



Next 4 slides are for teachers
Remainder to be used with
students



Club Accounts



Lesson Stages

Stage 1

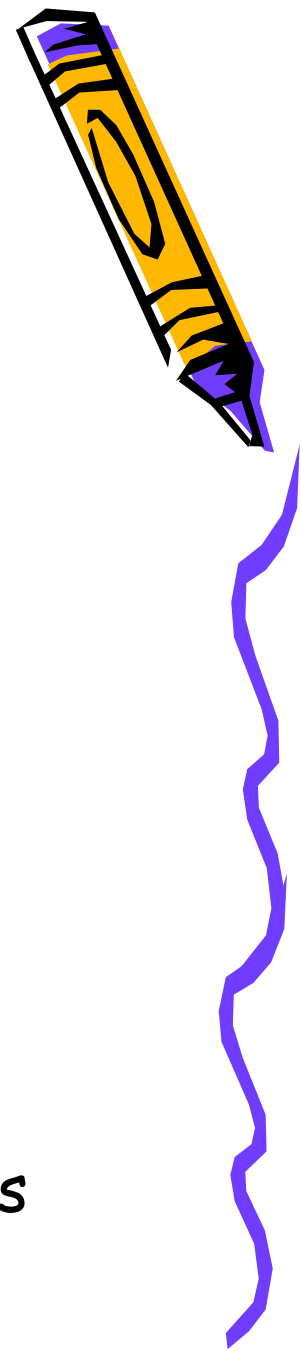
- Introduction to clubs
- Highlight officers
- Profile Treasurer

Stage 2

- Literacy building

Stage 3

- Students suggest common items of income & expenditure (receipts/payments)
- What accounts do clubs keep
- Raising ladder / steps and stairs for accounts



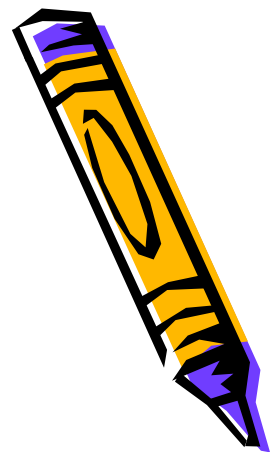
Lesson Stages **Stage 4** (use excel)

- Accumulated Fund Statement
- Receipts and payments account

Give invoices of relevant receipts/invoices & bank statement

Students to complete R&P and Bar Trading from the receipts/invoices already given. Students will then type into a blank template using excel

- **Bar Trading A/c**
 - Electricity bill
 - Wages (payslip)
 - Equipment maintenance / repairs
 - Telephone bill
 - Stationary
 - Competition prizes
 - New Computer (FA)
 - Bank Statement (interest)
- **Receipts**
 - Subs
 - Fees Bar/Restaurant
 - Investment income
 - Sponsorship
 - Grand
 - Sale of old lawnmower



Lesson Stages **Stage 5**

Items left over

- Opening / closing cash
- Purchase / sale of Fixed Assets
- Grants

Ideally Video clip of current Treasurer (using something like Crazy Talk*) explaining how to deal with these items.



Lesson Stages **Stage 6**

- Given a list of all items, must select from a drop-down box whether each item goes into:

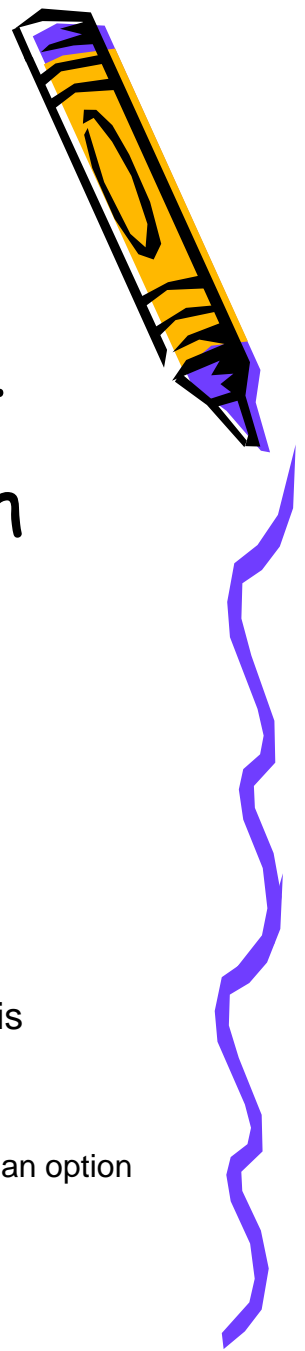
- R&P
- Bar Trading account
- Balance Sheet

Opus

Free trial version to create this

Hot Potatoes

Can be downloaded free, there is an option to create a dropdown exercise



- Lesson Stages **Stage 7**

Similar to Stage 6, but for fixed Assets, Investments, Current Assets, Creditors, Financed by.

- Lesson Stages **Stage 8**

- Complete a Balance Sheet using a given Template.

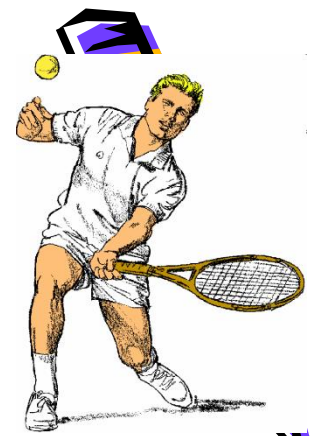
- Lesson Stages **Stage 9**

- Comparison of Club & Business (Venn Diagram / Cross Classification Table)



<u>Programs</u>	<u>Resources</u>
Hot Potato	LC Accounting Texts
Crazy Talk	Revision Aids

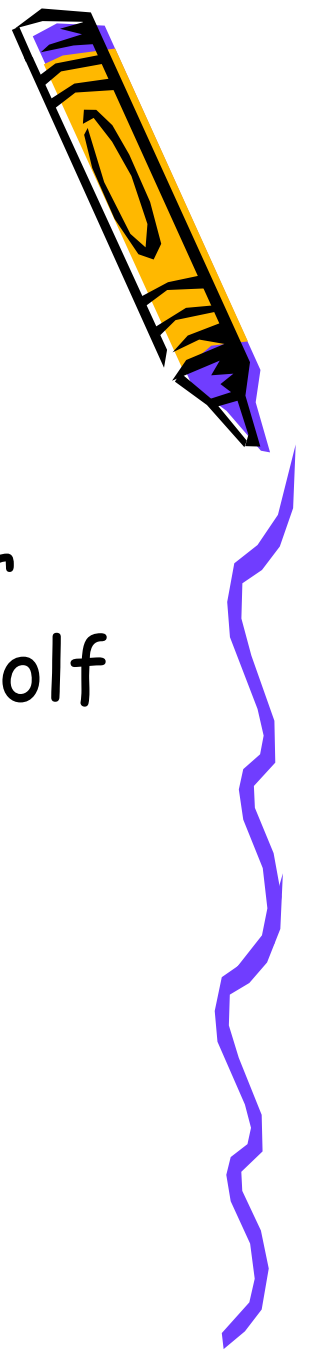




Club Accounts



Stage 2

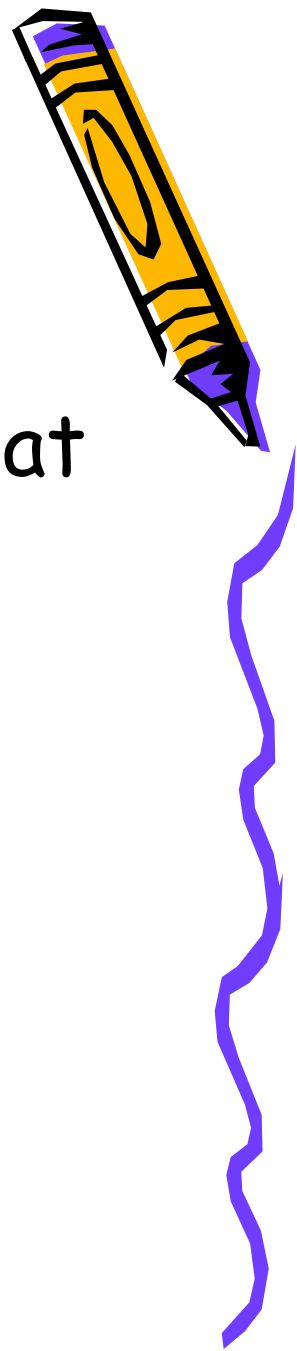


- Club

A club is an organisation set up for the benefit of it's members, e.g. Golf club, drama club, GAA club



Accumulated Fund



- This is the difference between what the club owns (assets) and owes (liabilities)
- It is similar to the capital of a limited company



Opening cash/bank balance



- This is the money that the club has in the bank at the start of the club's financial year
- It is the money left over from the previous year



Closing cash/bank balance

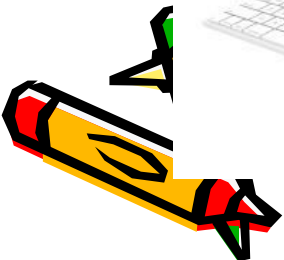
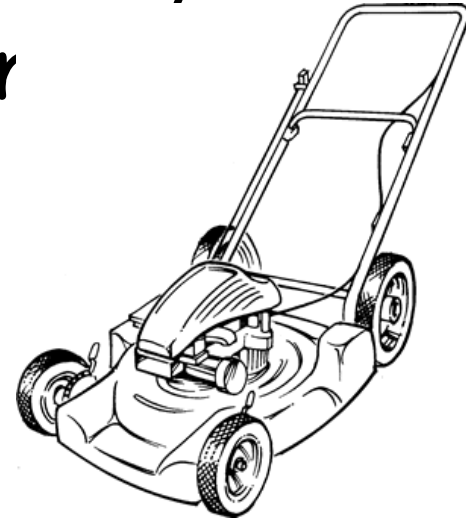


- This is the difference between the total receipts (money entering the club) and total payments (money paid out by the club) at the end of the club's financial year
- The closing cash of one year becomes the opening cash of the following year



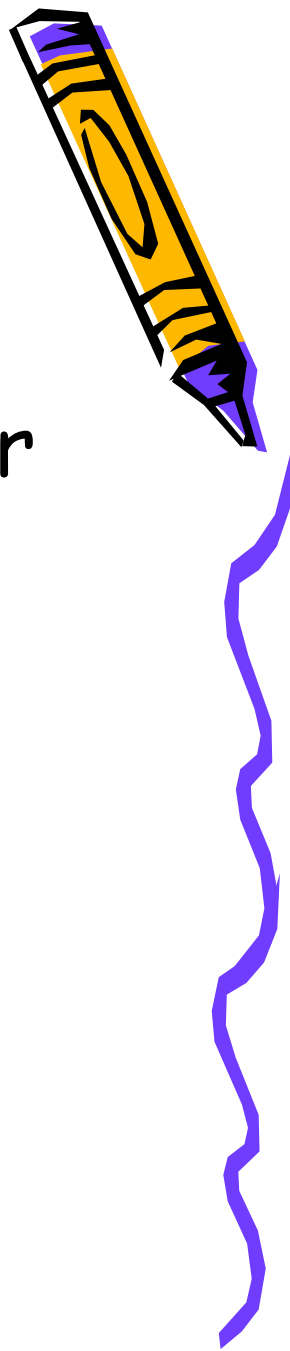
Fixed Assets

- A fixed asset is something of value belonging to a club which will remain relatively constant from year to year
- Examples include: clubhouse, equipment, computer, lawnmower



Entry Fees

- An amount paid by club members or guests who wish to enter a club competition



Expenses



- The costs incurred in running the club
- Examples include: electricity, rent, telephone, stationery, wages



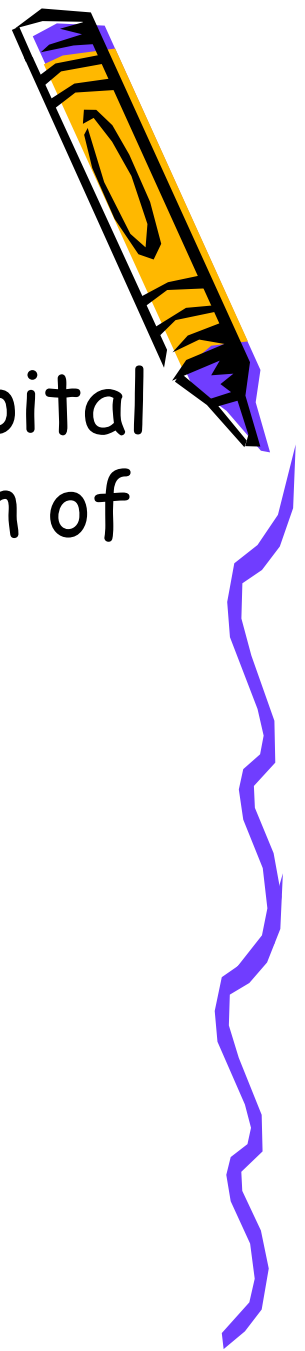
Current Assets

- A current asset is something which changes in value from year to year and is either:
 - owned by the club or
 - owed to the club
- Examples include: cash in bank
debtors, expenses prepaid



Investments

- This is where a club puts money/capital into something with the expectation of a return.



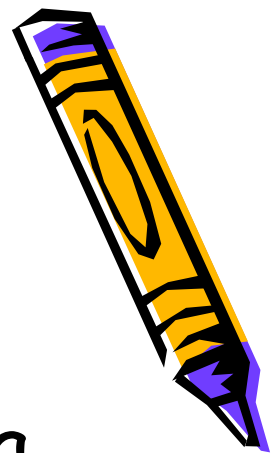
Loans

- A loan is an amount of money borrowed from a financial institution which must be repaid with interest



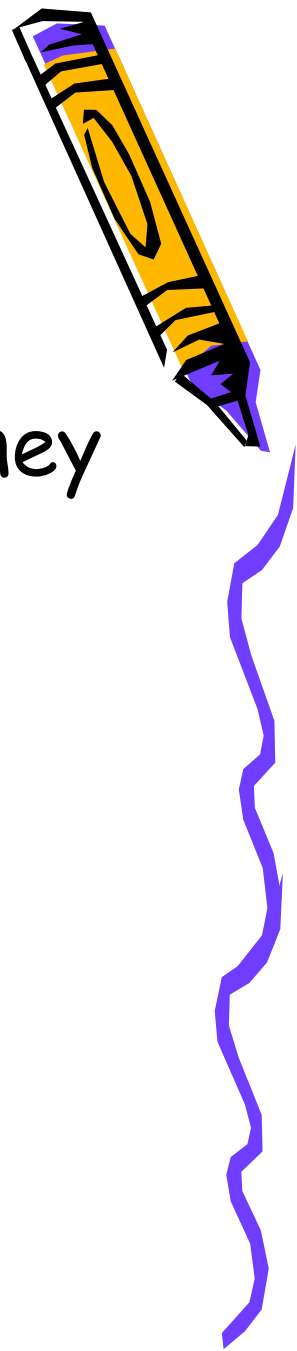
Life Membership

- This is where a club member pays a "once off" fee which entitles them to membership for the rest of their life

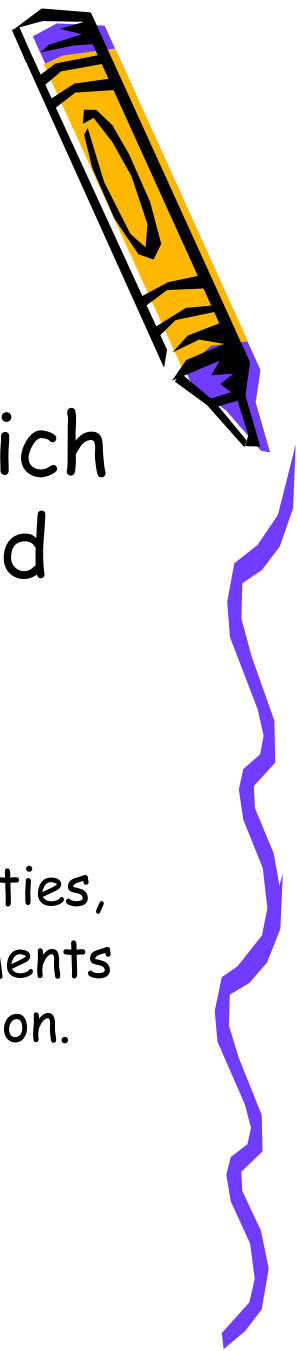


Creditors

- Are people/businesses we owe money to.



Creditors : amounts falling due within one year



- Bills/amounts owed by the club which should be paid within a short period eg. weeks/months and/or when incurred.

Other short-term liabilities would include payroll liabilities, short-term loans, the amounts of hire purchase agreements contracts falling due within the next 12-months and so on.



Excess Income

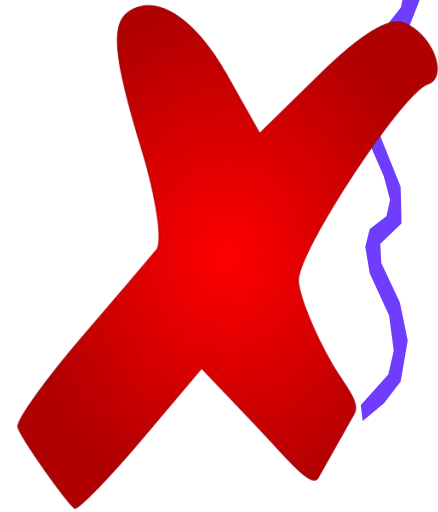
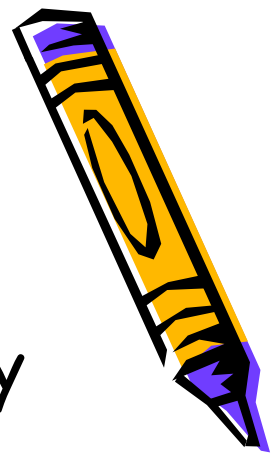


- Clubs are not set up to make a profit. They are provided for the benefit of their members.
- If clubs have money left over after expenses have been paid, this is called "excess income over expenditure" or "excess income over expenditure".

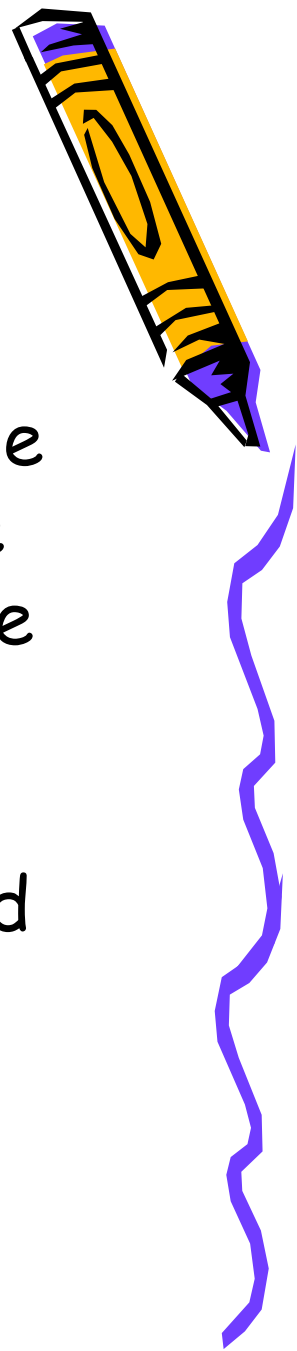


Excess expenditure

- Similarly, if club's spend more than they have received in income, it is called an "excess expenditure over income" or "excess expenditure" for short
- Although clubs are not set up for the specific purpose of having an excess of income, an excess of expenditure should generally be avoided!



Receipts and Payments Account



- This shows all the money coming into the club (each month/each year) and all the money being paid out of the club for the same period
- It includes opening and closing cash balances, the sale and purchase of fixed assets and the receipt of grants



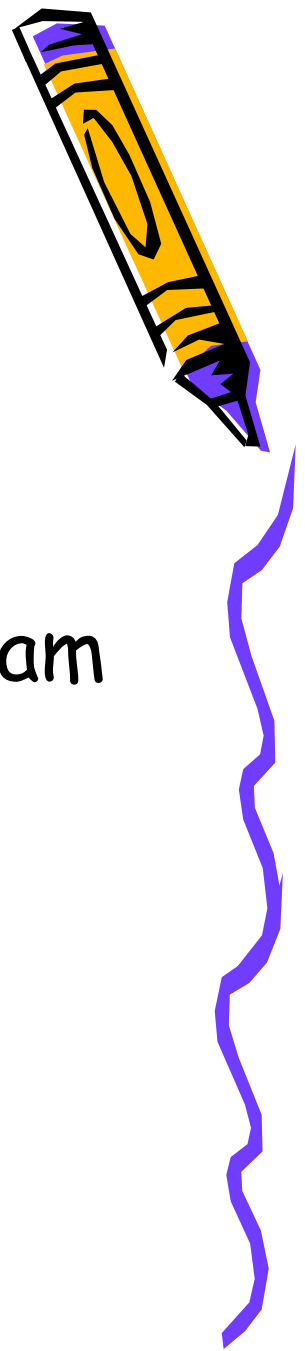
Bar (restaurant) receipts

- This is all money received by the club bar (or restaurant)
- Also known as bar (restaurant) sales



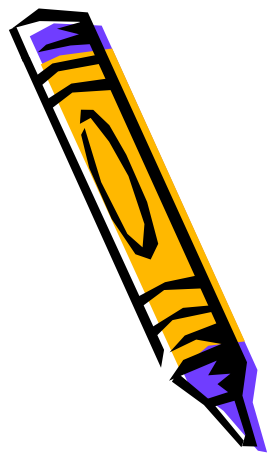
Sponsorship

- Money paid by a benefactor to support the club. Their logo will normally be placed on the club's team kit to advertise their business



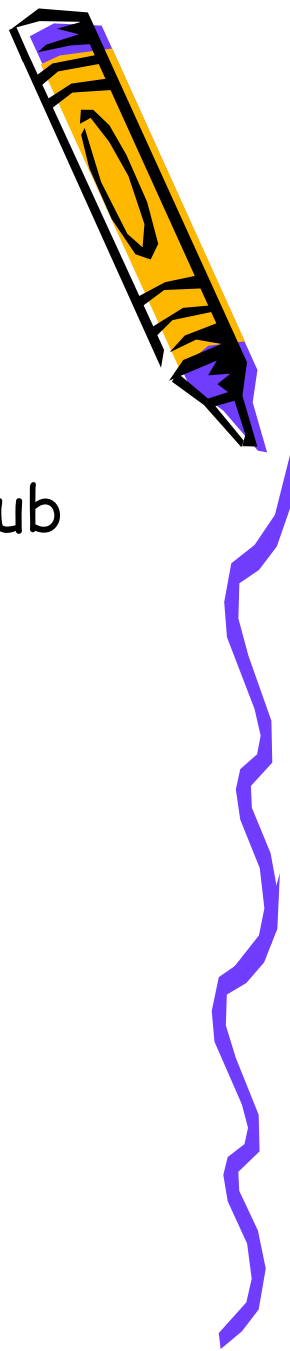
Grants

- A sum of money given by an organization, esp. a government, for a particular purpose.



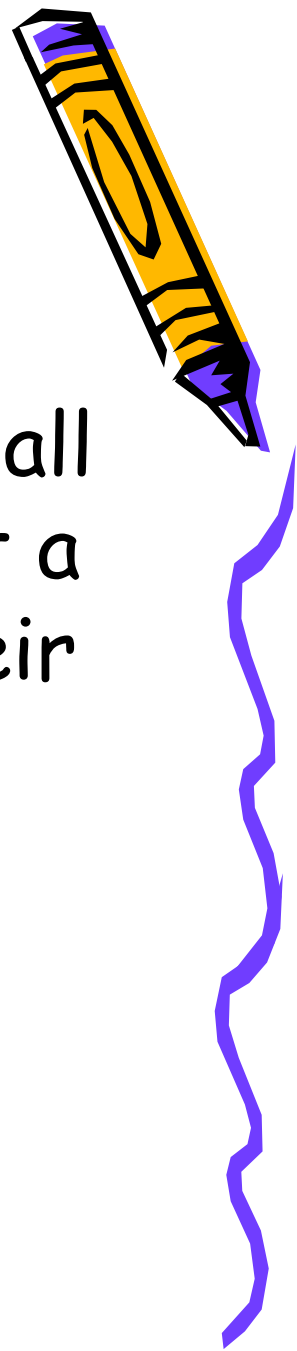
Levies

- Is an extra amount of money charged to the members for a specific purpose eg. Extend club house, pay off a debt.

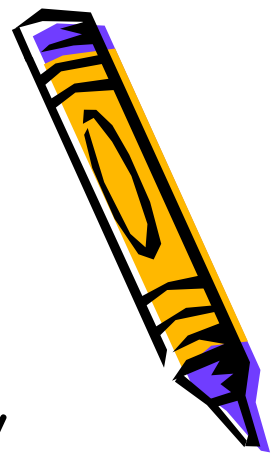


Sundry Expenses

- Expenses which are very minor/small in nature and which do not warrant a full category (Light & Heat) of their own eg. Cakes for visitor.



Subscriptions (due & prepaid)

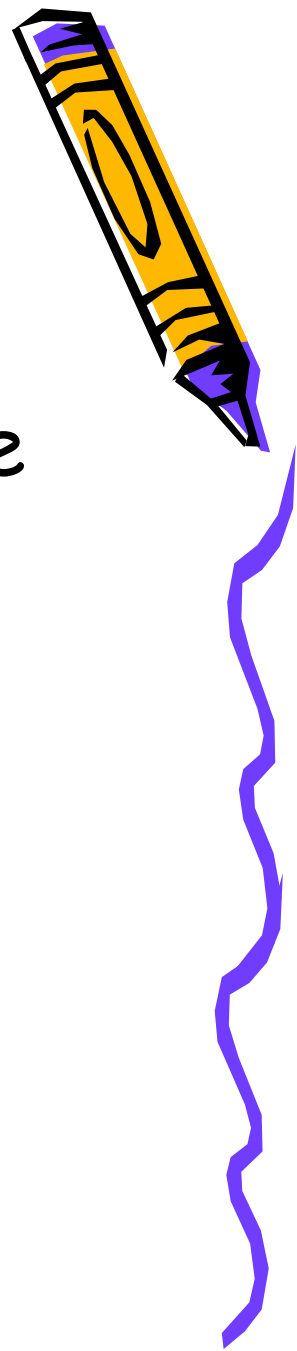


- Subscriptions due : money owed to the club by members who have received the services of the club. - The club sees them as a Current Asset
- Subscriptions prepaid : money owed by the club to members who paid in advance for the services of the club. The members have not received the service yet - The club sees them as a Current Liability



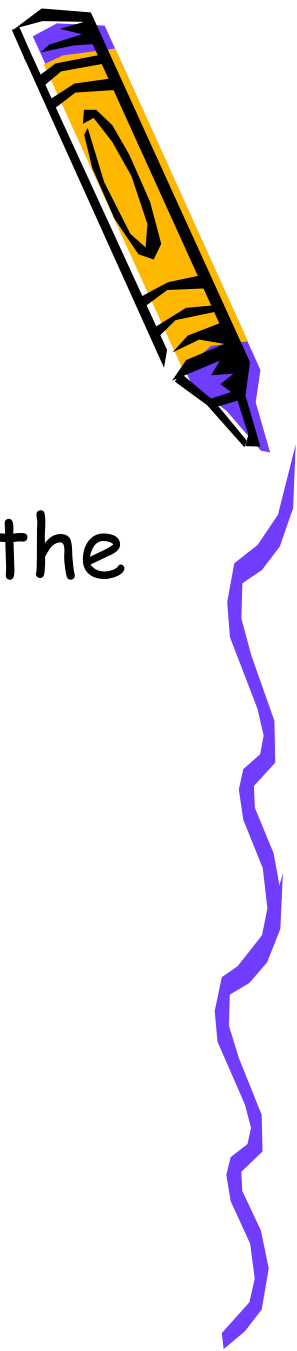
Depreciation

- Reduction (noncash expense) in the value of an asset due to wear and tear, age, or obsolescence .



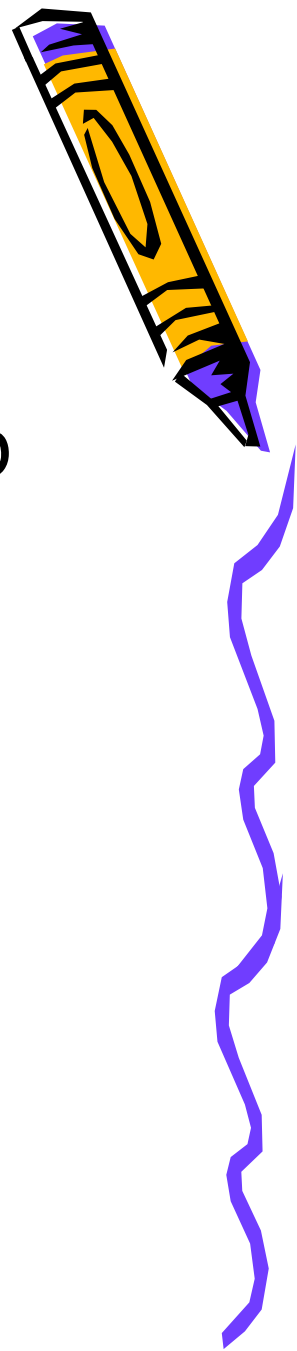
Competition Fees

- Cost of entry fees for club competitions. This is revenue for the club.



Competition Prizes

- Cost to club of prizes they have to purchase for competitions.



Working Capital

Is the difference between
Current Assets - Current Liabilities.

It is the cash available for the day-to-day operations of an club.

