'fiddle' tax can lead to ulcers, loss of sleep, fear of dark places and, if caught, more formal punishment. In simple terms, it is not worth it.
- Regard taxes as a legitimate expense, pay them as they fall due and then get on with more important things.

The four main taxes you are likely to deal with are:

1. **PAYE**
2. **FRINGE BENEFIT TAX**
3. **ACC**
4. **GST**

#### 1. PAYE (Pay As You Earn)

PAYE means Pay as You Earn. The employer is required to pay this tax for each employee by the 20<sup>th</sup> of each month e.g. on the 20<sup>th</sup> of June, you pay May's deductions. You will need to keep an employer monthly schedule (an IR348).

When you begin to employ paid staff you need to register with the Inland Revenue Department. You will need to fill out form IR334. They will give you:

- a. An IRD number for your organization
- b. A First Time Employers Guide (IR333)
- c. PAYE tax tables
- d. IR330 Tax Code Declaration forms for your employees/s to complete and return to you
- e. Pay-in-slips (IR345) for the PAYE you will remit each month.

If you find it difficult to fill in the form, these people are there to help you. Talk to them. Tell them you find it hard **before** you miss a payment date. A 10% penalty will be added to outstanding payment.

The PAYE you deduct from your employee is not yours. If your organisation runs on a lean and hungry overdraft, put the tax in a separate account.

#### 2. Fringe Benefit Tax

Fringe Benefit Tax is a tax on anything with a monetary value you give your employee above his/her normal wage. Fringe benefit tax is complicated. If you think it applies to you and your staff, talk to Inland Revenue.

### 3. ACC (Accident Compensation Corporation)

The Inland Revenue Department collects the ACC levies for the Accident Compensation Corporation. The scheme was introduced to stop people suing for damages. It takes away your need for liability insurance for workplace injuries and guarantees your employee an income while off work with an injury.

An ACC Levies Booklet will show you the rate of levy you need to pay for your employee/s. Payment of ACC Review is yearly so make sure you keep money aside for it. Put it in a separate tax account **monthly**. This way it is less of a shock to your bank balance. Like PAYE, this money is **not yours to spend**

### 4. GST (Goods and Services Tax)

If you have more than \$40 000 going through your books in any 12 months period, you are required to register for GST. This means you add GST to any invoice you write and you keep track of GST you pay out.

You have a choice of how often you complete GST forms for Inland Revenue. This can be monthly, 2 monthly or 6 monthly. The forms are simple and we recommend that it is done 2 monthly. If you choose 6 monthly it means you have to back track 6 months through your records. It is too easy to forget that the money you collect is **NOT YOURS**. Doing it monthly just increases the time you spend filling out forms.

Ensure that all income, including grants, has GST added. If you forget to include GST on an invoice you still have to pay it. As with PAYE, you are a collection agent for GST for the Government.

While it may seem like a lot to be paying, remember it is something extra you have added to your invoices and that you can claim back on tax payments you have made. GST is a tax on the end user only.

### Other Taxes

Other tax matters that may affect you are:

- **Family Support**
- **Withholding tax**
- **Certificate of Exemption**
- **GST**
- **Student Loan Repayment**

**Family Support** is paid to low income earners out of their PAYE deductions.

If someone does casual work for you, is not having PAYE deductions and, hasn't got a Tax Exemption Certificate, you are required to deduct a flat-rate **withholding tax** monthly. The form you need for this is IR13.

If someone does work for you and has a **Tax Exemption Certificate**, you can breathe a sigh of relief, pay them the agreed amount and ignore tax.

- Do take a copy of their Tax Exemption Certificate.
- Do keep a clear record of you payment/s to them.
- Do make sure it is valid. (correct dates, signed, etc)

*Resources are available on all topics mentioned above from the Inland Revenue Department. They have valuable web-based and printed information readily available.*

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## **BUDGETS**

Budgets can be GST inclusive OR exclusive

GST is **not** a cost to your business. You are simply a collection agent for the Government, so it doesn't appear as a separate budget item.

DO state at the bottom of your budget whether your figures are GST inclusive or exclusive. It won't matter whether your budget is inclusive or exclusive of GST as long as you are consistent.

**Remember** GST is payable on all income, including grants.

Purchase of capital equipment is not part of your normal expenditure. It is listed at the bottom of your budget, not in with your day-to-day costs. Day-to-day costs are tax deductible; capital expenditure is not, so they are kept separate.

---

## **DEPRECIATION**

If you have a vehicle, machinery, equipment etc, your budget will also include depreciation. This is a paper transaction only: No-one gives you money or takes it away. Depreciation is just used to show the diminishing value of major items. For example: you have paid \$10,000 for a vehicle, but four years later, its resale value is only \$6000.

Valuing the car at \$10,000 would give a false worth. Depreciation keeps an item's worth, on paper, close to its actual resale value.

Depreciation is not worth getting hung up on. Your accountant will show you how to calculate it.

---

## END OF YEAR ACCOUNTS AND AUDIT

The term audited accounts'' means that the financial records have been checked by someone with recognised accounting skills and auditing skills (Chartered Accountant) as being a true and correct record of the financial operations and position of your organisation.

We suggest you look on auditing fees as an investment and budget accordingly.

At the end of the organisation's financial year the treasurer will need to prepare a set of accounts to be presented to the members at the Annual General Meeting. From records kept during the year the receipts and payments account, income and expenditure account and balance sheet are made up and presented for approval. An audited treasurer's report may also be required. This report should be prepared prior to the AGM, its purpose is to comment on the financial position of the organisation. For example, membership numbers may have been down for the season, hence the less than expected income.

If the organisation is incorporated, one copy of the set of accounts must be sent to the Ministry of Economic Development at the office where your organisation is registered. These accounts are to be accompanied by a certificate stating that the accounts have been approved by the members at the AGM on a particular date. This must be signed by an officer of the organisation.

Incorporation means that the members of an incorporated body are not personally liable for the organisations debts. Any organisation that owns goods or lands, enters into contracts, holds a liquor licence, borrows money or charges fees for non-members to participate should consider being an incorporated society. For more detailed information about conditions of incorporation, copies of the Act are available from the Government Bookshop or visit [www.societies.govt.nz](http://www.societies.govt.nz)

Simple annual accounts can be produced from your cash records. There will be two types of accounts necessary:

1. A statement of receipts and payments which gives the cash receipts and cash payments, together with the annual totals from the previous year.
2. A statement of assets and liabilities which lists the value of the assets owned by the organisation and also the amount of liabilities owed by the organisation. Bills for fees outstanding at the end of the year are an asset.

**STATEMENT OF RECEIPTS AND PAYMENTS  
FOR YEAR ENDING 30/06/05**

<b>2004</b>		<b>2005</b>
<b><u>Receipts</u></b>		
	<b>Grant/Salary</b>	<b>\$23,000</b>
	<b>Development Funding</b>	<b>\$15,000</b>
<b>\$60,000</b>	<b>Membership</b>	<b>\$75,000</b>
<b>\$1,500</b>	<b>Donations</b>	<b>\$3,710</b>
<b>\$800</b>	<b>Prizes</b>	<b>\$650</b>
<b>\$30,000</b>	<b>Sponsorship</b>	<b>\$1,500</b>
.....		.....
<b>\$92,300</b>		<b>\$118,860</b>
<b><u>Payments</u></b>	<b><u>Salaries and costs</u></b>	
<b>\$15,000</b>	<b>- Administrator</b>	<b>\$30,000</b>
<b>\$10,000</b>	<b>- Secretary</b>	<b>\$17,000</b>
<b>\$4,000</b>	<b>- Coaching Coordinator</b>	<b>\$5,000</b>
<b>\$3,000</b>	<b>Equipment Repairs</b>	<b>\$5,500</b>
<b>\$500</b>	<b>National Affiliation</b>	<b>\$500</b>
<b>\$8,000</b>	<b>Advertising</b>	<b>\$6,000</b>
.....		.....
<b>\$40,500</b>		<b>\$64,500</b>
<b><u>Surplus</u></b>		
<b>\$51,800</b>		<b>\$54,860</b>

**STATEMENT OF ASSETS AND LIABILITIES  
AS AT 30/06/05**

<b>2004</b>		<b>2005</b>
<b><u>Assets</u></b>		
<b>\$20</b>	<b>Petty Cash Float</b>	<b>\$20</b>
<b>\$680</b>	<b>Cash at Bank</b>	<b>\$163</b>
	<b>Deposits Trust Bank</b>	<b>\$500</b>
<b>\$160</b>	<b>Furniture and Equipment</b>	<b>\$520</b>
.....		.....
<b>\$860</b>		<b>\$1203</b>
<b><u>Liabilities</u></b>		
<b>\$82</b>	<b>Debts owed by us</b>	<b>\$68</b>
<b>\$26</b>	<b>Outstanding wages</b>	<b>\$145</b>
.....		.....
<b>\$108</b>		<b>\$213</b>
<b><u>Surplus of Assets over Liabilities</u></b>		
<b>\$752</b>		<b>\$990</b>

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## CONCLUSION

**If you are under pressure or confused seek help.**

Remember you are making an important contribution to the organisation's well being. Without you, your organisation may not be able to survive at all.

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## RESOURCES

The Inland Revenue Department has a number of publications useful for not-for-profit organizations:

- Charitable Organisations – IR255
- Clubs and Societies – IR254
- Education Centres – IR253
- Employers Guide – IR335
- GST – Do you need to register – IR 365
- GST for Non-profit Bodies
- GST Guide, Guide to working with GST – IR375

### Useful Websites

Accident Compensation Corporation: [www.acc.govt.nz](http://www.acc.govt.nz)

Inland Revenue Department: [www.ird.govt.nz](http://www.ird.govt.nz)

Funding Information Service: [www.allaboutfunding.org.nz](http://www.allaboutfunding.org.nz)