

# CAPABLE CLUBS SNIPPETS

## BUDGETING AND SETTING MEMBERSHIP FEES

### Overview

For any club to be sustainable, good financial management practices need to be in place. Although it may not vary much year to year, ensure your club has a budget to follow that covers its operating costs as well as allowances for maintaining your facilities, and that your membership fees are set at a level to achieve this.

### Brief Summary

1. Download the budgeting template in the linked resources section to the right.
2. Complete the Budget tab, using the figures from your previous full financial year's accounts as a starting point, and amending based on any anticipated changes for the coming year.
3. Use the Subs Calculator to estimate what your club membership fees should be to cover all your operating costs plus allow for funds to be put aside for asset maintenance and reinstatement when they come due. Cost will always rise, so a good habit is to increase them incrementally each season.
4. Make sure you have flexible membership options available which are easily managed through Hello Club, that will become Squash NZ's new national IT platform MySquash in 2024.



### Linked Resources

- [Club Budgeting Template](#)
- [Active Finance & Insurance Toolkit](#)
- [Special Deals for Clubs](#)

### Key Points

1. Most clubs generally have little variation from year to year in their income and expenditure, but it's useful to have an annual plan of what the club wants to achieve during the season to ensure any changes in income or expenditure are included in a budget.
2. Rising insurance costs may be a large expense for your club. Ensure you understand exactly what insurance you have in place and the impact a major adverse event would have on the club.
3. Subscription fees should be based on the costs of running the club, which includes ensuring sufficient funds are available to maintain the club's facilities and renew key assets once they reach the end of life. Clubs can use the asset management plan template to get a better understanding of the costs of maintaining their facility.
4. Don't undersell your club as members (both current and potential) will perceive much of the value from what they pay. If they pay little, they won't value it as much. As above, club membership and participation in Squash holds great benefit – physical, mental and social.
5. Where possible ensure you have flexible payment options available. Use [Hello Club](#) (to become MySquash in 2024) to easily manage memberships. Paying for a good club management system frees up time for committee members to do things to benefit all members and the club, and is a great way to share the administration load across all members as all are contributing to the cost via membership fees.