



Wallum Lake Rod & Gun Club
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WLRGC Chairpersons

Financial Guide

Effective August 13, 2018

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1. Introduction

You joined to shoot and somehow got roped into managing the pond, the cook shack, sporting clays or some other program. Then you found out you had to manage money as well. Thank you for your service to the club.

Not to fear. This booklet will provide the information you need to manage your program financials. We will explain the committee system, club management and how to handle income, expenses and reports and complete the necessary paperwork.

2. Committees

Committee chairs are appointed by the president to manage club programs such as the pond, cook shack and sporting clays. Every program has an income and expense budget. As chair, your financial responsibilities include:

- Income – collect income if your program offers a product or service for a fee. Prepare a written Financial Report and turn over all program income to the treasurer at least monthly.
- Expenses – purchase goods and services as required by your program and approved by the trustees. Complete an Expense report for each purchase.
- Report – present a verbal report of your program activities to the membership in the monthly meeting.

Membership dues are insufficient, program income is also required to maintain and support all of the facilities and activities of the club.

3. Management

As a chairperson you need to know a little more about how the club is run than regular members. There are three management groups with whom you will interact.

- Board of Directors – four officers, a chairperson and several others. Your main interactions will be:
 - Setting an annual budget for your program.
 - Requesting budget increases or special purchases.
 - Explaining why your program is over budget.

These interactions will generally occur face-to-face during the monthly board meeting.

- Board of Trustees – three elected officials. They verify that program expenses stay within the approved budget, meet twice monthly and work behind the scenes.
- Treasurer – elected officer. Deposits club income, pays club expenses, keeps the accounting records and reports our financial status to the Board and members. Works weekly, behind the scenes.

Refer to the WLRGC web site (wallumlake.com), Members Only section, Club Officers page for the identity and contact information for these individuals.

4. Income

4.1. Guidelines

Here are the chairperson's guidelines for handling program income.

1. Program income may not leave club property.
2. Program income is turned over to the treasurer at least monthly.
3. A Financial Report must accompany submission of program income.
4. Program expenses may not be paid from income.

4.2. Discussion

As chairperson, you are responsible for safekeeping of all cash receipts until turned over to the treasurer. How often you submit deposits depends upon how your program operates. There are two common models described below. Confer with the treasurer in advance if prefer a different approach.

Monthly

If your program is active multiple days in a month, we recommend the procedure below which is used by Skeet. It includes daily cash drops consolidated into a single monthly deposit and Financial Report.

1. Acquire starting cash from the treasurer (one time only), generally \$100 in small bills (see [§5.2 Advances](#)). The cash will be charged to your program until returned.
2. Purchase inventory, supplies and services as required and approved (see [§5. Expenses](#)).
3. Each day you operate, hold back starting cash and put the remaining daily receipts in a sealed envelope marked with the date and "<Program> Daily Receipts". Leave the envelope in the drop safe. ¹

If members self-cashier, as in the indoor range, have a supply of pre-printed envelopes available for them to leave their fee in the drop safe. Instruct them to note the date and program name on each envelope.

4. Include other information with the receipts, such as participant and round counts, as appropriate.
5. At month end, gather up the daily envelopes, tally the receipts and complete a Financial Report (see [§4.3 Documentation](#)).
6. Put the total monthly receipts and white and yellow copies of the Financial Report in another envelope marked with the date and "<Program> Monthly Report". Leave envelope in the drop safe or handoff to the treasurer at the member meeting.
7. Keep the startup cash in a cash box/drawer/safe in a locked structure on site.

Keep the pink copy of the Financial Report, you can use it for your verbal report in the member meeting.

Event

If your program contains discrete, scheduled, reportable events, we recommend the procedure below which is used by the Steak Supper. It includes a separate deposit and Financial Report for each event.

¹ <Program> means insert program name here.

1. Acquire starting cash from the treasurer (one time only), generally \$100 in small bills (see [§5.2 Advances](#)). The cash will be charged to your program until returned.
2. Purchase inventory, supplies and services as required and approved (see [§5. Expenses](#)).
3. Tally the receipts and complete a Financial Report for each event ([see §4.3 Documentation](#)).
4. Put the event receipts and Financial Report in an envelope marked with the date and “<Program> <Event> Report”. Leave envelope in the drop safe or handoff to the treasurer at the member meeting.
5. Leave the startup cash in an envelope marked with the date and “<Program> Startup Cash” in the drop safe.

If you have a series of related events in a month, use the *Monthly* model described above.

4.3. Documentation

Include a Financial Report with all program receipts turned over to the treasurer. This form is completed by the program chair and used by the treasurer and trustees. Here are the required and optional entries.

Required Entries		Optional Entries
• Date	• Starting Cash	• Price Charged
• Committee	• Total Income	• Expenses *
• Chairman	• Total... Capital ²	• Charge Backs
• Event(s)	• Total... Treasurer	• Total Expenses
• Period Covered	• Signature	• Net Profit
• Income		

* With two exceptions, expenses are optional on this report. For Walls of Steel, enter the amount of prize money paid out to competitors in the match. For clay target programs, enter the number of cases, price per case and total cost of targets used.

Alternatively, you may use a form of your own design, or even an email or text message, as long as it contains the information above. The Trap and Membership committees use custom forms to report additional information.

² Total Opening Capital is the amount of Starting Cash held back from the deposit.

4.4. Example

The example is a monthly skeet report showing a breakdown of rounds sold and cost of targets used.

Wallum Lake Rod & Gun Club		
Committee Financial Report		Date: <u>7/7/18</u>
Committee: <u>Skeet</u>	Chairman: <u>Gary Rumpill</u>	
Event(s): <u>Regular Skeet</u>		
Period Covered: <u>6/13/18 to 7/7/18</u>		
Price Charged for Participants: \$ <u>5⁰⁰/3⁵⁰/3⁰⁰/2⁵⁰</u>		
Income (Include Details)		Starting Cash \$ _____
<u>131 - Member Rounds</u>		\$ _____
<u>112 - Non-Member Rounds</u>		\$ _____
<u>78 - Committee / JR Rounds</u>		\$ _____
<u>44 - Life Member Rounds</u>		\$ _____
		\$ _____
	Total Income	\$ <u>\$ 1384.50</u>
Expenses (Include Details)		
Vendor	Purchase(s)	
<u>Targets</u>	<u>67.5 Cases @ 9.12/case</u>	\$ <u>615.60</u>
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____
Charge backs for workers		
Beverages	(Please attach Beverage Worksheet)	\$ _____
Food		\$ _____
	Total Expenses(expenses + charge backs)	\$ <u>615.60</u>
	Net Profit or Loss	\$ <u>768.90</u>
	Total (If Any) to be retain as Opening Capital	\$ _____
	Total Turned Over to Treasurer	\$ <u>\$ 1384.50</u>
Signature of Person Making This Report <u>Harry Simonsey for Gary Rumpill</u>		

5. Expenses

5.1. Guidelines

Here are the chairperson's guidelines for handling program expenses.

1. Startup cash may not leave club property.
2. A written Expense Report is required for all purchases.
3. A vendor invoice, quote or receipt must accompany the Expense Report.
4. All program expenses are reviewed by the trustees.

5.2. Discussion

There are four situations in which a program incurs expenses. EVERY situation requires an Expense Report and vendor invoice, quote or receipt (see [§5.3 Documentation](#)).

Purchases by Member

Most purchases will be paid by the member and reimbursed by the club.

- Provide documentation to the trustees via internal mail.³
- Documentation is an Expense Report and a copy of the vendor's invoice, quote or receipt.
- Member purchases are reviewed by the trustees before reimbursement.
- Allow from 1 to 3 weeks for reimbursement, which will depend on the trustees meeting schedule.
- You will be notified by email when your reimbursement check is ready for pickup.
- If the purchase exceeds the program budget, reimbursement may be delayed and an explanation required.

Purchases on Account

These are purchases made on account with local vendors or with the club credit card.

- Only authorized members may purchase on account.
- Provide documentation to the treasurer via internal mail, promptly after the purchase.
- Documentation is an Expense Report and a copy of the vendor's invoice, quote or receipt.
- Note on form if purchase made on vendor account or with the club credit card.
- On Account purchases are reviewed by the trustees after the fact.
- If the purchase exceeds the program budget, an explanation may be required.

Startup Cash

Programs using a cashier for sales may request startup cash to make change.

- Document your request with the Expense Report.
- The amount will be \$100 in ones and fives or as agreed with the treasurer.
- Pick up starting cash in person and sign a receipt acknowledging acceptance of the cash.
- The cash will be charged as an expense to your program until returned.
- Keep the startup cash in a cash box/drawer/safe in a locked structure on site.

³ Internal mail refers to the mail slots near the cash register in the bar.

- Document the return of startup cash with a Financial Report form.

Advances

Cash or check advances for approved program expenses are available at the discretion of the treasurer.

- An advance may be used in lieu of member funds for large purchases.
- The purchase must be pre-authorized by the Board of Directors or trustees.
- Document your request with an Expense Report (keep a copy for yourself).
- Include a copy of the vendor's invoice, quote or order showing the amount needed.
- When complete, return the vendor's receipt, any unused cash and your copy of the original Expense Report with any changes noted.

5.3. Documentation

Use the Expense Report to document program expenses and request reimbursement. This form may be completed by any member, must be signed by the committee chair and is used by the treasurer and trustees. Here are the required and optional entries.

Required Entries

- Purpose
- Member Number
- Date of Purchase (use date prepared)
- Name
- Vendor
- Committee
- Items Bought
 - Date (purchased)
 - Vendor (add to Item Description)
 - Description
 - Total (this item only)
- Total (of Items Bought)
- Amount Due Member (unless on account)
- Committee Chairman (signature)

Optional Entries

- Approved Vendor
- Vendor (In Header)
- Total of Items
- Subtotal
- Tax (include in Item total)
- Shipping (include in Item total)
- Paid to Vendor
- Board of Trustees (leave blank)
- Notes

Alternatively, you may use a form of your own design, or even an email or text message, as long as it contains the information above.

6. Reports

Committee chairpersons are expected to make a report to the membership in the monthly meeting.

- Your Financial and Expense Reports provide a source of financial information.
- Include income and expenses, customer, participant and round counts, as appropriate.
- Include significant events during the month and scheduled for the future.

7. Summary

Here is a brief summary of how to handle program income, expense and reports.

What	Form	Who	Where	When
Income <ul style="list-style-type: none">• Range fees• Sales receipts• Etc.	Committee Financial Report	Treasurer	Drop Safe or Personal Handoff	Monthly or after each event
Expense <ul style="list-style-type: none">• Purchases• Startup Cash• Advances	Expense/Reimbursement Report	Trustees	Internal Mail, Personal Handoff or Email	ASAP
Report	Verbal	Membership	Member Meeting	Monthly

8. Forms

The Financial and Expense report forms are available on paper or online.

Paper

Paper forms are located in the vertical slots in the signup desk on the East wall in the bar. Slightly reduced, but serviceable copies are also included at the end of this booklet.

- Committee Financial Report – is a 3-part carbonless transfer form. Keep the pink copy, forward the white and yellow copies to the treasurer with your cash and check receipts.
- Expense/Reimbursement Report – is a single page padded form. Make a copy of the form and your receipts for yourself and forward the originals to the trustees.

Online

For the technologically inclined, online versions can be downloaded from the WLRGC web site, Treasurer's Page (expected 3Q18).

- Committee Financial Report – a PDF version of the white copy can be downloaded. It still must be completed and copied manually.
- Expense/Reimbursement Report – a functioning XLS worksheet can also be downloaded. You may complete the form on your computer, snap a digital photo of your receipts and send the package via email to treasurer@wallumlake.com.

**Wallum Lake Rod & Gun Club
Committee Financial Report**

Date: _____

Committee: _____ Chairman: _____

Event(s): _____

Period Covered: _____

Price Charged for Participants: \$ _____

Income (Include Details)	Starting Cash	\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
	Total Income	\$ _____

Expenses (Include Details)

Vendor	Purchase(s)	
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Charge backs for workers

Beverages (Please attach Beverage Worksheet) \$ _____

Food \$ _____

Total Expenses(expenses + charge backs) \$ _____

Net Profit or Loss \$ _____

Total (If Any) to be retain as Opening Capital \$ _____

Total Turned Over to Treasurer \$ _____

Signature of Person Making This Report _____

