

[Type the document title]

MINUTES OF A MEETING OF VALVERDE BOWLS CLUB FISCAL COMMITTEE

HELD AT MONTE PERRY AT 0930 ON TUESDAY 23RD MARCH 2010

Attending

Jeff Perry	Treasurer
Terry Kerr	Chairman Fiscal Committee
David Russell	Secretary Fiscal Committee (Co-opted)

1. Minutes of previous meetings

The previous and only meeting of the Fiscal Committee was held on Thursday 10th September 2010. It was attended by Jeff Perry, Terry Kerr and Lawrence Boni. A number of documents used for accounting purposes were sampled, the corresponding entries were checked and found to be in order.

No minutes were produced for that meeting.

2. Management of the accounts

2.1 Overall Control

Jeff outlined how he was controlling the accounts of the club, by displaying the various spreadsheets of the accounting system, and producing the supporting documents.

2.2 Totals

The format of the spreadsheets was discussed and it was suggested that, for control purposes, the Financial Report for Year 1 would be clarified by including month and cumulative totals below each of the Income, Expenses and Net Income categories. It was also mentioned that the inclusion of deficit reduction in the result totals was confusing, and obscuring the main purpose of the report when combined in this way. Jeff agreed to look into both suggestions and separate the deficit reduction figures from the Financial Report totals. ACTION JP

2.3 Plan (Budget) Figures

Comparisons between plan and actual figures are not shown on the Financial Report. Plan figures appear only for future months and, even then, they are updated where later information becomes available. While this provides a more realistic forecast for the remainder of the financial year, it does not allow performance against the agreed plan to be monitored, and which would highlight any deviations.

[Type the document title]

To overcome this, it was suggested that in the next financial year a separate set of figures should be produced to show actual against the original plan figures, month by month and cumulative for both Earnings and Expense categories. Jeff agreed to look into this. ACTION JP

2.4 Backup for Treasurer

It was agreed as essential that backup should be provided for Jeff's key role of Treasurer, so that cover is available when he is overseas in the summer months, especially for updating the accounts, and if he should be otherwise indisposed. This is an important matter which needs urgent resolution, by discussion between the Management and Fiscal Committees. ACTION JP/MC/FC

3. Control Checks

Various sample checks were made of account entries against the supporting documents, and found to be satisfactory.

It was noted that not all recent cash receipts were supported by a completed Daily Cash Receipt form. It was agreed that this was an important control and it was in the interests of everyone involved in handling cash to complete this form, which covers all aspects of cash collection. In view of the vital importance of cash to the club, more emphasis needs to be given to use of the Daily Cash Receipt forms. ACTION JP/MC

Bank statements and payments to the bank were not sampled on the occasion.

4. Club Income

4.1 Membership Fee Structure for Season 2010/11

Jeff said he was proposing that fees for next season would not be increased. He said he favoured a pro rata extension of the full six month membership, where this was required before the half year point. Where PAYP members wished to upgrade to full membership during the year, he suggested a pro rata credit be given.

These were agreed as positive proposals and were recommended for Management Committee approval. ACTION MC

4.2 Bowls Rental Charges

The club are not making a charge for use of the bowls purchased by the club, so no return is made on the considerable costs incurred. While charges would not be appropriate for casual bowlers paying E10 a session, there seems no reason why the club should subsidise members who choose not to provide their own woods.

A bowls rental charge of E1 per day per set could be collected with rollup charges, and by the duty member on Tuesdays and Thursdays. Where woods are taken to away games, the member could pay their team captain collecting the match fees. It is proposed that this charge should be imposed as soon as practical, to end the current subsidy. ACTION MC

4.3 Spiders

Although they raise some income, it is felt that spiders are inappropriate when overseas teams are visiting, as they are only used by other clubs for donations to charity, and could be resented by our visitors. It is therefore proposed that they should be discontinued for visiting teams.

Providing there are no strong objections from members they may be worthwhile at club rollups, but their financial contribution is unclear, as the cost of prizes is separated from the collections. To clarify the position, it is suggested that costs should be netted against receipts in the Spider Account so that the spider contribution can be known. ACTION JP & MC

5. Account Details

5.1 Club Equipment Costs

The figure of E236 shown for February 2010 under this heading is attributable to the purchase of banners given to visiting teams, and should be transferred to the Prizes & Gifts account.

5.2 Contingencies

Jeff advised that Jorge has not asked for back payments for rental of the changing room. It was also suggested that Camara rates could be charged retrospectively, as the result of building the bowling green. We need to note these possible liabilities when estimating contingency sums for the next budget.

6. Administration

6.1 Constitutional Duties of the Fiscal Committee

Terry quoted the constitutional duties of the Fiscal Committee as "Their duty being to inspect administration and finances of the Management Committee and verify the accounts and any further duties defined in the Association Rules". The Fiscal Committee will therefore be monitoring and commenting on the administrative, as well as the accounts aspects of the club.

6.2 Management Committee - Communication with Members

As the club is owned by the members, it is imperative that there should be clarity and transparency in their actions, and regular communication between the Management Committee and members, and especially founder members with a financial stake in the club. The following suggestions are put forward to help to achieve these objectives.

6.2.1 Suggestions by Members

By the nature of its random makeup, there are many skills and much practical experience within the membership, which could be harnessed for the benefit of the club.

[Type the document title]

Currently the Management Committee does not appear to be set up to respond to and consider suggestions from members. In order to encourage member contributions by email or in writing, it is proposed that the Management Committee should acknowledge each suggestion in the minutes, state what action is to be taken and who is to implement the proposal. Where proposals are not accepted, the reasons for rejection should be explained in the minutes. ACTION MC

6.2.2 Meetings with Members

Presently club members have only the AGM to voice their views to the Management Committee. To give members more opportunity, it is proposed that periodic informal meetings should be arranged. To minimise the work involved, it would not be necessary to have an agenda or take minutes, but such meetings could be used as a sounding board for both the members and their committee. It would be a way for the Committee to understand and respond to what members require from their club and for the members to appreciate why specific decisions are made by their Committee.

ACTION MC

6.2.3 Minutes of Committee Meetings

Only a summary of the minutes of the Management Committee meetings is available to members and these appear not to include all the items discussed. Full members, and particularly founder members, should be aware of the decisions being made on their behalf, as is normal practice within UK bowling clubs run by their members.

It is therefore proposed that minutes of all Management Committee and Fiscal Committee meetings should be made available to founder and full members on a routine basis. Rather than broadcast them through the website to non members, a degree of confidentiality could be retained by emailing them only to members. ACTION MC

6.2.4 Bowls Algarve Meetings

All members of our club are on the list of members of Bowls Algarve. Contributions are made retrospectively each year for those who play in the league and the club makes an annual contribution for membership.

Bowls Algarve meetings are held and decisions are made on behalf of all paid up members, but the members are not informed of those decisions. While this secrecy may be desirable for owners and managers of commercial clubs who have only themselves to consider, it is certainly not so with our democratic structure. As our club is a member of Bowls Algarve and fees are paid for that membership and for participating league players, it seems unacceptable that this secrecy is imposed on a club such as ours. For this reason it is proposed that minutes of Bowls Algarve meetings, the accounts and information on any important decisions made on behalf of members, should be made available to all Valverde members. Jeff agreed to discuss this matter with Bowls Algarve. ACTION JP

6.2.5 Member Numbers

[Type the document title]

We now have over fifty paid up members of our club. An exceptional figure for such a new club. All members need to be aware of this number, so that they can broadcast the figure around the Algarve. To achieve this awareness it is proposed that a space should be found in the notice board for figures six inches high proclaiming the latest tally. ACTION MC

6.2.6 Match Invitation Lists

It was mentioned that sheets inviting members to add their names for future matches are posted on the notice board only a short time before the event. This reduces the numbers available because of prior commitments, but it transpires that the main cause of this delay is a shortage of space on the notice boards.

After some discussion, it was agreed that we should explore the possibility of providing this facility on the club website, which is available to almost all members. In that way invitation lists could be opened as soon as matches are arranged, which is often months before the event, so that matches would more likely take priority over other calls on members time.

ACTION JP/DR

6.2.7 Notice Boards

It was agreed that there is invariably a problem getting members to look at notice boards. It was suggested that a way to help overcome this problem was to have a portable notice board and place it just inside the entrance to the green on roll up days. This would show only the latest bulletins. Another suggestion was to show all notices on the club website, as well as on the portable notice board, so that all members would have access to club notices. A further thought is to email notices to members, so that they cannot be ignored.

It is proposed that this subject should be discussed by the Management Committee with a view to improving communication with members. ACTION MC

6.2.8 Ownership Notice

Many people, including many bowlers in the Algarve, are unaware that our club is the first and only bowling club in Portugal owned and run by its members. This unique situation sets us apart from other clubs, who are run for the benefit of their owners or managers, and as such it needs to be publicised as much as possible. It is proposed that to achieve this we get a good sized notice (say 12x24 inches) advising this and displayed below the roof of the covered area, by the green. This notice should include the address of our excellent, unique website. (Terry is prepared to get the notice made up on plastic sheet from a local, low cost supplier) ACTION MC

The meeting closed at 11.45 am.

[Type the document title]
