BIT IT FACILITIES	COMMUNITY ORGANISATION PLANNING TOOL KIT
Organisation name:	
Organisation Purpose: (Why do we exist?)	

MANAGEMENT COMMITTEE								
Position	Name	Email	Phone					
President								
Vice President								
Secretary								
Treasurer								

Lease expiry date:

CHECKLIST								
What?	When?	Submitted?						
Check Status with Office of Fair Trade (OFT)	Annual update with OFT	□ yes □ no						
Certificate of Currency (Public Liability)	Annual or on Renewal	🗌 yes 🗌 no						
Liquor Licence If applicable	Annual or on Renewal	🗌 yes 🗌 no						
Gaming Licence If applicable	Annual or on Renewal	🗌 yes 🗌 no						
Certificate of Content Insurance	Annual or on Renewal	🗌 yes 🗌 no						
Calendar of Events	Start of the season	🗌 yes 🗌 no						
AGM Minutes	After AGM meeting	🗌 yes 🗌 no						
Audited Financial Report	After AGM meeting	🗌 yes 🗌 no						
Completed Org. Tool Kit sent to LCC	After AGM meeting	_ yes _ no						

Committee Use: Date Completed

Date Approved by Committee

HOW TO USE THE PLANNING TOOL KIT

Use this planning tool kit as a living document at your committee meetings and encourage input from members.

Use the **S.M.A.R.T** tool when planning your strategies and actions:

Specific – to your organisation

Measurable – How will you know you have reached your outcome

Agreed – all the committee, volunteers and players (as appropriate)

Realistic - timeframes, budget

Timed – when you plan to achieve the outcome





BETTER ORGANISATIONS

COMPLETE THIS SECTION INCORPORATING FEEDBACK FROM YOUR COMMITTEE AND MEMBERS.

Where are we now?	Where do we want to be?
Do you have enough volunteers?	How many volunteers do you need and what duties do you need them to perform?
What programs/services does your organisation currently run?	What programs/services would you like to run in the future?
What sources of funding does your organisation access to deliver your programs/services to the community?	What other sources of funding do you need to continue to deliver you programs/service?
What other organisations do you partner with to deliver your programs/services?	Who are your potential partners that you could work with to deliver your programs/services?





BETTER ORGANISATIONS (CONT.)

COMPLETE THIS SECTION INCORPORATING FEEDBACK FROM YOUR COMMITTEE AND MEMBERS.

Where are we now?	Where do we want to be?
What management and administration procedures do you currently have in place to operate your organisations?	What management and administration – processes and procedures do you need to improve?
What are the emerging trends in your community?	What do you need to do to meet those needs?
What challenges does your organisation face in the delivery of your core business?	What strategies do you have in place to overcome those barriers?





BETTER FACILITIES

COMPLETE THIS SECTION INCORPORATING FEEDBACK FROM YOUR COMMITTEE AND MEMBERS.

Where are we now?	Where do we want to be?
How would you rate each component of your facility? (clubhouse / lights / change room / kitchen / toilets, etc). Does this meet your organisation needs?	What facility upgrades or new facilities do you need to run your organisation?





	VOLUNTEERS								
		Person		Timeframe)	Estimated			
Goal	Action	Responsible	Short (12 mo)	Medium (1–3 yr)	Long (3–5 yr)	Budget	Progress		



	PROGRAMMING								
				Timeframe	•	Estimated			
Goal	Action	Person Responsible	Short (12 mo)	Medium (1–3 yr)	Long (3–5 yr)	Budget	Progress		



FUNDRAISING								
		Person		Timeframe)	Estimated		
Goal	Action	Responsible	Short (12 mo)	Medium (1–3 yr)	Long (3–5 yr)	Budget	Progress	



GOVERNANCE								
		Person		Timeframe)	Estimated		
Goal	Action	Responsible	Short (12 mo)	Medium (1–3 yr)	Long (3–5 yr)	Budget	Progress	



	FACILITY								
		Person		Timeframe)	Estimated			
Goal	Action	Responsible	Short (12 mo)	Medium (1–3 yr)	Long (3–5 yr)	Budget	Progress		



OTHER								
		Person	Timeframe			Estimated		
Goal	Action	Responsible	Short (12 mo)	Medium (1–3 yr)	Long (3–5 yr)	Budget	Progress	



BUDGETING TOOL YEAR:

USE THIS SECTION TO LIST ALL EXPECTED INCOME AND EXPENDITURE – THIS WILL HELP YOUR ORGANISATION PLAN FOR FUTURE EXPENDITURE AND TO PREVENT SHORTFALLS.

INCOME	
	Estimate Annual
Activity related income	
Donations	
Fundraising	
Grants	
Memberships	
Promotion	
Room Hire	
Services	
Tea/Coffee	
Potential income	
Facility hire	
Fundraising	
Sponsorship	
Total income	



EXPENDITURE

Estimate Annual

Accountancy & audit Image: Sector ges Advertising Image: Sector ges Postage Image: Sector ges Printing & stationary Image: Sector ges Clearing & waste removal Image: Sector ges Electricity Image: Sector ges Insurance Image: Sector ges Refes Image: Sector ges Telecommunication Image: Sector ges Website maintenance Image: Sector ges Facility maintenance Image: Sector ges Facility maintenance Image: Sector ges Image: Sector ges Image: Sector ges		Estimate Annual
Advertising Image (Image (Activity related expenditure	
Bank fees & charges Image (Image (Ima) Image (Image (Ima) Image (Image (Image (Image (Image (Ima) Image	Accountancy & audit	
Postage Insurance Printing & stationary Insurance Electricity Insurance Insurance Insurance Rates Insurance Patientiation Insurance Website maintenance Insurance Facility maintenance Insurance	Advertising	
Printing & stationary Image: Cleaning & waste removal Cleaning & waste removal Image: Cleaning & waste removal Electricity Image: Cleaning & waste removal Lease fees Image: Cleaning & waste removal Insurance Image: Cleaning & waste removal Rates Image: Cleaning & waste removal Telecommunication Image: Cleaning & waste removal Website maintenance Image: Cleaning & waste removal Facility maintenance Image: Cleaning & waste removal Facil	Bank fees & charges	
Cleaning & waste removal Insurance Electricity Insurance Insurance Insurance Rates Insurance Telecommunication Insurance Website maintenance Insurance Facility maintenance Insurance Facing maintenance Insurance	Postage	
ElectricityImage: sease feesImage: sease feesInsuranceImage: sease feesRatesImage: sease feesTelecommunicationImage: sease feesWebsite maintenanceImage: sease feesFacility maintenanceImage: sease feesFotential expenditureImage: sease feesFundraising expensesImage: sease feesFundraising expensesImage: sease feesFacility feesImage: sease feesFacility feesImage: sease feesFundraising expensesImage: sease feesFacility feesImage: sease	Printing & stationary	
Lease fees Insurance Rates Telecommunication Website maintenance Facility maintenance Facility maintenance Image: Comparison	Cleaning & waste removal	
Insurance Insurance Rates Insurance Telecommunication Insurance Website maintenance Insurance Facility maintenance Insurance Insurance Insurance	Electricity	
Rates Image: Constraint of the symmetry of the s	Lease fees	
Telecommunication Image: Communication Website maintenance Image: Communication Facility maintena	Insurance	
Website maintenance Image: Control of the second secon	Rates	
Facility maintenance Image: Constraint of the symethy intenance Image: Constraint of the symethy intenance Image: Constraint of the symethy intenance Image: Constraint of the symethy intenance Image: Constraint of the symethy intenance Potential expenditure Image: Constraint of the symethy intenance Sinking fund/contingency fund Image: Constraint of the symethy intenance Fundraising expenses Image: Constraint of the symethy intenance Total income Image: Constraint of the symethy intenance Total expenditure Image: Constraint of the symethy intenance	Telecommunication	
Image: Sector	Website maintenance	
Sinking fund/contingency fund Fundraising expenses Total income Total expenditure	Facility maintenance	
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Sinking fund/contingency fund Fundraising expenses Total income Total expenditure		
Fundraising expenses	Potential expenditure	
Total income Total expenditure	Sinking fund/contingency fund	
Total expenditure	Fundraising expenses	
Total expenditure		
	Total income	
Estimated profit/loss	Total expenditure	
	Estimated profit/loss	

