

#4

MID-SEASON PROGRESS

FINANCIAL MANAGEMENT



Cash Management Controls

- The treasurer must review the cash management procedures, controls and banking processes being used to ensure they're working.



Financial Reporting

- All revenue and payments should be reviewed by the Treasurer. If these have not been received this should be noted in your accounting system and a follow up plan made.



Budget Reflection

- Now's a good time for the treasurer to update cash flow projections and budgets to predict the cash position of the club for the remainder of the season.

COMMITTEE MEETINGS



Committee Meeting Review

- Review the frequency and outcomes of committee meetings and adjust if needed.

COMMUNICATION



Club Website

- Review your club website to ensure it's up to date.



Communication Plan

- Review your club's communication plan for the season and revise as required.



Social Media Strategy

- Review your club's social media plan for the season and update it if needed.

