

# Treasurer's GUIDE



## To Apex

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Apex - It's the Aussie  
word for Volunteering



# The Treasurer's Manual

This Treasurer's Manual has evolved over a number of decades and is built on the experience and wisdom of a great number of Apexians.

The first iteration of this style of Manual was made by Colin Waugh, Queensland State Board Member in 1993.

In 1996 a standard manual was made for every club in Australia.

The efforts of Colin Waugh, Ian Pedley (SANT President 1997/98), former Executive Director Andrew Phillips, Leanne Songer, Training Chairman 1999/2000 and current Apexian Jim McNall are acknowledged and thanked. Many more people have over the years contributed to the wealth of knowledge within Apex, and although you cannot be named individually, our thanks are extended to you as well.

If there are any errors in this Manual, it is certainly not the fault of any of the people named above. The current Communications Director, Mark O'Donnell, would like to publicly claim responsibility for all errors herein.

All elements of this Manual are available on our website, in the club resource section.

If you notice any improvements that can be made to this manual (and there will always be improvements), please forward them to [communications@apex.org.au](mailto:communications@apex.org.au) and we will definitely endeavour to include them.

Regards,

Nedd Golding

National President

Apex Australia 2014/15



# Helpful Hints for New Leaders

Congratulations. Leading your Club will provide ample opportunities to do great things for Apex and your community, but it will have moments when all is not easy. It requires a deft hand, lots of interpersonal skills and plenty of patience. Be prepared to meet a wide variety of challenges and use these simple principles to guide you :-

## **PLAN**

Brainstorm with the other members of your Club and establish goals for the coming year. For example, your Club may be trying to implement new projects or fundraising activities. The first step is to organise a planning meeting to evaluate the needs and develop a plan.

## **RECRUIT**

Appoint sub-committees or task forces to work closely with you and the other Club Officers. Appointments should be to those who are enthusiastic about the goals and are highly regarded by other members. However, don't forget to use this to train the future leaders!

## **CONSULT**

Ask for advice and opinions from the members. Rather than introduce a "new member" programme by an authoritative decree, ask present members why the problem exists and what can be done about it. The outcome: "the new member" programme is bound to be successful because it is owned by your peers. One way or another, they will arrive at the same conclusion you would have, had you used the authoritative decree method.

## **ASK FOR HELP**

Humility often engenders a willingness to go the extra mile, so if you need help, simply ask for it. Put out a call for help to other members who have served in leadership positions. How did they handle a similar situation? How can they help you?

## **AFFIRM**

Congratulate. Praise. Smile. It is important to recognise the work of others, especially in public.

## **COACH**

If the group is unable to come to an agreement, encourage them to step back and deal with the issues one at a time and offer support as compromises are made.

## **LISTEN**

For example: A member upset at the slow pace of a project wants to resign. Listen and ask the member to describe how the slow pace makes them feel. Ask the member about options they have considered and offer your support. Your active listening is a motivator. Remember the old saying, "If you come to me with a problem without having a suggested solution, then you are part of that problem." Let the members own the resolution by being a part of the solution!

## **LEAD BY EXAMPLE**

Model characteristics of someone you regard as the "ideal member". If you want to encourage participation in all events and activities, be the first to sign up whenever help is needed.

## **TRACK**

Stay abreast of the work of sub-committees through informal and formal means. Ask sub committee's to provide copies of correspondence and to present progress reports to the entire Club.



## **ARRANGE FEEDBACK**

Do not be quick to offer comments and criticism. If a recommendation has been made during a meeting that is disagreeable to some, or even a majority of the members, ask for input from other members.

## **EVALUATE**

Resist the temptation to judge the work of others, however, foster a spirit of positive evaluation among the members. For example, after praising the efforts of a sub-committee who just arranged a programme, invite members to mention ideas they would like to see included in the future. Then encourage those members to meet with the sub-committee to talk about the event.

## **TRY TO HAVE AS MUCH FUN AS POSSIBLE IN YOUR ROLE**

It may not be the first time you have done it, but try to learn from your previous experiences and the experiences of others.

Never forget that your National Office, your Regional Communicator, your National Board and countless local committed and experienced Apexians may well provide you with the resources to find a solution to a challenge that you are having difficulties with.



# WHAT IS APEX ALL ABOUT?

## **To make the ideal of service the basis of all enterprise**

- To be of service to the community and seek support of community groups to assist Apex in its service activities
- To be of service to disadvantaged groups and individuals
- From time to time, to be involved as groups of Clubs in larger schemes or projects

## **To develop by example, a more intelligent and aggressive citizenship**

- To care and be seen to care for all individuals in society
- To be active leaders in the community
- To be involved in activities which assist Apexians to grow as individuals
- To establish meaningful relations with other organisations so that Apex is aware of the needs of the community
- To act in the community over issues and problems affecting the Australian community at local, regional and national levels
- To encourage pride in Australia and our heritage

## **Youth**

- Apexians should commit themselves to personal contact and dialogue with the young members of the community
- To strive to reduce the hardship faced by the unemployed, particularly the young
- To work to ensure the maximum possible opportunity for Australians to fully develop their potential
- To actively support existing youth organisations

## **To provide a means of forming enduring friendships, rendering altruistic service and building better communities**

- To assist families in our communities
- To provide opportunities, wherever possible, for family involvement generally
- To provide through service work, a meaningful process of personal involvement and a sense of achievement for all Apex members.

## **Membership**

- To make Apex membership available and attractive to young women and men in Australia.
- To provide programs offering a range of experience likely to encourage a greater commitment of Apexians to their membership of Apex.

## **To promote International understanding and friendship**

- To promote in the Australian community an increased international understanding.
- To be involved with organisations in order to be better informed of international affairs.
- To seek and provide opportunities for overseas service, international friendship and overseas travel.
- To encourage Australians to seek a better appreciation of the cultural diversity of Australia.



# **The Ideals of the Association of Apex Clubs**

**To make the ideal of Service the basis of all enterprise.**

**To develop by example a more intelligent and aggressive citizenship.**

**To provide a means of forming enduring friendships, rendering altruistic Service and building better communities.**

**To promote international understanding and friendship.**

## **Invocation**

**“For Good Food, For good Fellowship**

**And the privilege to serve, We give thanks “**

### **The Apex Song**

We who are Apexian members,  
With ideals Apex engenders,  
Every one of us remembers,  
Service is our Aim.  
In Fellowship we're meeting,  
In Friendship we're greeting,  
And more and more we gain a store  
Of beneficial knowledge at each meeting.  
We represent at all our sessions  
Various interests and professions,  
And we learn some helpful lessons  
At our Apex Club.



# Club Treasurer's Guide

## TREASURER'S DUTIES

- Prepare a club budget for the next Apex year and set club membership fees.
- Present reports to the Club and Board regarding the financial position of all accounts.
- Keep an eye on the balances of accounts to ensure that you are not exceeding your budgeted expenditure.
- Ensure your accounts have enough funds at the times required for the direct debit of payments for Fees.
- Ensure authority for participation in Direct Debiting for National fees is in force and correct bank account details are notified.
- Ensure that a Apex Supply House is paid at the time of ordering.
- Be prepared to advise the Club on directions that should be taken with regard to financial matters.
- Make suggestions regarding changes to the standing orders of your Club, which will make the financial operations of the Club more effective.
- Ensure that payments and deposits are made from or into the correct accounts.
- Issue receipts immediately you receive money. Ideally you should write a receipt and hand to the person at the time of receiving payment. When receiving cash ideally you should have the person giving you the cash count it and be present when you check the amount, then issue the receipt immediately. This is for your protection. Make sure you write a receipt for everything to be banked.
- Ensure the correct procedures are followed in handling petty cash and cash floats and their re-banking.
- Bank all monies promptly.
- Check that the receipts issued since last banking total the amount to be banked.
- Present accounts for approval by Board after verifying their accuracy.
- Pay all accounts promptly.
- All payments should either be made by bank transfer or cheque. Do not pay any bills with cash if you can at all help it. Apart from this being a legal requirement it provides protection for you.
- As Treasurer you should not receipt monies from yourself or authorise payments to yourself. When receipting your membership fees you should have the President sign the receipt, when reimbursing yourself it should be authorised by 2 other members of your Club.
- Ensure that you enter the details of a cheque on the cheque butt at the time of issue. Don't leave it because you are rushed. This is when mistakes are likely to occur. Bank charges to fix the problem are substantial. Record - who to, why and how much. When making a payment online you should ensure enough details are recorded on the payment to ensure it is clear who and why the payment was made.
- Three signatures are required on all accounts, usually the President, Secretary, Treasurer. Two must sign all cheques or authorise any online payment.
- Arrange with your bank to receive statements online. It is usually not enough to simply access the list of file transactions online, you may have to apply specifically for access to your statements online. The distinction (for most banks) is that your list of transactions online will not provide a running balance, where the account



statements do. If your bank does not issue statements online ensure the secretary passes on hard copies of the statements as soon as they are received.

- You should reconcile your books before (or after) every meeting.
- Record details of all receipts, deposits and payments in the appropriate cash analysis book or spreadsheet and prepare the Annual Financial Report.
- If using cheques ensure you are always aware of the current balance (net of any unpresented cheques). This ensures you don't overdraw the account.

## **REQUIREMENTS FOR YOUR JOB**

1. Discuss the operation of the Club accounts and books with the current Treasurer and President.
2. Cheque books, receipt books and deposit books are required for each account. Receipt books for General and Service accounts are available from Apex National Supply House or from your local general stationer.
3. Separate Cash Analysis books or spreadsheets are required for General and Service accounts. Where a Club operates more than one form of General or Service account these may be operated in different parts of the same cash analysis system.
4. Correct signatories for all accounts. Any two of the executive of the Club, namely the President, Secretary and Treasurer are normally authorised to sign cheques on behalf of the Club. New signatories must be arranged by obtaining the appropriate forms from the bank, completing and returning when signed. Your bank officers will be more than happy to assist you with this task, you will usually have to attend the bank in person to change signatures.
5. Access to (and knowledge of) spreadsheet software will be a help, but is not essential. You *will need* a commitment to meticulous accuracy. The time taken to ensure that all entries in your computer accounts or cash books, deposit books, receipt books and cheque books are correct, is more than repaid in time saved trying to find errors when books do not reconcile.
6. A current list of Club members and their details.

## **TYPES OF ACCOUNTS OPERATED**

Apex Clubs generally operate a minimum of two accounts, the General and Service Accounts. Some Clubs may have special (regular) functions that they operate and therefore choose to operate a separate account for these activities.

### **GENERAL ACCOUNT**

The General Account is for the running of the Club. It includes items such as Dinner Fees, Club Supplies, social functions, secretarial expenses and Dinner Notice costs. Funding may derive from such things as Club events which have usual profit margins eg: membership fees, raffles, fines catering etc. Where monies are raised from the public for the General Account it must be clearly stated and advertised at the time of the event that the funds being raised are being used for the Club's own administration.

### **SERVICE ACCOUNT**

This account holds funds that have been raised from the community in the name of charity. This money is being held in trust and must be accounted for at all times.

### **SPECIAL PURPOSE ACCOUNTS**

If your Club runs any special functions or continuing fund raising project eg local shows, trade shows etc, it is





advisable to operate a separate account to record the transactions.

## **GENERAL RULES REGARDING ACCOUNTS**

1. Where funds are raised from the public for a specific purpose, then the funds raised must be used only for that purpose.
2. Where funds are raised, in the name of Apex in such a manner as to lead the public to believe that the funds are being used for general Apex charitable work, then such funds may only be used for service or charitable work and may not be subjected to any deduction (percentage or otherwise) to cover unspecified administration costs.
3. These funds raised (items 1 & 2) may have deducted from them any definite and ascertainable expenses arising as a result of the work undertaken to raise the funds, including realistic depreciation and maintenance of the Club property.
4. Funds raised for specific charities or as defined in items 1 & 2 above, may not be used for payment of the Association Fees.
5. Funds raised by a Club or individual Apexian in any of the following ways may be used to pay your Club Association Fees:-
  - Where the Club conducts a business based on normal business principles with usual margins of profit such as a canteen.
  - Where funds are raised through the physical efforts of Club members which is the only reason for the resultant fund, e.g. bottle drives, waste paper drives, sale of firewood (where there is no donation of materials or service by members or the public), sale of grain grown by Club members (where there is no donation of use of land, seed or services by members or the public), or similar activities.
6. That apart from the payment of that part of the Association Fees authorised to be paid from the Club General or Service Funds, money raised in the manner set out in 5 above may only be used for general charitable purposes or as authorised by the Department of Consumer Affairs of the State concerned.
7. It is permissible to recoup from service funds the loss made on a project intended to raise service funds.
8. Funds from an individual or organisation, company etc may not be applied to other than charitable purposes unless :-
  - The individual, organisation or company has been advised in advance in writing of the purpose for which the funds are required and
  - The organisation has consented in writing to their being used for that purpose.
9. No Donations & Legacies to a Club shall be used for any purpose other than charitable unless:-
  - They have been donated for some definite non-charitable purpose, or
  - They have been donated by a person to whom the Club has made it clear that some or all would be used for administrative or other non-charitable purposes.
10. Under no circumstances whatsoever may any funds other than those raised from members themselves be used to offset or recoup a loss resulting from any form of social activities for Club members.

## **DIRECT DEBITING**

The current rules of Apex provide that each Club shall pay the total annual National fees by way of four direct debits. These direct debits to a Club's bank accounts occur on the 31st July, 31st October, 31st January and 30th April in each Apex year. Each debit should be one quarter of the annual fee, but the first payment may vary if calculations of fees, clubs and members has not been completed.

Where a Club does not participate in direct debiting, they may pay their National fees by cheque, after



arrangement with the National Treasurer. Clubs that choose to pay their fees by cheque may incur an administrative surcharge of no more than \$50, to reflect the costs to the Association of processing payments by this method.

The Association Board will only debit the National Fees and never any other amounts from your accounts. Your Club will be notified of the amounts to be debited well in advance, giving your Club the chance to query the amount due or to seek a temporary suspension of the drawdown if necessary or to seek relief from the fees.

A Club that has not paid its National Fee may be regarded as unfinancial and is not permitted to participate in voting at conventions **and their members are not covered by Apex Insurance.**

## **WHY DO WE HAVE A DIRECT DEBIT SYSTEM?**

The Direct Debiting System :-

Makes it easier for Clubs to manage payment of the fee by spreading the overall amount over 4 smaller installments.

Provides a steady income flow to the National Boards to meet expenses as they occur.

Reduces the workload on the National Office (and consequently reduces the cost to your Club) since they have fewer Clubs to follow up due to late payment of fees.

The advantages to your Club of Direct Debiting your State and National Fees are :-

**Simplicity.** You don't ever need to write out another cheque for the fees.

**Cost Savings.** Your Club need only be notified once of what your fees will be. Letters do not need to be sent out to remind your Club to pay upcoming fees. You do not need to post quarterly cheques.

The advantages to the Association are identical, but multiplied many times.

It should always be noted that the only amounts that can be deducted from a Club's accounts are those which have been authorised via the budget process.

## **DIFFICULTIES IN MAKING PAYMENTS**

As Treasurer of your Club, one of your principle duties is to ensure that all of the Club's bills are paid on time. Payment of National Fees are included in that responsibility, so you should always ensure there are sufficient funds in the General and Service accounts to meet the fees at the time they are due.

If you become aware that your Club will incur difficulty in meeting a payment of the National Fee, you should make contact with your RC, the National Office or a Director to discuss the problem. An equitable arrangement will always be negotiated, provided your Club acts in good faith and before a debt in arrears is incurred. Don't leave it until the National Treasurer has made an unsuccessful attempt to make the direct debit deduction to discuss the problem. That will cost your club and the Association unnecessary money (and precious time). There is a process to assist clubs to obtain 'fee relief'. Ask for details of what is required to apply.

**We cannot reiterate enough, if you feel your club will have difficulty in paying your fees in full and on time, contact your RC, the Office or the Board. With enough notice you will be assured that insurance cover and any other assistance Apex National can offer will be extended to your Club.**

## **EXAMPLE INVOICES**

On the following 2 pages are an example of the Fee Advice and Fee Invoice you will receive from National. The Fee Advice is issued once a year, providing details of the invoices planned for the coming 12 months. This is provided to assist you to plan your coming year, it does not require payment.

The Fee Invoice is issued 4 times a year and is required to be paid. If you have signed up for a direct debit, no action is required by you, except to ensure your account has sufficient money in it. If you have not signed up for direct debit you will need to make payment, by cheque or transfer, prior to the due date marked on each invoice.



Sample Fee Advice - The important parts are shaded, showing how much and when fees are payable.

# **APEX AUSTRALIA FEE ADVICE 2014/15**



To: TAMAR Inc

Issued on July 2, 2014  
Club #395

14 Active Members (as per last advised report)

## CLUB FEES FOR THE YEAR

NATIONAL FEES: \$2,629.25

This is your annual fee. *DO NOT pay upon receipt of this advice.* Separate tax invoices will be issued.

The fee shall be paid by 4 separate quarterly instalments.

Quarter 1 Payable on 31/7/14	Quarter 2 Payable on 31/10/14	Quarter 3 Payable on 31/1/15	Quarter 4 Payable on 30/4/15
\$657.31	\$657.31	\$657.31	\$657.31

**These fees include GST.**

If your club expects to have any issues with meeting the quarterly fees please contact your RC, alternatively Mark on modod@mac.com or 0413 943 352.

Club member numbers have been taken from the latest information available. If your club numbers are different or you have provided a Health Check which is not reflected in this advice it is due to my error and no one elses. Please contact me (details above) with the correct information and we will adjust this advice.

Regards,



SAMPLE TAX INVOICE - This is issued 4 times a year to notify you of each fee payment. It should confirm the details already provided by the Fee Advice, issued at the start of each Apex year.

Association of Apex Clubs of Australia  
 31-33 Denison Street  
 Newcastle West  
 NSW 2302



A.B.N.: 52 057 197 350

Date: 1/07/2014

Invoice #: 00000740

TOOWOOMBA INC  
 PO BOX 159  
 TOOWOOMBA QLD 4350

TOOWOOMBA INC  
 PO BOX 159  
 TOOWOOMBA QLD 4350

Description	Amount	Code
National Fee - Draw down 1 2014/2015	\$801.20	GST

Email:- admin@apex.org.au	Terms: Net EOM after	Freight:	\$0.00
		GST:	\$72.84
Bank Account Details		Total Inc GST:	\$801.20
BSB: - 032-099		Amount Applied:	\$0.00
Account:- 00-1500		Balance Due:	\$801.20



As Club Treasurer you will need to be aware of the impending direct debits from your Club accounts every three months. You need to keep a copy of the Fee Advice Statement for your information and ensure that the accounts have enough funds in them at the time of the scheduled direct debits.

If you ever need another copy of this Statement, need to know the payment status of your Club's fees, or any other assistance with your Club's fees, then please contact the National Treasurer or the Office.

## **THE GST AND APEX CLUBS**

GST is paid on almost every purchase you make within Australia. It is a tax on consumption, adding 10% to most purchases. The intention of the GST system is that the consumer bears the cost of the GST, and businesses or organisations bear the liability to collect and pay the GST to our government.

If your Club turns over more than \$150,000 each tax year, **you will be required to register for the GST**, charge on every item you supply which are considered 'taxable supplies', and remit the GST collected to the ATO.

If you are registered for GST, you will generally be able to claim a credit on any GST included in the cost of goods and services you have purchased.

For a club which is registered, the difference between the GST payable on supplies (as charged to customers/consumers) and GST included in the purchase price of acquisitions (input tax credits) is the amount the club owes to or is owed by the ATO. Where the club's input tax credits are greater than the amount of GST payable, the club will be entitled to a refund.

## **DOES OUR APEX CLUB HAVE TO BE REGISTERED FOR THE GST ?**

Clubs that have an annual turnover of \$150,000 or more must be registered. If your Club's annual turnover is below \$150,000 registration is optional. Businesses must register if they have a turnover above \$75,000.

THE ASSOCIATION STRONGLY RECOMMENDS THAT CLUBS **DO NOT REGISTER** FOR THE GST UNLESS THEY HAVE TO. IF A CLUB IS REGISTERED, THE RECORD KEEPING AND REPORTING REQUIREMENTS ARE ONEROUS.

The Association also strongly recommends that if your Club has to register, based on the best possible professional advice obtained, your club should take steps immediately to appoint a qualified person to assist you with the requirements of the GST.

Note that possessing an ABN is separate to registering for the GST system. All legal entities (which your club is) are required to register for an ABN, and you will be required to provide that ABN to many of your suppliers. Having an ABN is separate to registering for the GST.

## **WHAT DO WE DO IF WE HAVE TO OR WANTED TO REGISTER FOR THE GST ?**

Firstly, get local, professional advice. If that advice indicates you should register for the GST, apply online at [www.business.gov.au](http://www.business.gov.au). The retain that local, professional advice and listen to them.

## **WHAT ARE THE IMPLICATIONS OF REGISTERING FOR THE GST ?**

The implications of registration are onerous and include:-

- (i) The Club's records will have to adequately record GST paid and received.
- (ii) GST has to be included in the price of any goods or services supplied (taxable supplies). This would also include any membership fees charged by the Club. GST will also be payable on any grants that are received by the Club. For example, if a local council gives the club a grant to rebuild a playground, the Club must remit 1/11th of that grant to the ATO.

The club will have to issue "tax invoices" for goods & services it supplies (Refer to the example of a tax invoice on the previous page.



All Clubs will incur GST in the price of things they acquire in their usual course of activities. Clubs registered for the GST will be able to claim back from the ATO the GST they have paid on these goods and services (input tax credits).

A quarterly Business Activity Statement has to be completed declaring the amounts of GST collected and deducting any amounts of GST paid (input tax credits) and lodged with the Australian Taxation Office, together with any funds (GST) owing.

### **WHAT HAPPENS IF WE DON'T REGISTER for the GST ?**

If a club does not register:-

*They do not have to charge GST on goods or services they supply.*

The Club cannot claim "input tax credits" on goods or services it purchases ie: the Club is the consumer and will most likely have to pay 10% more for goods and services it now uses.

*The Club does not have to issue tax invoices.*

*The Club does not have to complete quarterly Business Activity Statements.*

**NOTE : - Serious implications arise for clubs that should have registered but do not!**

### **WHAT HAPPENS IF WE HAVE A MAJOR PROJECT ? CAN WE CLAIM BACK THE GST ON THE INPUTS ?**

If the Club wants to complete a major project, or one of its supplier's demands that it is registered for GST purposes (for example a local Council), it is possible for the Club to register for only one year. (Once registered the Club must remain registered for the entire year.) However, during that year the Club would be required to comply with all the regulations applying to registered GST providers including to lodge (and pay any GST due) the quarterly Business Activity Statement, quarterly for that year.

If the Club has a major project and it falls within the permissible activities of the Apex Australia Charitable Fund, it may be possible to run the project through that Fund. The National Association will then do all the accounting for the GST, including issuing tax invoices and completing the Business Activity Statement. If this applies to you, email the National Office or Finance Director in the first instance. Your office and board are there to help reduce the costs and compliance burdens on your club getting stuff done, so don't be afraid to ask for assistance.

### **WHERE DO I GET HELP?**

The Tax Office Web Site: [www.ato.gov.au](http://www.ato.gov.au) or 13 (In my experience the Tax Office provides excellent, fast and accurate advice for almost any question you will have).

Local Professionals and Apexians

The Association – call the National Office during office hours or email [admin@apex.org.au](mailto:admin@apex.org.au)

REGISTRATION DEPENDS ON THE CIRCUMSTANCES OF YOUR CLUB. OVERALL THE ASSOCIATION STRONGLY RECOMMENDS THAT CLUBS DO NOT REGISTER FOR THE GST IF THEY DON'T HAVE TO. HOWEVER, IF THERE ARE ANY UNUSUAL CIRCUMSTANCES FOR YOUR CLUB, PLEASE DISCUSS THEM WITH YOUR LOCAL TAX PROFESSIONALS OR THE NATIONAL OFFICE.

### **WILL OUR APEX CLUB HAVE TO APPLY FOR AN ABN?**

If you don't already have one, yes you will. Clubs that have *any dealings with businesses* will need an ABN. Note: if a club intends to apply for any grants, an ABN will almost certainly be requested.

THE ASSOCIATION STRONGLY RECOMMENDS THAT CLUBS DO APPLY FOR AN ABN.



## PREPARING YOUR CLUB'S BUDGET

Many Clubs fail to prepare budgets for the coming year. The basic purposes of the budget are to provide the Club board with a guide as to the financial activities of the Club and to help determine what they will be able to achieve during the year without running out of funds.

Budgets should ideally be set for both your General and Service Accounts. In many instances it is difficult to set a budget for the Service Account because of the difficulties associated with determining income or expenses and it can be considered understandable why some Clubs do not prepare budgets for this account.

However the General Account must have a budget prepared before the year starts. The general account is the administration funds for the Club. Income sources for the General Account are very often far more limited than the Service account and it is important to know how the Club will fare in the coming year

Before preparing your budget (either account) you need to obtain facts that will be used to derive the budget. These include :-

Consulting the incoming directors to determine their plans for the year - what projects are they planning to do that will cost money?

Consult the current treasurer to determine the current trend of actual figures against their budget.

Know or obtain the costs involved with items :-

Post Box Rental

National Fees

Club Newsletter Costs (are they posted or emailed)

Subscriptions, such as Mailchimp or Web Hosting

Socials Planned

Apex National Supply House

Dinner fees for coming year (any increase?)

Approximate attendance at Club Meetings, How many planned at home?

How many "freebies" are expected this coming year (Guest speakers, Visitors)

Special awards for the year (Senior Actives, Life Members etc)

Bank Charges, Government Duties etc

Once you have collected all the relevant information you should sit down with the current Treasurer and the incoming President and prepare the budget. As a guide, use last year's budget and actual figures achieved to help you in determining the proposed budget.

The following example of a finished budget may assist you in preparing your own Club's budget for this year.



## SAMPLE GENERAL ACCOUNT BUDGET

EXPENDITURE		INCOME	
Meals (14 people x 16 meetings @ \$18)	\$4032	Dinner Levy (14 people x 16 meetings x \$20)	4480
National Fee	\$2145	Fines	320
New Badges	\$38	Fundraising	1500
PO Box Rental	\$77	Advertising	500
Web Hosting	\$145	Misc	100
Guests at Dinner	\$90		
Trophies and Awards	\$280		
Miscellaneous	\$50		
	\$6857		6900

Excess of Income over Expenditure = \$43. If everything runs to plan then you should cover club fees easily and not have to charge individual member fees. That is a big 'if'. As Treasurer your job is to closely monitor the progress of your accounts through the year and ensure you remain on track. Many Clubs subsidise their membership fees by various schemes (complying with the appropriate rules relating to raising funds for the General Account) by raising money for their General Account (refer section on General/Service funds).

Now try the following draft budget exercise to see how it can be done.

### BUDGET EXERCISE

Your task is to prepare the Club's General Account Budget based on the following information:-

The Apex Club of Nuriootpa Inc meets twice a month at the Great Northern Hotel with the exception of Christmas holidays and it is anticipated there will be 6 social nights over the year, meaning they will have 16 meetings over the next 12 months. The hotel charges \$15.00 per head for meals and the average dinner attendance is 14 members.

The current membership is 18 but 3 will retire at 30th June this year. National annual fees for the coming year have been advised as \$2,7480.

The club Promotions Officer estimates it will cost \$10 per month to access your email server and maintain the website. per issue in photocopying costs. The club runs a raffle for the General Account at the Barossa Valley Picnic Races and usually makes \$1500 profit.

The membership director anticipates that the club will attract 4 new members during the next twelve months. The club needs to obtain club shirts for new members as well as new shirts for current members. The cost of these from Apex National Supply House will be \$25 each. The club normally supplies new members with a complimentary shirt.

The Secretary has advised that they will require the following amounts to be budgeted for :- Post Office box rental \$75 and sundry stationery \$50.

The President has requested the following be included or implemented during their term :-

Handover Dinner including presentation and trophies \$500

Club Socials \$1000

Aim to make \$2 profit from dinner meals

Registration Cost for National Convention of \$300

Petrol costs to National Convention of \$120. The current Club Treasurer has advised the following :-







## **RECEIPTING INCOME AND RECORDING PAYMENTS**

All income that comes into the account must be issued with a formal receipt. Apex receipt books are available from Apex National Supply House and should be used when you are handing cash. If you receive money directly to your bank account a formal receipt should still be issued. This should be typed. Templates (which are easy to re-use) are available in the resources section of our website.

One receipt book should be used for each account operated. Remember not to sign receipts for monies that you personally have paid to the account - get someone else to check the money and sign the receipt.

All payments paid out must be by either bank transfer or cheque. Both forms of payment should be authorised or signed by 2 people. You should also maintain a data file recording (in date order) all payments made by the club. This should record who the payment was made to, why it was made and when it was authorised. If your Club receives a request for funds, a copy of this request should be kept with the payments register. This makes the auditor's job easier and helps keep the records straight.

Payments must either be approved by the Club Board or at a Club Meeting. Record all details and payments in date order. Occasionally, [say every week or fortnight], you should check to determine that the books balance and no discrepancies have occurred. The more often you carry out this process then the easier it will be to find errors and correct them. This will make the later process, reconciliation easier.

### **PREPARING AND KEEPING YOUR RECORDS - ELECTRONIC**

Remember:

The book keeping method chosen should be as simple as possible consistent with your legal requirements

The level of detail recorded should not extend past that required by legal requirements or your members real needs. Overcomplication equals extra work.

We have simple and easy to use spreadsheet based templates available for download from our website. They are available in 2 formats, Excel and Numbers. They are fairly easy to use for people with a moderate knowledge of spreadsheets. Although keeping electronic records will make your life an awful lot easier, it may also lead to extra problems if your data is not entered correctly every time. Be careful. If you need help, ask for it early.

### **PREPARING AND KEEPING YOUR RECORDS - MANUAL**

It is fairly easy to maintain written records of your club accounts. Learn up before you start setting your accounts out. Usually the first person to ask assistance of will be your current (or last year's Treasurer).

Your Cash books that you keep will be the final records of all financial transactions of your Club. They require meticulous accuracy. Many treasurers hesitate at the thought of keeping cash books, however providing you set the parameters correctly at the start and enter details regularly, you should find it relatively easy to complete your task.

For each account that you operate you will require a cash analysis book. Receipts and deposits into the account need to be dissected into various categories according to what the receipt or payment was for. The purpose of this is to allow you at any time to report on the amounts received or paid, for any one item eg: the expenses to date for the Club Website.

The cash analysis book comes with multiple columns into which you enter the details. You will find that books containing between 10 and 14 columns will be adequate for the Club's needs. To keep continual records of the Club's financial activities, rule off the book at the end of each Apex Year and then just continue on recording, starting on the next new page. This will also enable you to see what the present treasurer has done and (assuming accurate recording) enable you to follow on likewise.

There is no hard and fast rule how to draw up the cashbooks and the column headings used will vary from Club to Club and account to account. However, in each type of transaction (receipt or payment) several columns will



be required as essential.

In the Receipts section of the cashbook you will require :-

Date Column  
Receipt Number  
From who received  
Amount Received  
Banking Column  
Type of Income ie: membership fee, fines

In the Payments section of the cashbook you will require :-

Date Column  
Cheque Number/Transfer Date  
Payment Details - who paid to  
Amount of the Payment  
Type of Payment ie: Fees, Apex National Supply House

Practice Cash Analysis Exercises are available (in PDF format) from our website

## **RECONCILIATION OF THE ACCOUNTS**

The amount on money in your bank account when you view your account online may not be the same as the amount of money your club actually has. There are 3 main reasons for this, you may have written cheques which are not presented yet, you may have received cash which has not been banked yet, or you may have made a commitment to pay a donation and have not transferred it yet.

You will need to regularly carry out a reconciliation of your account to ensure you have an accurate idea of how much cash you do have available.

So it is necessary to reconcile your CashBook calculation or online bank balance taking into consideration deposits not yet made or payments not yet complete.

The general procedure for reconciling your accounts is to :-

Check deposits listed on your statement with the deposits recorded in your Cash Book or spreadsheet. If there are any missing they are outstanding deposits. If you have cash in your possession which requires banking this falls into the same category.

Check the withdrawals (payments) in your cashbook or spreadsheet against those that are listed on the bank statement. Again, using a pencil, tick off those payments in your records and on the bank statement that agree. Cheques that have been drawn, but that do not appear on the bank statement are referred to as outstanding payments.

Check the bank statement for any bank charges, or interest payments that have been made, and which are not recorded in the cashbook/spreadsheet. Enter these amounts in the appropriate section of your records and then tick the entries in both the cash book and bank statement.

Determine the balance from your cashbook and amend the online bank balance if necessary.

The checking off of all the entries in your records to the Bank statements, as outlined above, should have corrected any discrepancies in your actual cash balance. The totals of deposits and cheques drawn allow you to produce the "Balance Available" sections.

A worked example of a reconciliation report is provided online.



## REPORTING TO THE CLUB

### REPORTS TO CLUB OR BOARD MEETINGS

Your reports to meetings of your Club and Board should be such that they advise the members of transactions which have occurred since the previous meeting, the (reconciled) balances of the accounts and any other matters which you might need to discuss. In some instances the Club may choose only to receive the balances of the accounts at regular Club meetings and leave the full transaction report to the Club Board meetings. The format of reporting is entirely up to the individual Club.

A report to your Club Meeting or Board may take the following form, (or condensed) to give the necessary information.

Balance as per last bank statement, 11/01/XX		\$6,310.11
<i>Add Cash not yet banked</i>		
#43 12/01	Fines DM 585	\$16
#44 12/01	Raffle DM 585	\$47
<i>Deduct payments not yet completed</i>		
	12/01	Dinner Costs \$154
Chq # 476	07/01	Scout Hall \$300
<b>Balance as as 14/01</b>		<b>\$5,919.11</b>

NOTE: A report should be presented for each account operated by the Club.

If your Club has been involved in any special functions since the last meeting then you should also report on the financial results of this activity. You should include details of the items sold, quantities remaining, the gross takings and expected profits or losses from the event.

Ideally you should try to type up your report and include it in your Club E-News or have enough copies of your report that you can circulate it to everyone at the meeting. This provides sufficient time for those present to review the details and will ultimately make your job of reporting and having your report adopted, easier.

If not possible to have copies for all the members, at least make certain that the Club Secretary receives a copy for inclusion in the minutes of the meeting. You and the President should sign them.

Where there are accounts for payment, these will need to be detailed so that they can be approved. The minutes must record who the account was from and the amount that was owed.

### REPORTING AGAINST BUDGET

It is important for the Club Board to be aware of how the Club's finances are going as compared against the budget developed at the start of the Club year. You should therefore provide information to the Board that will assist them to ensure that the balance of the year runs smoothly and that the Club does not find itself in financial difficulties.

The easiest way is to provide each Board member with a copy of the budget set at the start of the year. Along side each of the categories in the budget you should provide a figure indicating the expense (or income) to date allocated to that category of the budget. This is relatively easy to do using a spreadsheet program.

### SPECIAL EVENTS

We have already briefly discussed the presentation of reports to the Club on special events that have taken place involving the Club and its members. This report involves advising the Club on the profitability or otherwise of the event. One aspect of special events that is often overlooked is preparing a budget for the event.



Budgets should also be prepared when preparing for functions to be run by the Club. For example, in selling food or drinks as a fund raising effort, how do you determine the price to charge to ensure you make a profit? Even a simple social should be the subject of a budget to determine how much it is going to cost the members.

In large events or where public funds will be involved budgets for special events should be considered essential. Once formulated this budget should be presented to the Club Board for approval. It may be considered a nuisance to prepare a special budget, but it will provide clearer details of the events to ensure that losses do not occur.

## **CASH FLOATS**

Many Clubs will require a cash float at various times of the year to provide change for a particular function. The method of handling these is as follows :-

Prepare a cheque/withdrawal form for the amount required.

When returning the float it must be deducted from any takings from the function and a separate receipt issued.

Rebank the float as a separate deposit or show the amount separately in your records.

NOTE: If practical have another Club member be responsible for collecting/checking the cash at the function, then you write out the appropriate receipt or receipts.

## **REFERENCE INFORMATION YOU NEED TO KEEP**

### REGISTER OF MEMBERS

Keep an up to date list of members. You need this as a quick reference for such things as who still owes their annual subs. You can also add columns for other activities like socials, etc. This provides a simple permanent record of monies still outstanding from Club members.

### PAYMENTS TO NATIONAL

All payments of fees that are made to the National should be made via direct debiting. Direct Debiting was covered in a previous section for more information.

There may be other occasions where payments need to be made to the National Administration. These will include items such as Life Membership Applications, purchases of Association goods etc.

If at any time you find that your Club is in a position where it may not be able to meet its commitments to the Association then you should contact the person concerned. This will be the National Treasurer or our Administration Officer. In most cases they will be able to work out some arrangements regarding payment. Don't just ignore the problem.

### REGISTER OF ASSETS

It is in your Clubs interests to keep a register of assets. This should record all property owned by the Club. This register stops the problem of property being lost within the Club. It should be advised to our Insurance Broker (see Insurance Section).

You should also maintain a register of cash and Foundation investments. This can then be presented at the end of the financial year as follows:



## **APEX CLUB OF SOMEWHERE SPECIAL INC.**

Schedule of Assets held as at 30th June 20XX

### INVESTMENTS

Term deposit Westpac Bank     \$2,000.00

Investment - Apex Foundation   \$5,000.00

### EQUIPMENT

As per Register of Assets         \$5,000.00

**TOTAL**                                     \$12,000.00

## **ANNUAL FINANCIAL REPORT**

At the end of the Apex year (30th June), you will need to prepare your club's annual financial report. This financial report is a summary of all financial transactions for the year (from 1st July to 30th June) and a report should be completed for each club bank account separately. The report, once your financial reports have been audited, should then be included with all other reports in your club's annual report. Note, copies of the club annual report are usually handed out to all members at handover and should also be distributed to the Association at National Office. An example of an annual financial report is available online.

## **MINOR ART UNIONS/LOTTERIES**

As rules differ from State to State it is recommended that you obtain a booklet available in your State such as "Minor Art Unions Your Questions Answered" which will cover all aspects of ticket sales, records etc that relate to holding a Minor Art Union or Lottery. These information booklets can be obtained by contacting the State Government Information service in your state.

A minor art union is usually one where the gross proceeds (ie: the total value of the ticket sales) do not exceed \$5000, but does not include bingo, lucky envelopes, small private raffles or a Calcutta sweep. By far the most popular form of minor art union is the raffle. Others include sweeps, silver circles, chocolate wheels and footy doubles.

If you will be running a raffle or other fund raiser where tickets are being sold to the public then you must be registered and have a permit or license from the State Government to conduct the minor art union. Normally you receive a minor art union permit for the period that the art union will run, with a maximum of 4 months. Minor Art union or Lottery licenses can be issued for periods of one to three years, these typically being issued to Associations. These allow for multiple art unions to be run over the period of the license.

The Art Union permits and licenses can be obtained from your relevant State Government Department.

You are required to record and maintain certain documentation regarding each minor art union run. This includes items such as copies of the advertisements run, correspondence, banking records, records of receipts etc. records of the art unions run and sales of tickets etc and must be recorded in the manner expected by your relevant State Government Department.

An excellent summary of the legislative requirements in every state can be found here:

<https://www.ato.gov.au/Non-profit/State-and-territory/In-detail/Fundraising-requirements/State-and-territory-government-requirements---Fundraising/>



## AUDITING OF THE ACCOUNTS

All Clubs are required to have their annual financial accounts audited according to our rules. Under the terms of the Associations Incorporation Act as it applies in each State, an auditor will usually be required to audit the accounts and this person may not be a member of the Club.

Your auditor will want to check things such as :-

- Receipts against deposits to ensure that the amounts agree and to confirm the incoming funds. They will also want to use the receipts to confirm the banking deposit amounts.
- That the payments which have been made have been approved by the Club and as such are recorded in the minutes, either at Club or Board level.
- The accounts received for payment support the value of payments that have been made.
- The operation of the Club accounts is in accordance with the requirements of the Association, Corporate Affairs, Dept of Justice, or any other body you are required to submit annual reports to. Note that some States require your Club to submit returns and others do not. Where art unions have been conducted a record is kept of the tickets issued to confirm receipts.
- That the names of the bank accounts agree with the incorporated name of the Club.

In most cases your auditor will be acting in a voluntary capacity and it therefore is your responsibility to ensure that you make the job as easy as possible.

### **DON'T EXPECT THE AUDITOR TO DO YOUR JOB, OR DO EXPECT TO PAY THEM FOR THE TIME THEY SPEND TO DO SO**

To do this you should :-

1. Ensure that you have entered all amounts accurately in your Account Records
2. Have balanced your books with Bank statements
3. Have checked the minutes to ensure that all accounts have been approved
4. Have accounts for each Club account separated and included with any remittance advice/invoices.
5. Have bank statements for each month for all accounts
6. Ask the Secretary for items on their file, which will assist the auditor to verify donations and any other transactions (receipts, letters thanking the Club for donations etc, letters sent to the recipient of the donation)
7. Ensure you leave notes to show why you did what you did e.g. dissecting the sundry column

### **WHAT TO TAKE TO THE AUDITOR**

For each account that the Club operates, you should take :-

Receipt Books	Cheque Books	Bank Statements
Original Invoices	Records of Deposits	Your Spreadsheet/Cash Books
Minute Book	Original Invoices	

Make sure they are neatly presented in folders suitably named, or if printed they are in a logical order.

### **DON'T GIVE THE AUDITOR A PILE OF LITTLE BITS OF PAPER IN A BOX.**

If you are using a new auditor, you should provide them with copies of the Association Constitution together with your own Club rules, so that they can ensure that your Club is operating within the required guidelines.



After the accounts have been audited these audited accounts must be presented to the Annual General Meeting of the Club. The Annual General Meeting of the Club is a requirement of the Incorporations Act (refer to your State Legislation).

You may be required to submit to the Government Department a statement of the income and expenditure for the year and a statement of the assets and liabilities at the close of the year. The auditor will usually be required to certify the statements that you submit.

## **HANDING OVER TO YOUR SUCCESSOR**

Start to plan the handover of information to the incoming Treasurer shortly after the incoming one has been appointed. Once the incoming Treasurer has been appointed try to involve them in your activities so that they are familiar with the duties required.

Have sufficient cheque, receipt and deposit books available to begin the new fiscal year on 1st July.

Ensure that signatories on accounts have been changed or will be changed at the appropriate time. Forms to change the signatories can be obtained from the bank that handles your accounts. Under Federal Law each signatory is required to provide "100 points" to provide evidence that they are an eligible person to operate a bank account. The types of evidence vary, depending on the banking group. You will usually be required to present yourself to the bank branch in person and produce the necessary evidence to achieve 100 points.

Ensure that the books have been audited and returned. Often the auditing will be carried out in the new Apex year, so you should continue to follow this matter up yourself and not leave it to the incoming treasurer. It is your responsibility to present the audited accounts to your Club's Annual General Meeting.

Assist the incoming President and Treasurer in the preparation of their budget.





# FINANCIAL REPORTING REQUIREMENTS

The following table will help you determine what legally needs to go in your report for your AGM, especially the financial information you are required to present to your members.

There are additional reporting requirements to government departments, this summary is directed **solely at what you need to do for your members.**

Note that our Association Rules require each club to have their accounts audited, so if your club has an exemption for government reporting purposes you will still need to have your accounts audited under our rules.

Don't forget that your AGM (if required in most states) does not have to happen at the same time as your club's changeover.

The law, state by state:

## NSW

At each Annual General Meeting of a Tier 1 association, the association's committee must cause:

- (a) the association's financial statements for the previous financial year, and
- (b) the auditor's report for those statements, to be submitted to the meeting.

At each Annual General Meeting of a Tier 2 association, the association's committee must cause the association's financial statements for the previous financial year to be submitted to the meeting.

Most clubs will be Tier 2 associations.

## NT

At each Annual General Meeting of an incorporated association the following documents must be presented by the committee for the consideration of the meeting:

- (a) the audited statement of the association's accounts for the most recently ended financial year of the association;
- (b) a copy of the auditor's report to the association in relation to the association's accounts for that financial year;
- (c) a report signed by two members of the committee stating —
  - (i) the name of each member of the committee of the association during the most recently ended financial year of the association and, if different, at the date of the report; and
  - (ii) the principal activities of the association during the most recently ended financial year and any significant change in the nature of those activities that occurred during that financial year; and
  - (iii) the net profit or loss of the association for the most recently ended financial year.

## QLD

For level 1 and some level 2 associations the members of the management committee must ensure the association, within six months after the end date of each financial year —

- (a) prepares a financial statement for its last reportable financial year; and
- (b) has the financial statement audited by —
  - (i) for a level 1 incorporated association — an auditor or an accountant; or



(ii) for a level 2 or level 3 incorporated association mentioned in subsection (1)(b) or (c) — an auditor, an accountant, or an approved person; and

(c) presents the financial statement and the signed report on the audit (audit report) to the association's Annual General Meeting for adoption.

For other level 2 incorporated associations that are not required to have an audit conducted under the Collections Act 1966, the Gaming Machine Act 1991 or under any law for any other purpose the members of the management committee must ensure the association, within 6 months after the end date of each financial year

(a) prepares a financial statement for its last reportable financial year; and

(b) presents to the association's Annual General Meeting for adoption —

(i) the financial statement; and

(ii) a statement signed by an auditor, an accountant, or an approved person, that states —

(1) the person has sighted the association's financial records; and

(2) the association's financial records show that the association has bookkeeping processes in place to adequately record the association's income and expenditure and dealings with its assets and liabilities.

For Level 3 incorporated associations that aren't required to have an audit conducted under the Collections Act 1966, the Gaming Machine Act 1991 or under any law for any other purpose, the members of the management committee must ensure the association, within six months after the end date of each financial year —

(a) prepares a financial statement for its last reportable financial year; and

(b) presents to the association's annual general meeting for adoption —

(i) the financial statement; and

(ii) a statement signed by the association's president or treasurer that states the association keeps financial records in a way that properly records the association's income and expenditure and dealings with its assets and liabilities.

Clubs in Queensland will be mixed amongst Levels 1, 2 and 3. Have a look at this link for an excellent guide to Qld Incorporated Associations.

[http://www.fairtrading.qld.gov.au/\\_data/assets/pdf\\_file/0004/257161/incorporated-associations-smart-business-guide.pdf](http://www.fairtrading.qld.gov.au/_data/assets/pdf_file/0004/257161/incorporated-associations-smart-business-guide.pdf)

Page 34 lists the cut off points for the different levels.

## **SA**

A prescribed association (income over \$200,000) has a very long list of things to do, which you can find here:

[http://www.austlii.edu.au/au/legis/sa/consol\\_act/aia1985307/s35.html](http://www.austlii.edu.au/au/legis/sa/consol_act/aia1985307/s35.html)

If you're not prescribed, do whatever you like. Just be sensible about it. Whatever you do, please remember you really can't rely on this for your legal advice. Really.

## **TAS**

In Tasmania, you have reporting obligations to Consumer Affairs and Fair Trading Tasmania, but not to your members.

## **VIC**

At the Annual General Meeting of an association, the committee must submit to the members the financial statements for that financial year.

The financial statements must —



(a) give a true and fair view of the financial position and performance of the association during and at the end of its last financial year; and

(b) have attached a certificate in the prescribed form signed by two members of the committee certifying that that is the case.

#### **WA**

An incorporated association shall submit to its members at the Annual General Meeting of the association accounts of the association showing the financial position of the association at the end of the immediately preceding financial year.

**As with all of your incorporation issues, it is best to get professional and specialised advice. Each state or territory authority are able and willing to help, contact details for each of them can be found here:**

<http://www.asic.gov.au/asic/asic.nsf/byheadline/Registering+not-for-profit+or+charitable+organisations?openDocument>

***Alternatively you can contact our Office or the National Board.***



# Apex Insurance – in summary

## Club Activities

We are covered for a lot of activities. If the new thing that your club wants to do isn't on this list contact Maninder at AON. Maninder has been our insurance broker for a number of years and has an excellent grasp on your Club's needs.

### Items covered include:

Canoeing	Swimming	Expeditions	Poker Run
Skating/Skiing	Tennis	Camping	Baseball
Abseiling	Fishing	Clean Up Australia	Water polo
Archery	Muddy water family fishing	Campfires	Netball
Carpet Bowls	Golf	Badminton	Cricket
Cycling	Ten-Pin Bowling	Volleyball	Futsal (indoor soccer)
Squash	Kayaking	Kayaking	Traffic Marshals
Dancing	Dancing	Camel Race	Crowd Control during events
Event Promotions	Biathlon	Stalls selling food and beverages etc during events	Charity bike rides
Movie screenings	Community work such as Libraries, Aged/child-care, RSPCA or Animal shelters	Car boot sales	Art Shows
Trail/Motor Bikes	Agriculture Society Shows	Carols by Candlelight	B&S Balls
Teen Fashion Awards	Ride on Lawnmower Race	Public Speaking and Debating	

## The people

We insure both members and volunteers, including Life Members, helpers and prospectives. The purpose of this insurance is to relieve any hardship occasioned to any member (or authorised volunteer) arising out of an accident/incident while directly involved in an authorised Apex activity.

To be covered the activity needs to be minuted by the club meeting and volunteers as well as members need to have signed on. We have a service record sheet on the website for this purpose.

This insurance is, in very broad layman's terms, a cross between workers compensation and personal injury insurance. If something happens to you while you are on your way to or from an Apex activity or while you are participating in an Apex activity you can claim. The amounts vary depending on the incident and severity of the injury.

Volunteers for the purposes of the policy who engage in any Apex work with the consent of, or under the authority of a representative of an Apex Club. They are covered the same as any Club member would be.

There are exclusions, and you should make yourself familiar with the full contents of the policy.



## Property

Your Club's property is fully insured, but only if you have it listed with Maninder at AON, contact details below. We currently cover all of the following:

Cars	Trucks	Trailers	Busses
Caravans	Bbq trailers	Coldrooms	All terrain vehicles
Scooters	Generators	Parks	Sheds
Camps	Caravan parks	Buildings	Fences
Farm animals	Jumping Castles		

If your club has assets you need to let Maninder know about them or they aren't covered. A club asset sheet follows and your club should complete it and send it to Maninder asap.

## Conclusion

Insurance is normally based on common sense. If your activity, claim or enquiry is not based on this maxim then the chances are insurance will not apply.

It is difficult to prejudge any event or set of circumstances, if you are considering a claim it will always be considered against the complete policy.

If you are in any doubt, contact our broker, Maninder, via phone or email, details below.

Apex Insurance has always been an area that is not well understood. Insurance is a major part of your Club fees every year and it does provide you with excellent cover.

If you have any questions or need more information please contact:

**Maninder Sandhu at Aon Insurance**

**Email: [maninder.sandhu@aon.com](mailto:maninder.sandhu@aon.com)**

**T: 61292537240**

**F: 61292537269**

**M: 0410576629**

***A few minutes on the phone (or a quick email) to cover a forthcoming project may save much heartache later if something goes wrong***



# Asset Register

Apex club of \_\_\_\_\_

This form is to be used by Apex to help facilitate our Insurance renewal, and in particular, assist should the need arise to make a claim against the Apex Insurance Policy. It may also be used by the Association to see what capabilities exist in different areas to facilitate service work.

If you have a storage facility (shed, clubhouse etc) where your assets are stored, please advise the address of this facility:

\_\_\_\_\_  
\_\_\_\_\_

Is this facility insured/registered under the Apex Insurance Policy? (Y / N) \_\_\_\_\_

If not, how is this facility insured: \_\_\_\_\_

\_\_\_\_\_

Asset	Replacement Value	Serial Number (if relevant)

If there is not enough space in the list, please copy and make a second page.  
Assets include any item that you wish to be covered under the insurance Policy. Small, low value items such as cooking equipment, first Aid kits or fire equipment should be grouped.  
(e.g. Asset = Safety equipment inc First Aid and Fire value = \$300.00)

**Email: maninder.sandhu@aon.com**





**apex.org.au**

Apex Treasurer's Guide - apex.org.au