



ORGANISATION PLANNING TOOL KIT

Organisation Name:

Facility:

Toolkit Year:

EXECUTIVE COMMITTEE MEMBERS

Position	Name	Email	Phone
President			
Vice President			
Secretary			
Treasurer			

MEMBERSHIP NUMBERS

Senior Players		Junior Players		Coaches		Officials (referees/umpires)		Executive Committee Members	
Female	Male	Female	Male	Female	Male	Female	Male	Female	Male

Committee Use:

Date Completed		Date Approved	
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ORGANISATION PLANNING TOOL KIT

BETTER ORGANISATIONS

LEASE KPI CHECKLIST RECEIVED BY SRO

What?	When?	Submitted?
Current membership details (Toolkit)	Annual	Yes No
Provide last AGM minutes	Annual	Yes No
Provide Financial plan (Toolkit)	Annual	Yes No
Attend "Annual Lessee" workshop	Annual	Yes No
Provide audited Financial Statements	Annual	Yes No
Provide Yearly Calendar(activate space)	Annual	Yes No
Provide Public Liability Certificate	Annual	Yes No
Provide completed Toolkit	Annual (Version)	Yes No
Maintain facility - Visual Inspection	Annual	Yes No
Provide Dispute Resolution Process	Annual	Yes No
Provide Constitution/By-Laws/Rules	Annual	Yes No
Comply with Office Fair Trade (Receipt)	Annual	Yes No
Provide Liquor Licence(as req.)	Annual	Yes No
Provide Gaming Licence(as req.)	Annual	Yes No



ORGANISATION PLANNING TOOL KIT

BETTER ORGANISATIONS

Where are we now?	Where do we want to be?
What is your current membership?	What is your ideal number of members?
Do you have enough volunteers?	How many volunteers do you need and what duties do they need them to perform?
Do you have sufficient financial resources to run your organisation?	What financial resources do you need to run your organisation?
How effective are your management and administration procedures?	What management and administration – processes and procedures do you need to improve?



ORGANISATION PLANNING TOOL KIT

BETTER FACILITIES

PLEASE CONSULT WITH YOUR COMMITTEE AND MEMBERS.

Where are we now?	Where do we want to be?
<p>How would you rate each component of your facility? (clubhouse / lights / change room / kitchen / toilets, etc)</p>	<p>What facility upgrades or new facilities do you need to run your organisation?</p>
<p>How would you rate the state of your field(s) /court(s) /arena (s)? (If applicable)</p>	<p>What facility maintenance do you need to complete to run your organisation? (If applicable)</p>
<p>How would you rate the condition of your organisation equipment?</p>	<p>What equipment do you need to run your organisation?</p>

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]



ORGANISATION PLANNING TOOL KIT

FINANCIAL PLAN
YEAR:

PLEASE LIST ALL EXPECTED INCOME AND EXPENDITURE –
TO HELP YOUR CLUB/ORGANISATION PLAN FOR FUTURE EXPENDITURE (and to
prevent shortfalls)

INCOME					
	Jan to Mar	Apr to Jun	Jul to Sep	Oct to Dec	Estimate Annual
Activity related income					
Registration fees					
Game fees					
Potential income					
Clothing/uniform/ merchandise sales					
Facility hire					
Fundraising					
Sponsorship					
Canteen sales					
Bar sales					
Coaching clinics					
Gate takings					
Total income					

EXPENDITURE					
	Jan to Mar	Apr to Jun	Jul to Sep	Oct to Dec	Estimate Annual
Activity related expenditure					
Accountancy & audit					
Game fees Afiliation fees to State Organisation					
Advertising & signage					
Bank fees & charges					
Permits & licenses					
Postage					
Printing & stationary					
Cleaning & waste removal					
Electricity					
Lease fees					
Insurance					
Rates					
Telecommunication					
Website maintenance					
Equipment maintenance & repairs					
Facility maintenance & repairs					
Equipment/replacement					
Team/Player expenses					
First aid clinics					
Canteen stock					
Uniform					
Presentation day					
Trophies					
Potential expenditure					
Sinking fund					
Fundraising expenses					
Sponsorship signage					
Cost of goods for sale					
Total income					
Total expenditure					
Estimated profit/loss					