



Club Annual Financial Health Check

Action List – Club Chairman, Treasurer Programme Secretary

During these challenging times, the Directors of NAFAS have identified the need for Clubs to maintain an **Annual Financial Health Check** which will be vital in ensuring Club's continued success.

It is particularly important to look at all increases in expenditure and falling membership figures to assess fully how this affects the financial implications at Club level.

With effect from 1 June 2012 the NAFAS Recommended Mileage Rates were reduced by 15p per mile which will be monitored on a regular basis (new rates overleaf).

This leaflet can be used as a check list to assist Clubs to assess accurately whether they are financially viable for the coming year and if a realistic and up to date annual subscription is in place to meet Club financial obligations.

Please pass this document to your successor

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Firstly: take a realistic look at annual income and expenditure to work out a budget in relation to Club subscriptions

Venue Hire:	Comments	Cost
• <i>How many meetings per year?</i>		
• <i>Is an increase likely in the budgeted year? If so, make provision for this</i>		
• <i>Added costs: kitchen or extra rooms</i>		
• <i>Cleaning</i>		
• <i>Layout and clearing</i>		
• <i>Gratuities</i>		
Sub Total c/f =		

Insurance and Administration:

- **The venue will be covered for Public Liability but Clubs require their own Public Liability**
- **NAFAS offers Club insurance – details can be obtained through Area Secretaries**

Insurance and Administration:	Comments	Cost
• <i>Public Liability Insurance</i>		
• <i>Area Affiliation Fees</i>		
• <i>NAFAS Affiliation Fees</i>		
• <i>Committee Expenses</i> 1. <i>Travel if applicable</i> 2. <i>Other (meeting rooms etc)</i>		
• <i>Postage</i>		
• <i>Telephone</i>		
• <i>Stationery and Photocopying:</i> 1. <i>General</i> 2. <i>Club Mailshots/Newsletters for communicating information</i> 3. <i>Membership Cards</i>		
• <i>New Member welcome packs</i>		
• <i>Do you have Club competitions and offer prizes?</i>		
• <i>Cost of members representing Club at local, Area or National Shows</i>		
Sub Total c/f =		

Annual Programme:

- **In addition to Demonstrations why not include a NAFAS Speaker or practical/hands-on meetings which are proving highly successful in some Clubs (they may have the added bonus of introducing new members to our Association)**
- **Many Presenters are now booked up to 2/3 years in advance. Therefore, it is essential that Programme Secretaries communicate directly with them prior to entering into a contract on a Blue Form to ascertain fees, flower allowance, travel and VAT *if applicable* (some are sympathetic to distance related to costs and may be open to negotiation). This will help to facilitate realistic financial forward planning**
- **Open Meetings should be budgeted for separately and costs incurred considered, before agreeing a ticket price, which can then offset expenses**

Annual Programme:	Comments	Cost
• <i>Presenters' fees: per year</i>		
• <i>Estimated mileage costs: per year</i>		
• <i>Flower Allowances should be realistic, acceptable to both parties and relate to current market prices: per year</i>		
• <i>Subsistence and Hospitality</i> 1. <i>Overnight accommodation in a private home, good class bed & breakfast or hotel: per year</i> 2. <i>Snacks/Meals en route and/or on arrival; in line with current NAFAS allowances: per year</i>		
• <i>Practical/Hands On meetings may incur additional costs: per year</i>		
Sub Total c/f =		

Projected Annual Income and Expenditure:

- Visitors' fees should not be included
- It is always wise to factor in an annual contingency fund for unforeseen situations

Income:	Comments	Cost
1. Subscriptions		
2. Raffle		
3. Do you receive a grant and is it sustainable?		
4. Other – such as sales tables or fundraising		
Total Income =		
Expenditure:		
1. Contingency Fund		
2. Sub Totals b/f		
Total Expenditure =		
Excess/Loss of Income over Expenditure =		

- Total expenses less 2, 3 and 4 in Income ÷ by number of members = Annual subscriptions

For further information refer to current documents: Code of Practice and Steps to Success, obtained through Area Secretaries

NAFAS Recommended Mileage Rates from January 2015

Price per Litre	Price per Mile
up to - 131.0	45p
131.01 - 133.0	46p
133.01 - 135.0	47p
135.01 - 137.0	48p
137.01 - 139.0	49p
139.01 - 141.0	50p
141.01 - 143.0	51p
143.01 - 145.0	52p

NOTE: Thereafter for each additional 2p in the price per litre, the mileage allowance will rise by 1p. If the cost of fuel should fall below £1.31p per litre, NAFAS recommends that the HMRC approved rate of 45p per mile, is the minimum offered/claimed to/by presenters.