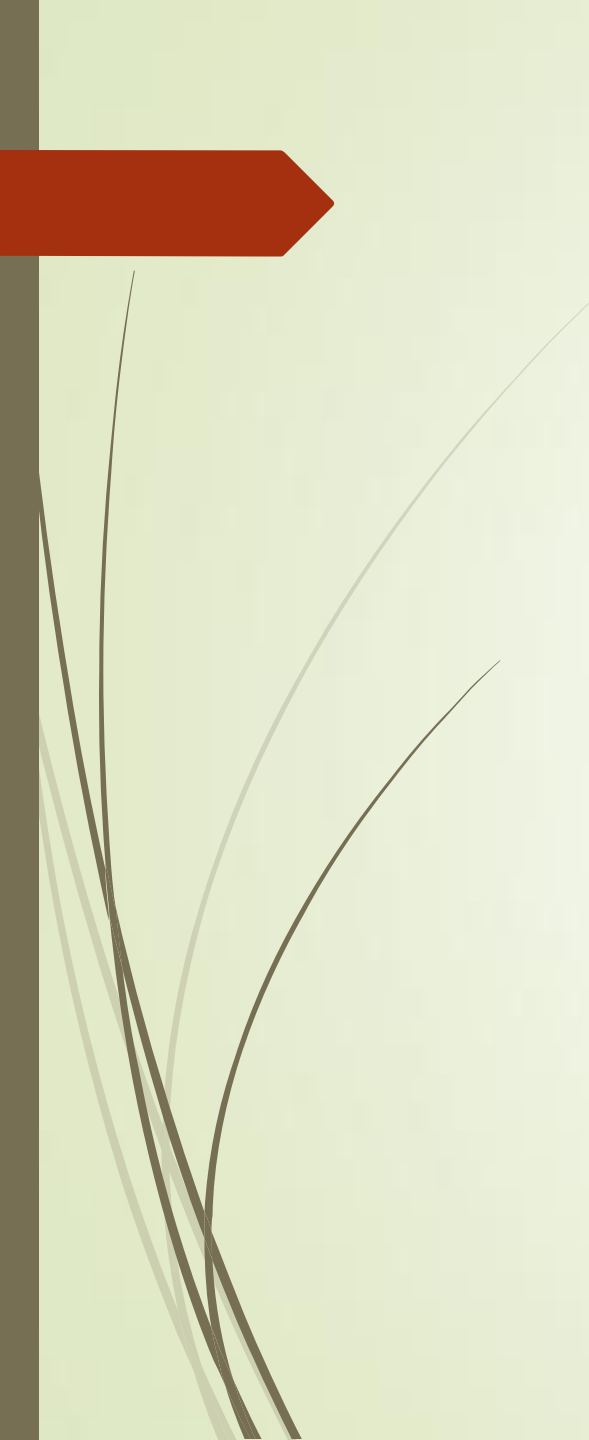




June 2017 Report Financial Survey Summary Results

All-Breed Delegate Committee - Best Practices Sub Committee

**Margaret DiCorleto, Nancy Fisk, Michael Houchard, John Ronald, Cathy
Rubens (chair), Ann Wallin**



The Best Practices sub-committee of the AKC Delegate All-Breed Clubs Committee was formed in 2014 to gather information and develop protocols that will help clubs of various sizes function more productively in different areas. As this will be an electronic presentation, any future additions or revisions can be incorporated.

The 2016 Financial Survey was our third survey and sent to over 800 club presidents, secretaries and delegates and resulted in 300+ responses and pages of input!

We have prepared this summary report below and have incorporated information into the Best Practices document.

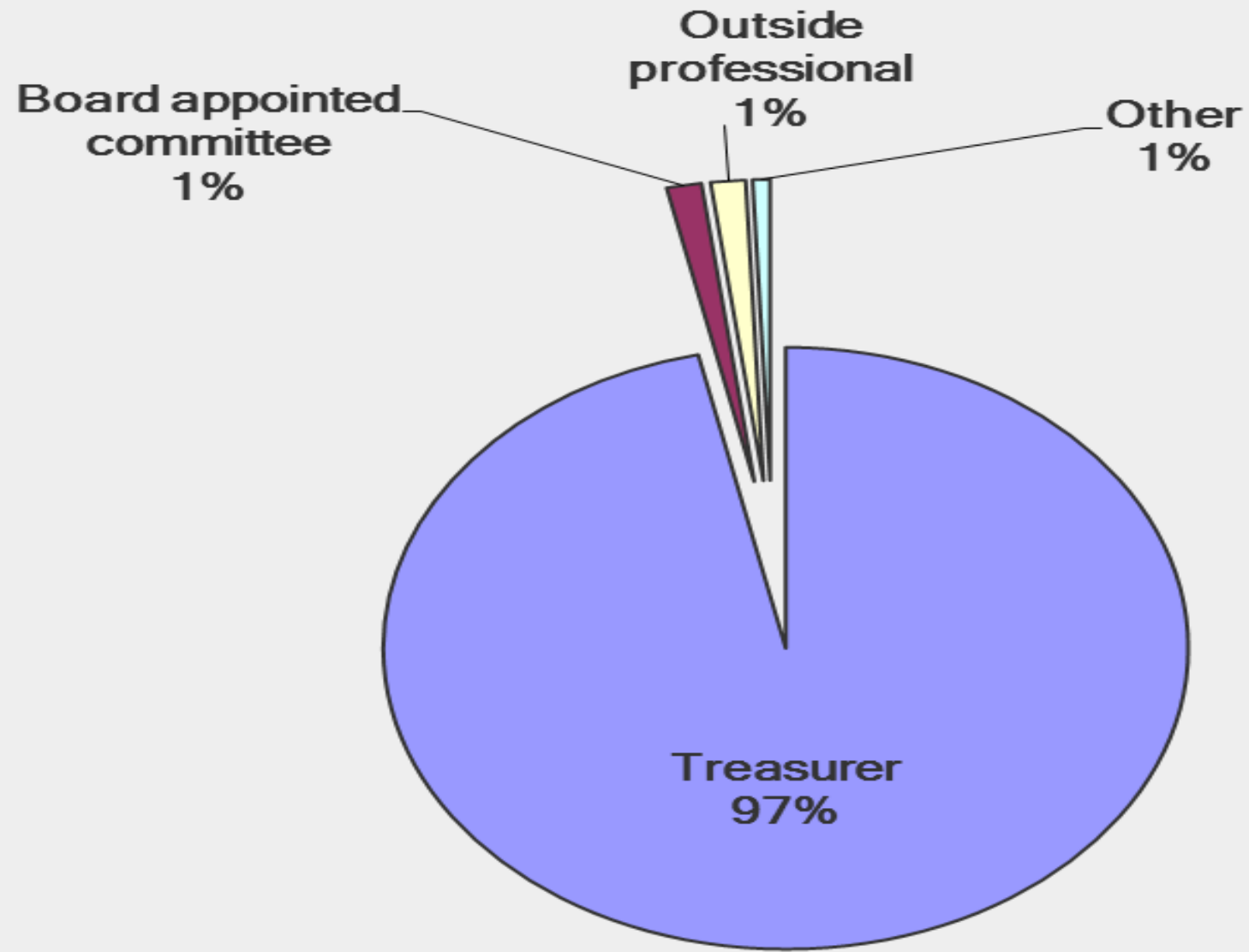
Please feel free to send any comments and suggestions to Cathy.Rubens@gmail.com .



Treasury Organization

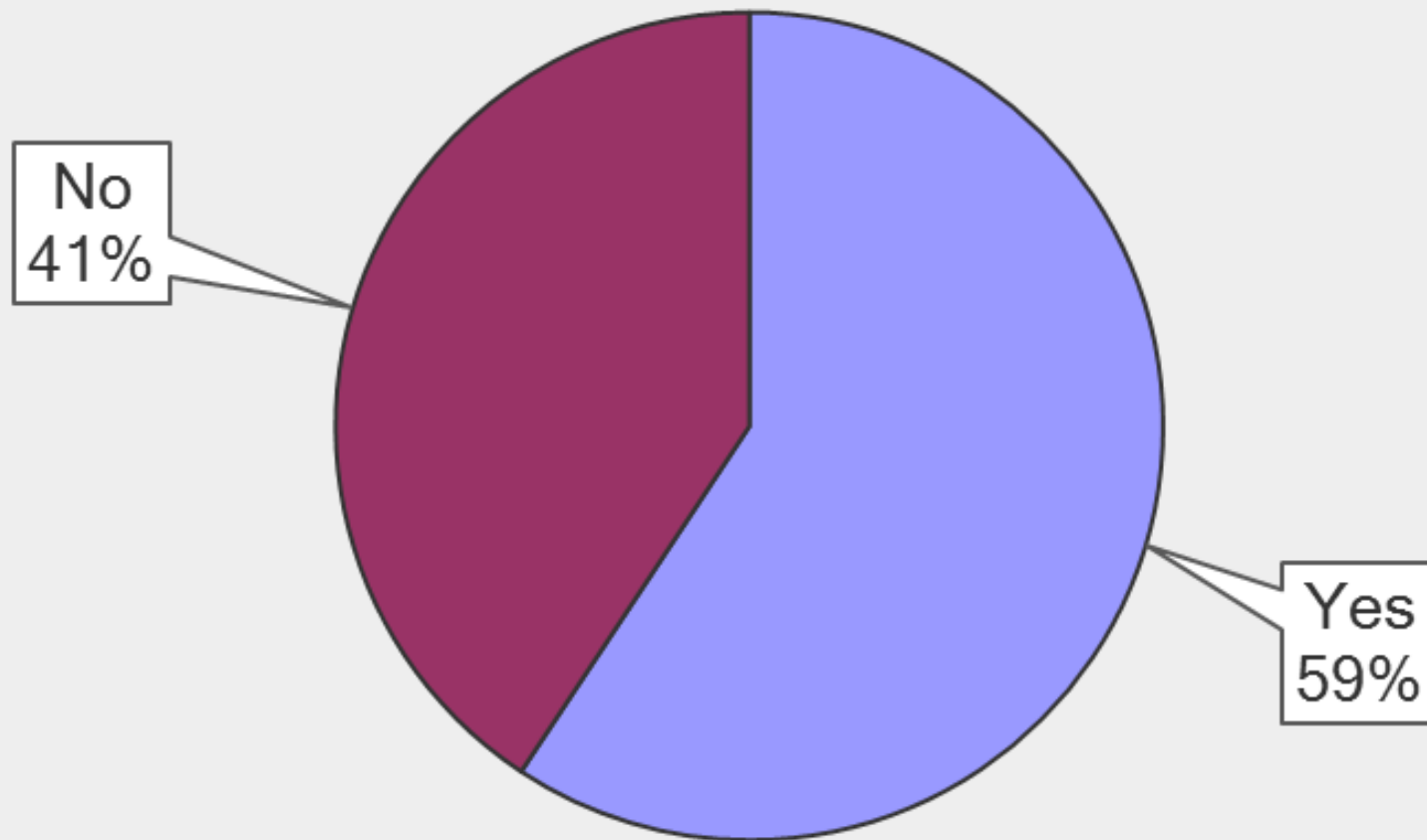
4.

Who keeps track of your financial records for your club?



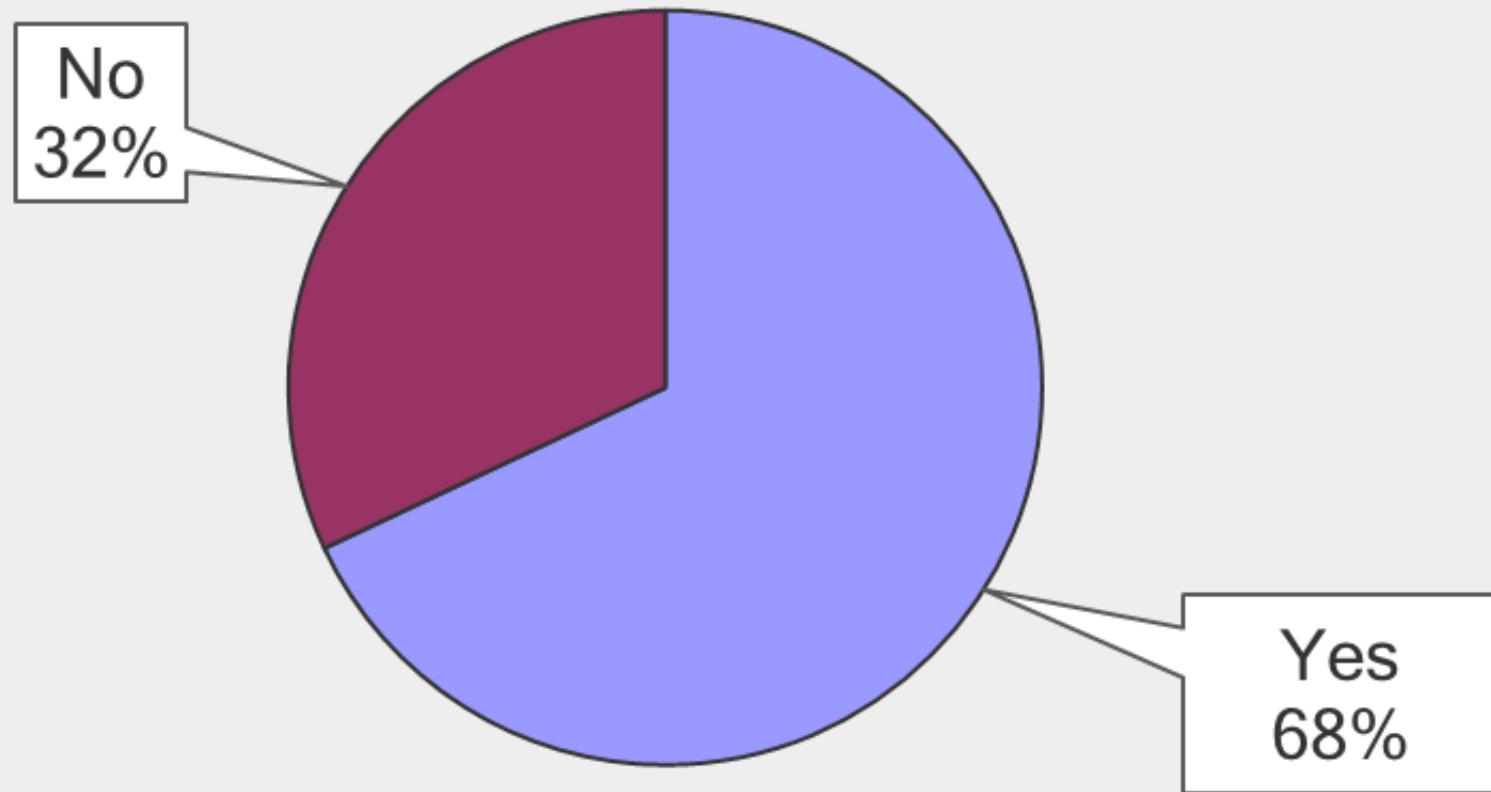
6.

Is your club treasurer bonded and insured?



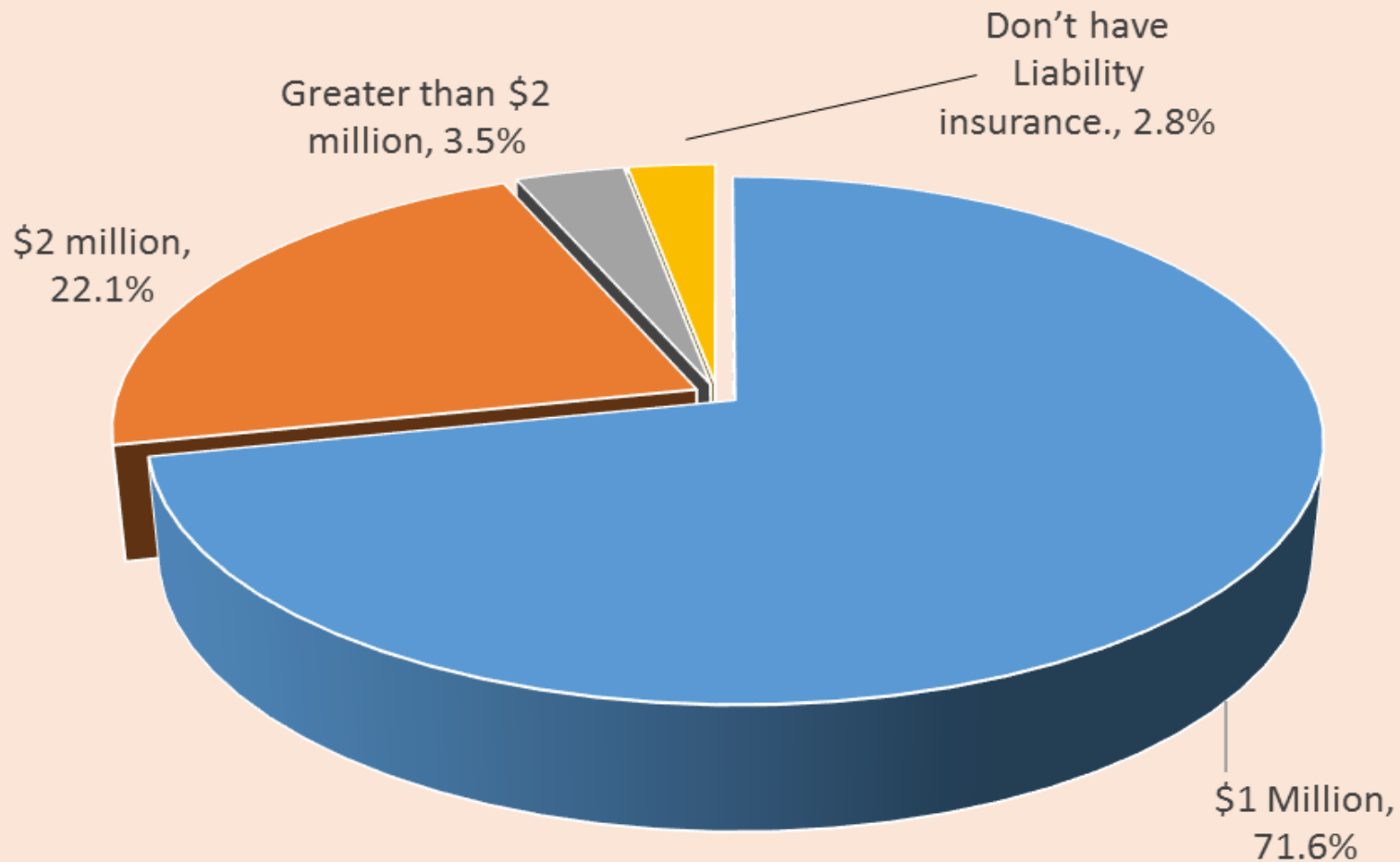
7.

Do you have Directors and Officers insurance policy for the club board and officers?



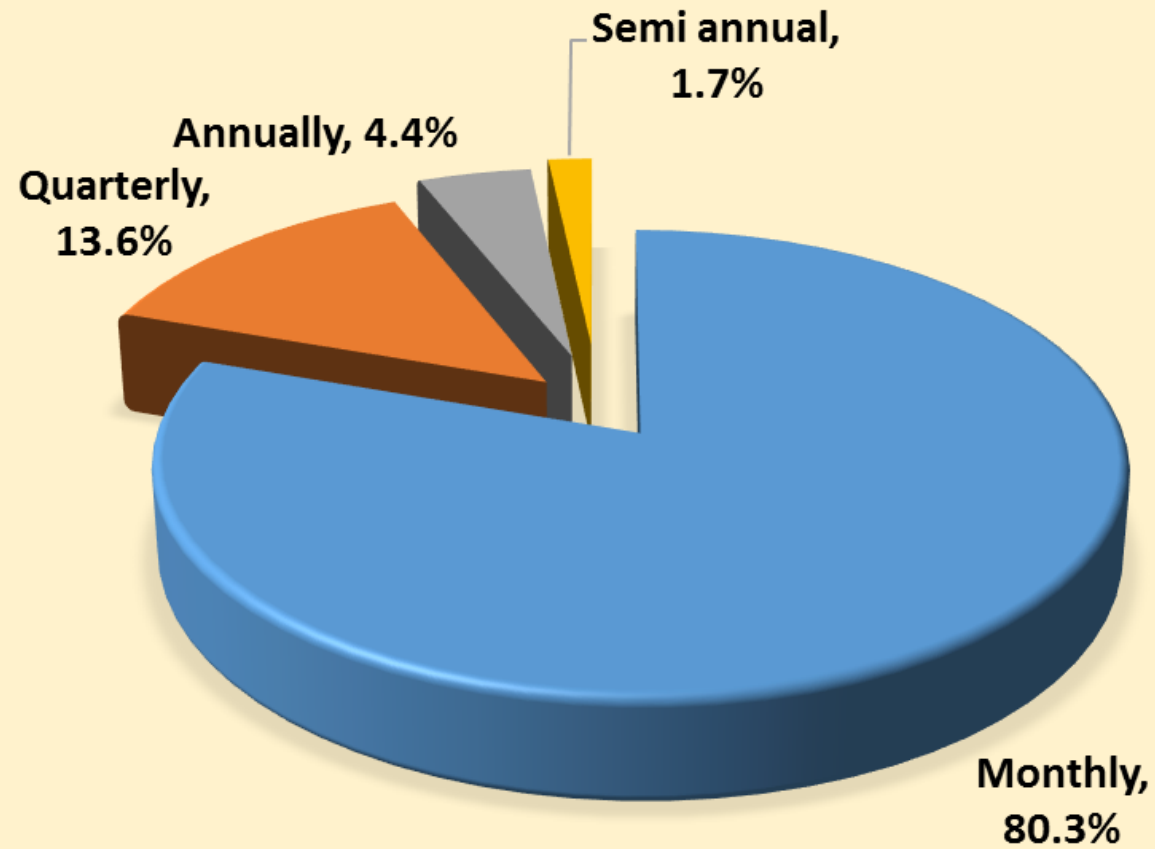
8.

Does your Club carry general Liability insurance. If so, what is the policy limit?



9.

HOW OFTEN DOES YOUR TREASURER PROVIDE PERIODIC FINANCIAL REPORTS TO YOUR BOARD OF DIRECTORS?



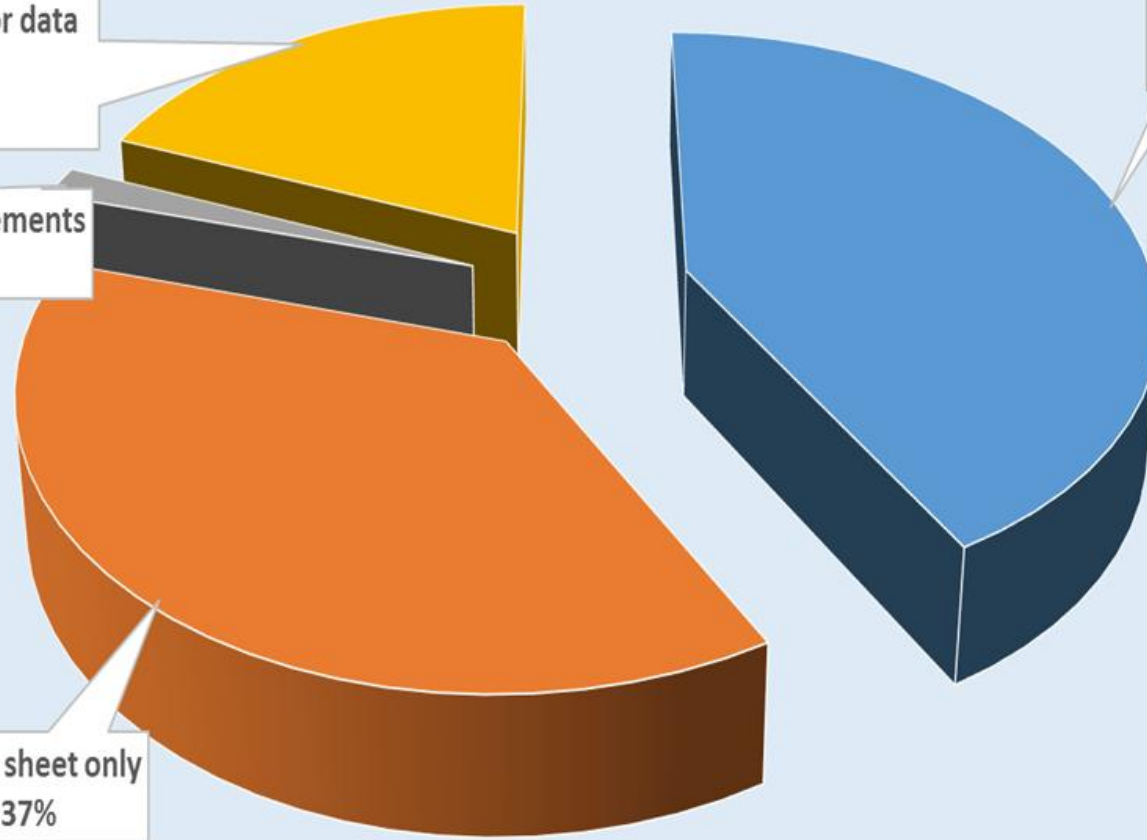
How does your treasurer present financial report(s) at your meetings?

Attaching the monthly
bank statement to the
spread sheet or data
sheet
19%

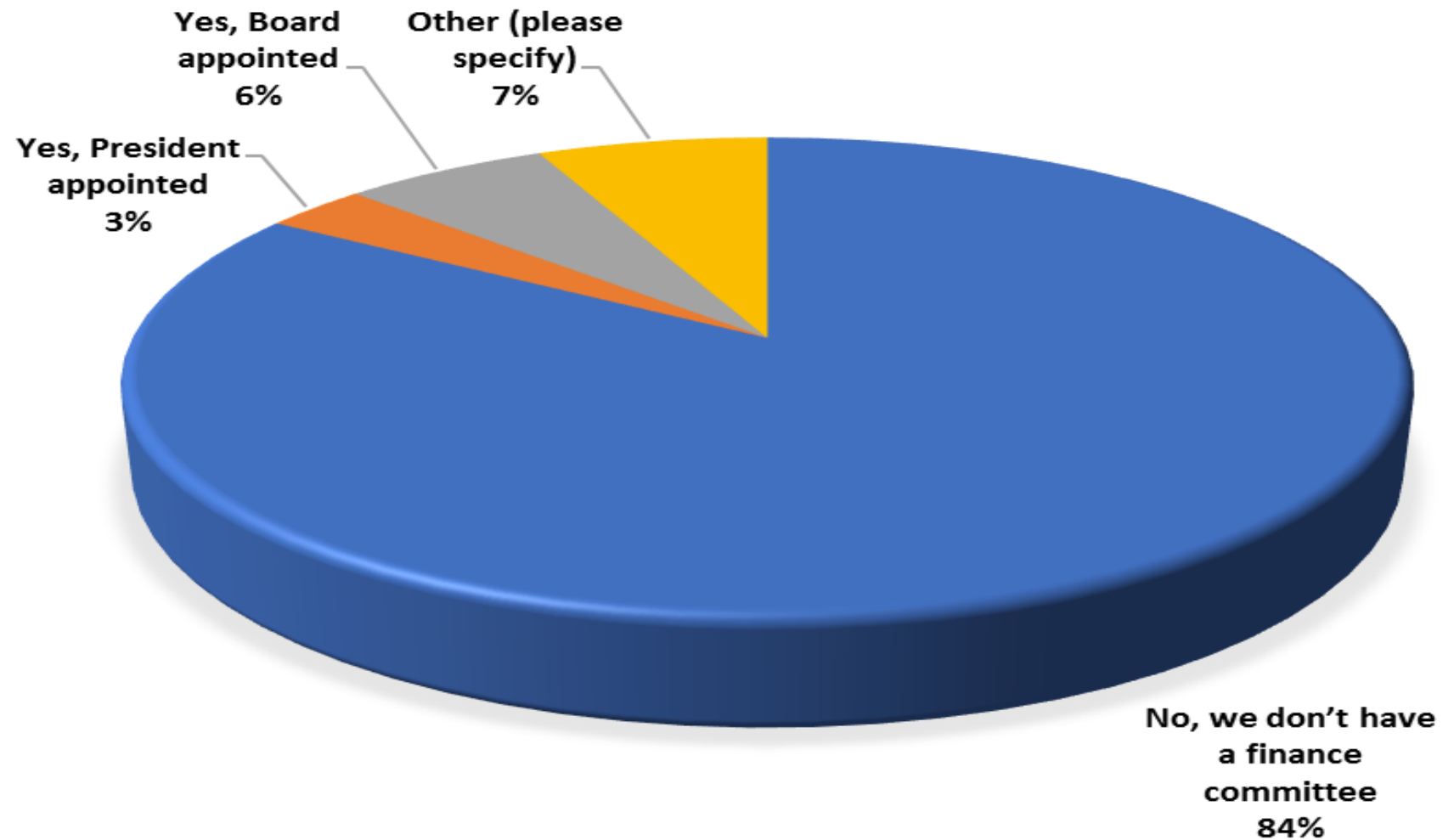
Only bank statements
2%

Typed sheet only
37%

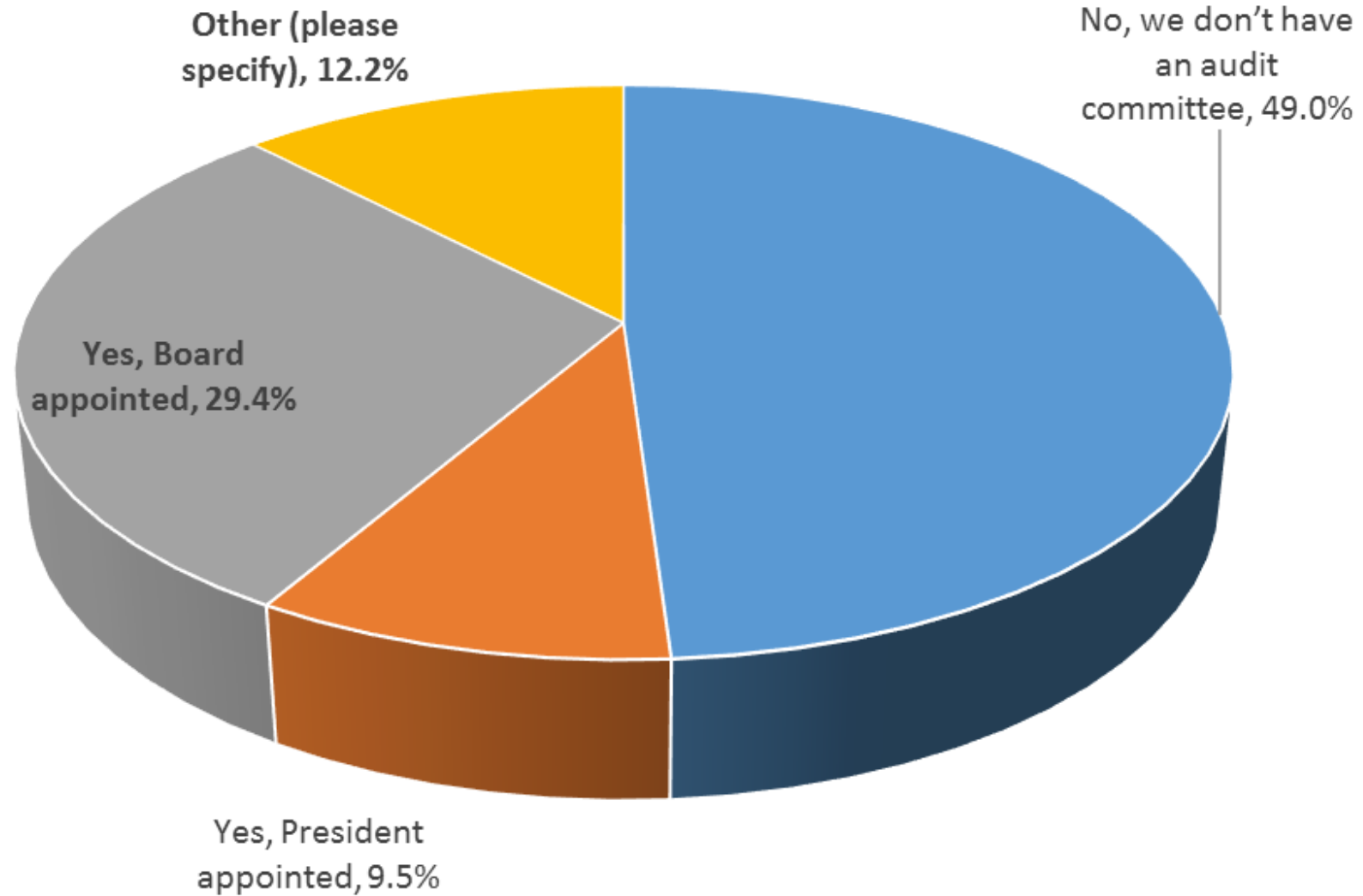
Orally
42%



IS YOUR TREASURER SUPPORTED BY A FINANCE COMMITTEE? HOW DOES YOUR CLUB CHOSE WHO IS ON THE FINANCE COMMITTEE?

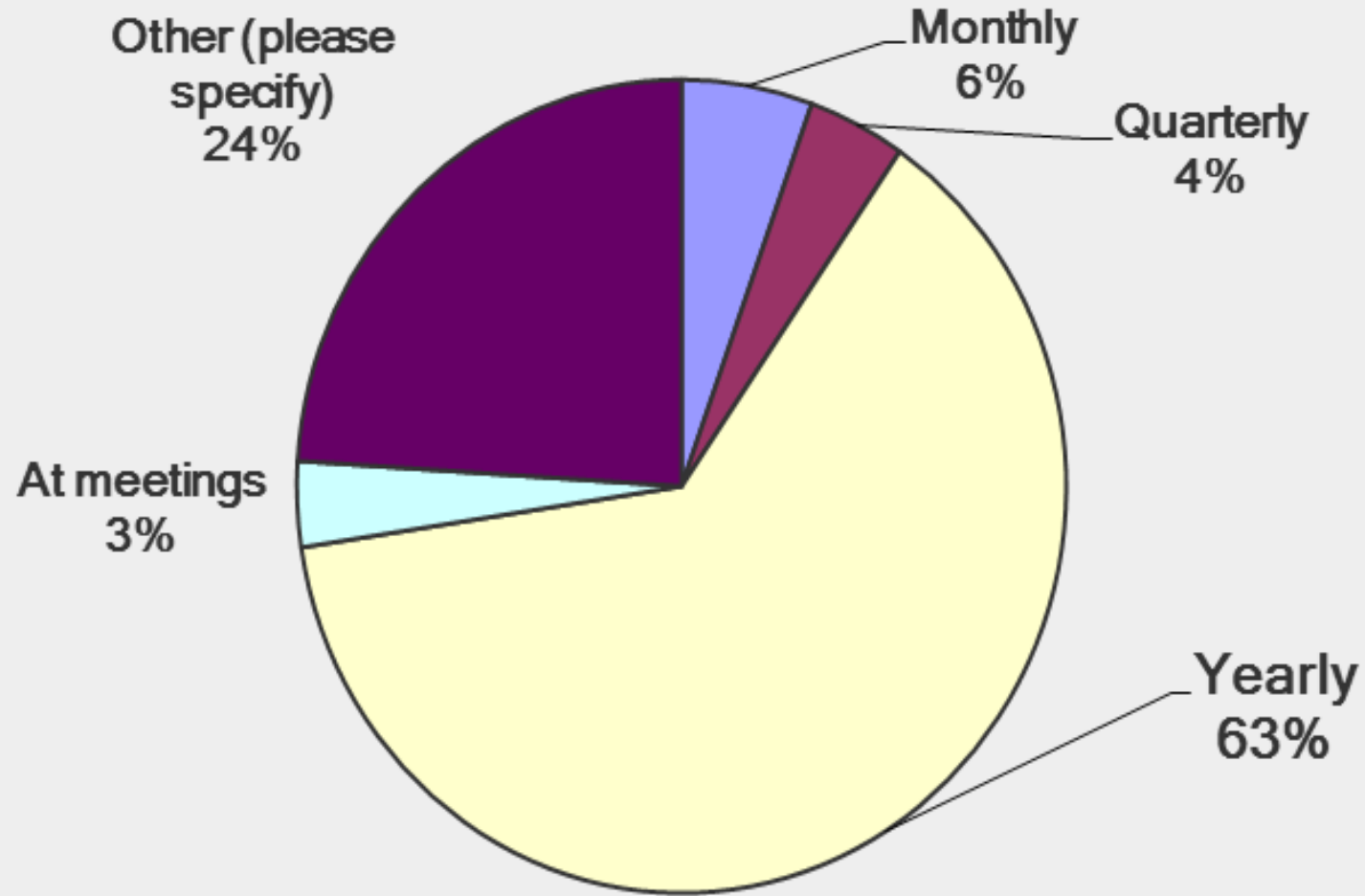


Does your club have an audit committee? How does your club chose who is on the audit committee?



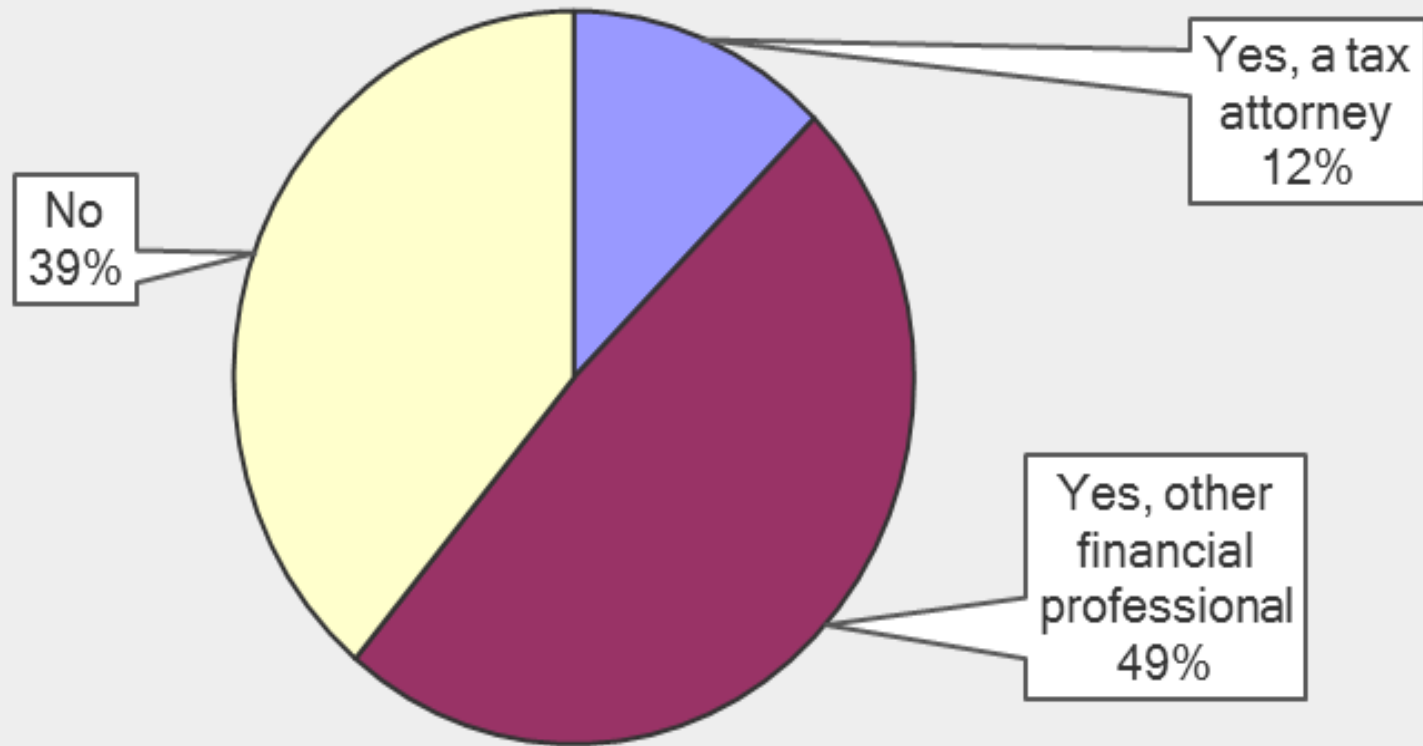
14.

How often does your club perform an audit of your financial records



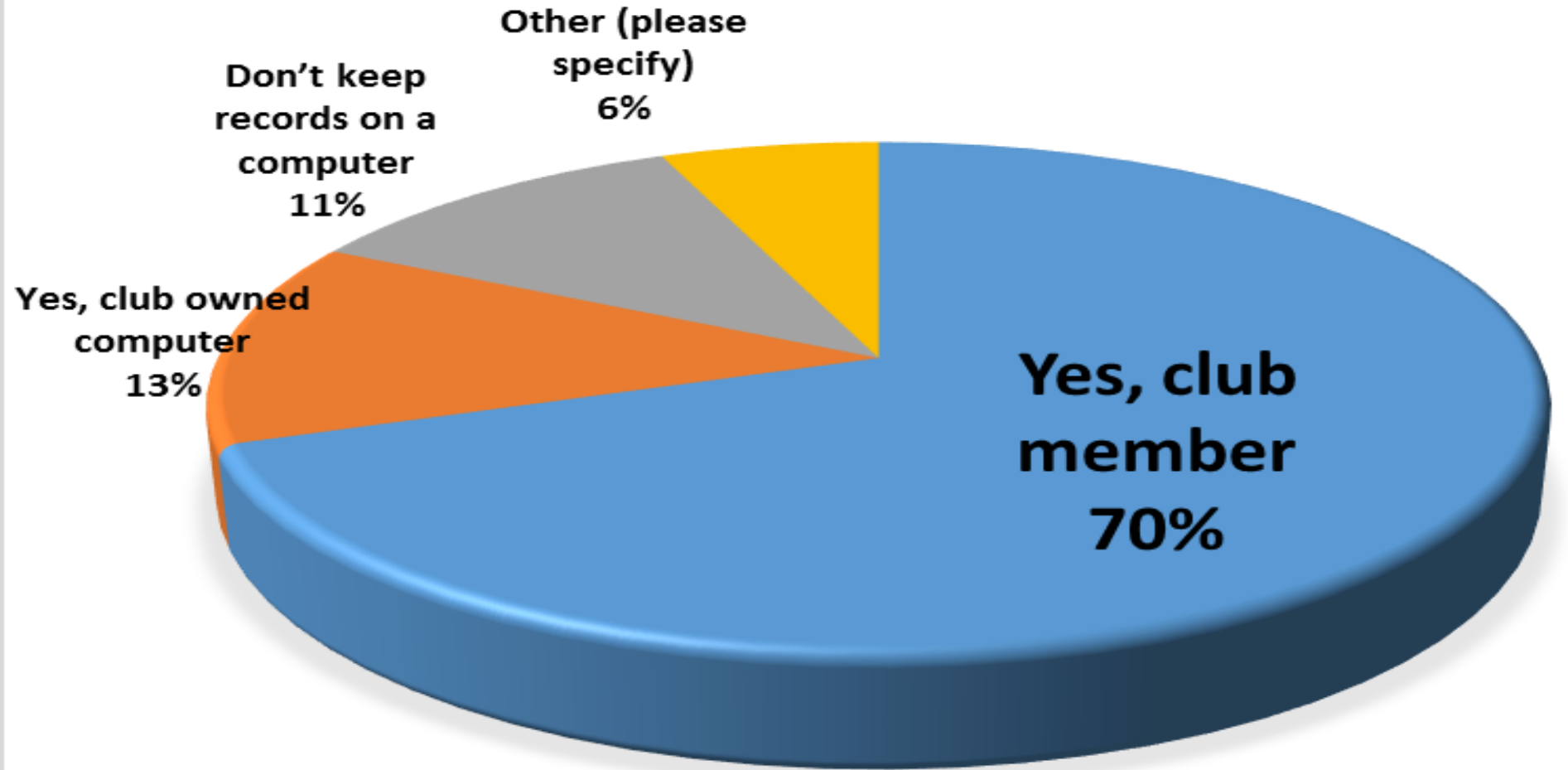
15.

Do you use the services of an outside professional to prepare tax returns and assure compliance with state and federal requirements of the state of incorporation and federal requirements?

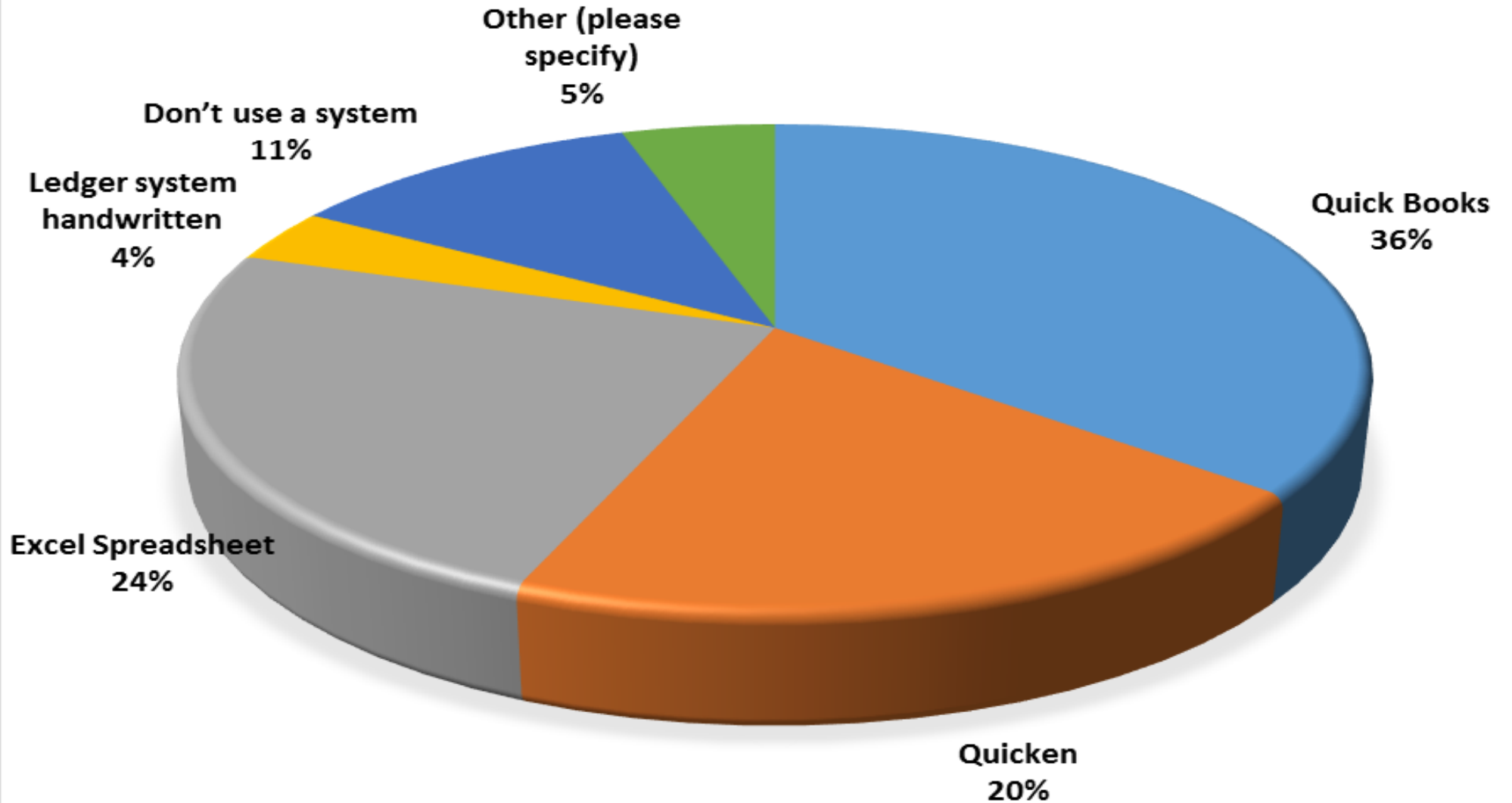


16.

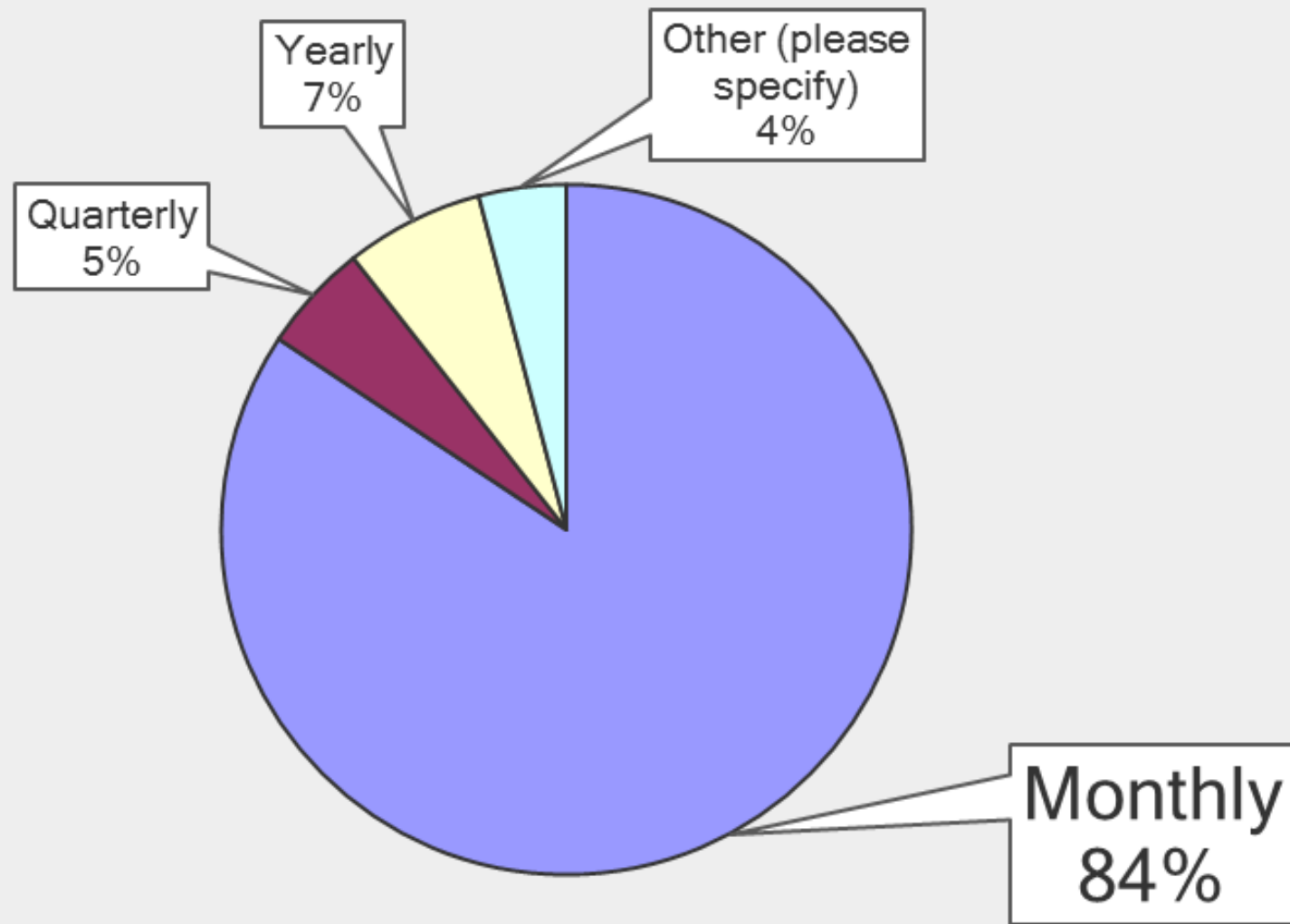
DO YOU KEEP YOUR RECORDS ON A COMPUTER? IF YES, WHO OWNS THE COMPUTER?



WHAT COMPUTER SOFTWARE DO YOU USE FOR MANAGING CLUB FINANCES?

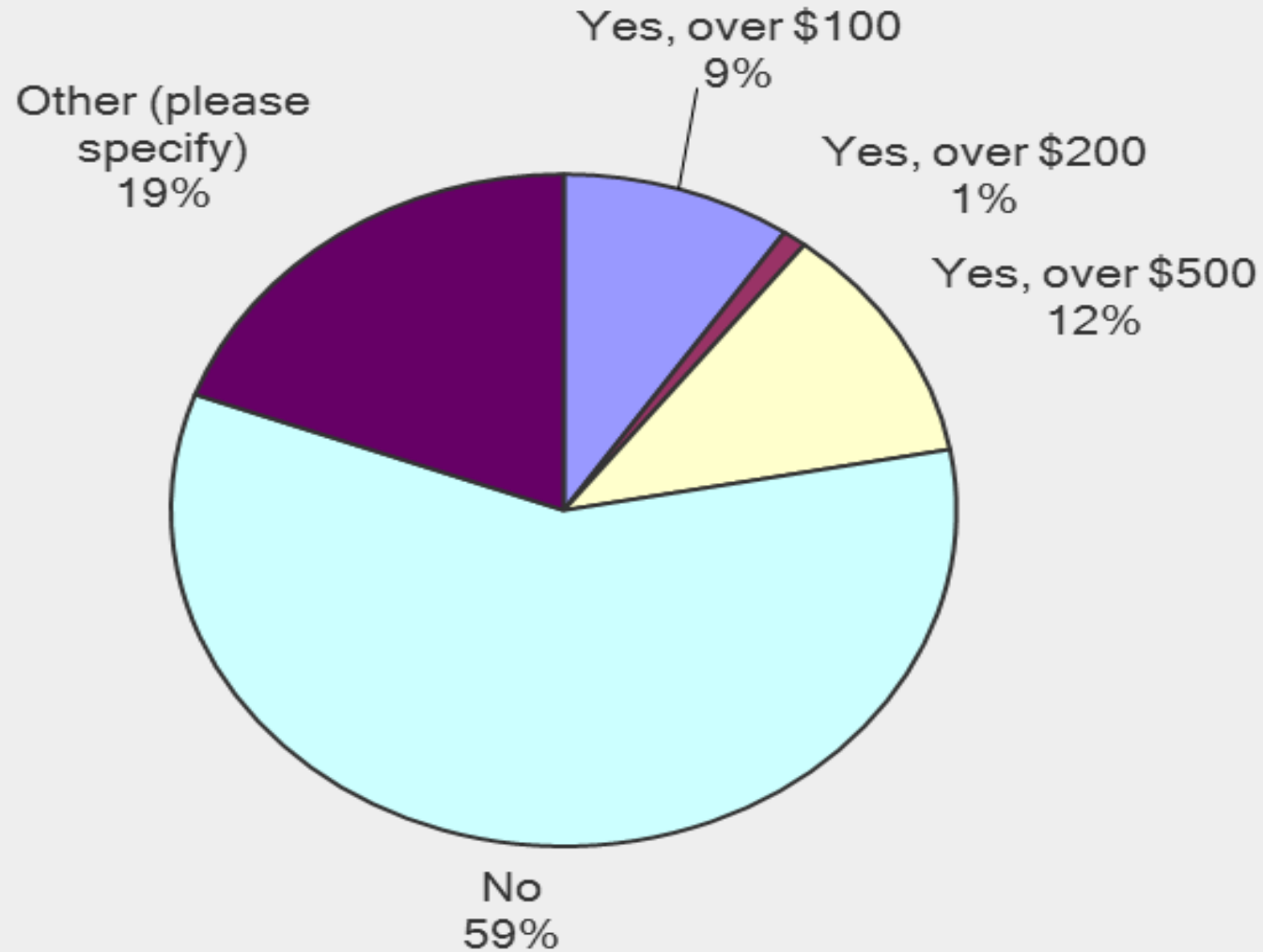


How frequently does your Treasurer/club reconcile the books? (verify accounting accuracy)

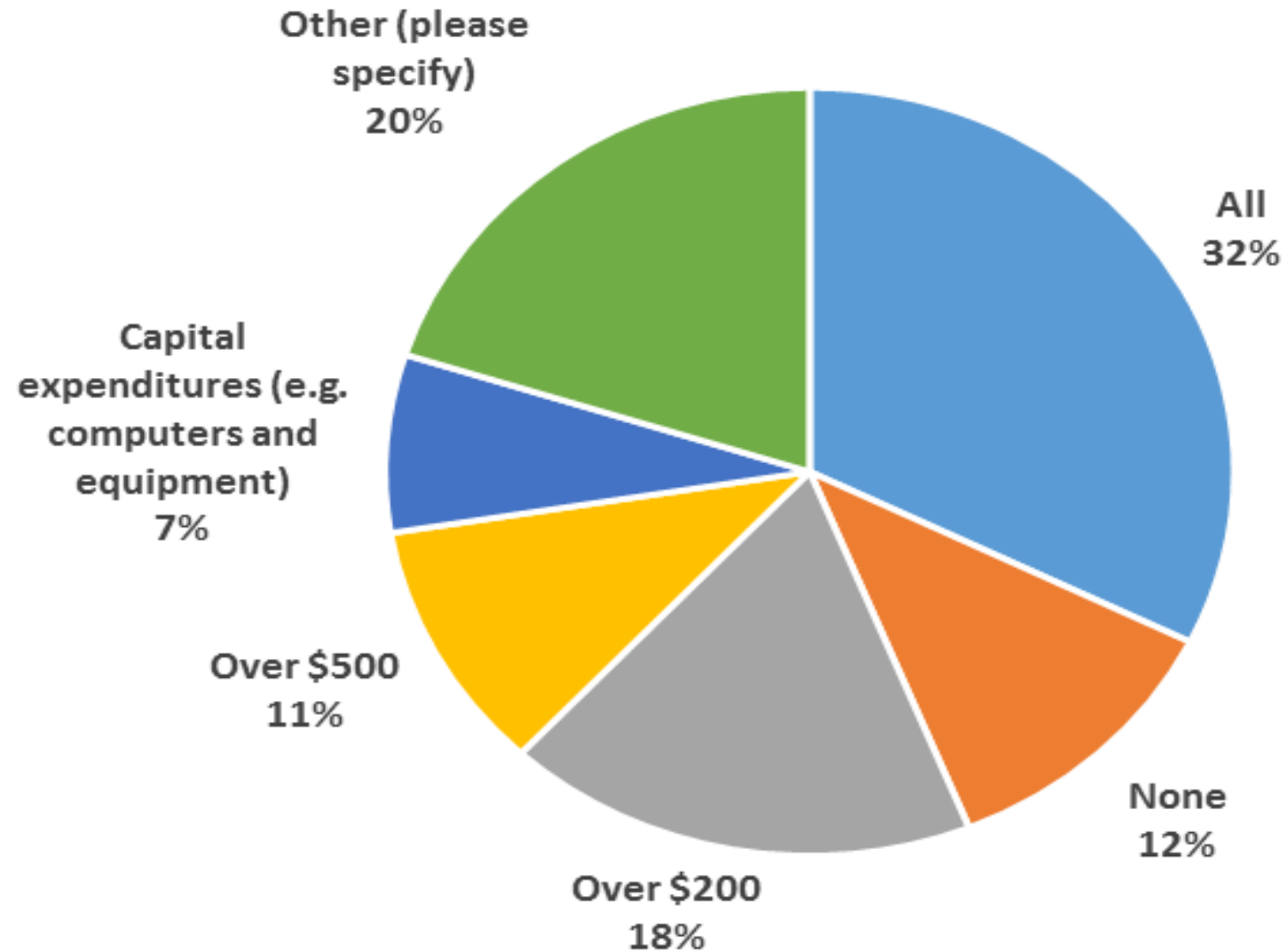


19.

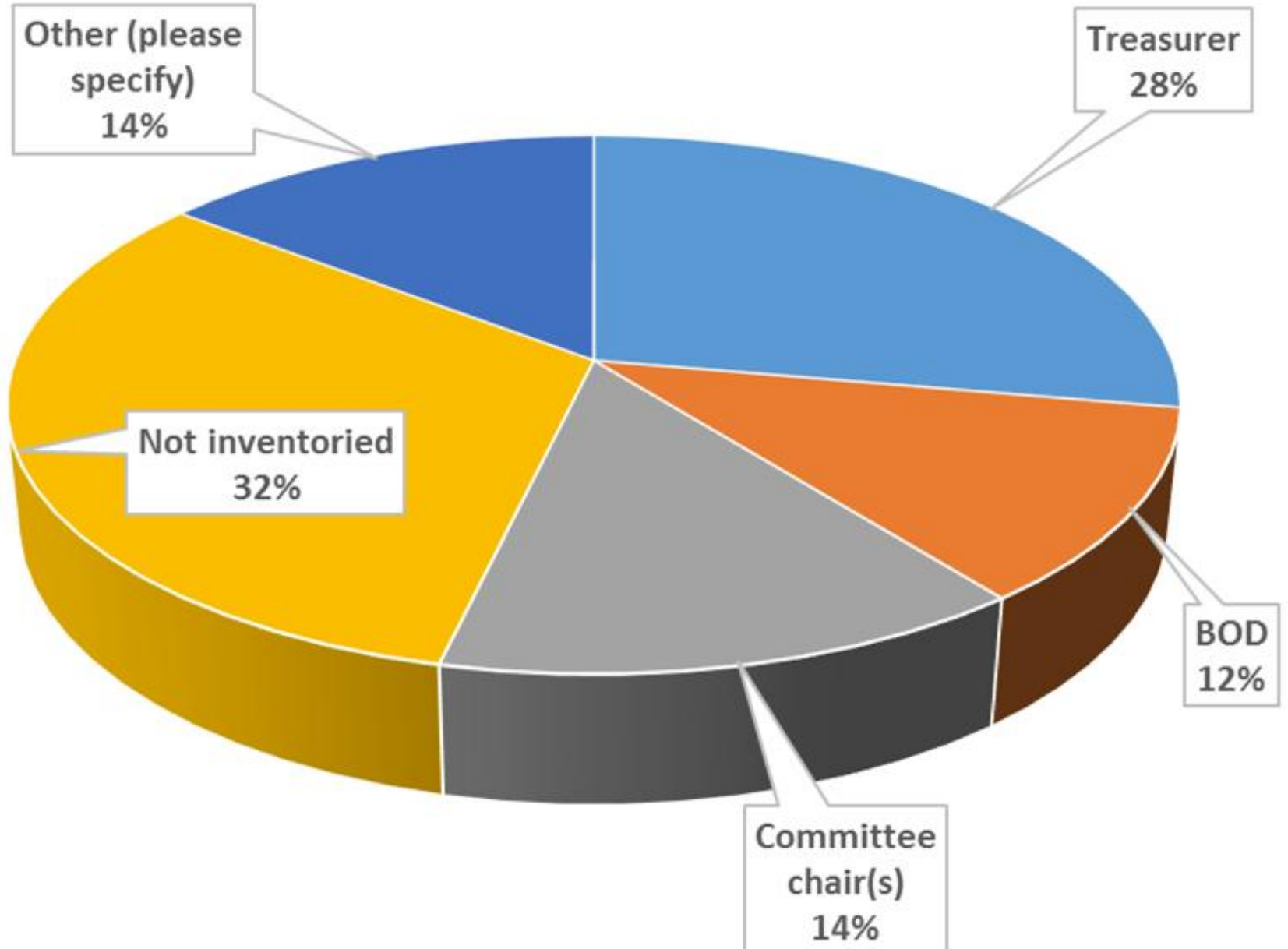
Does your club require two signatures on checks for amounts over a certain amount? If yes, for what amount?



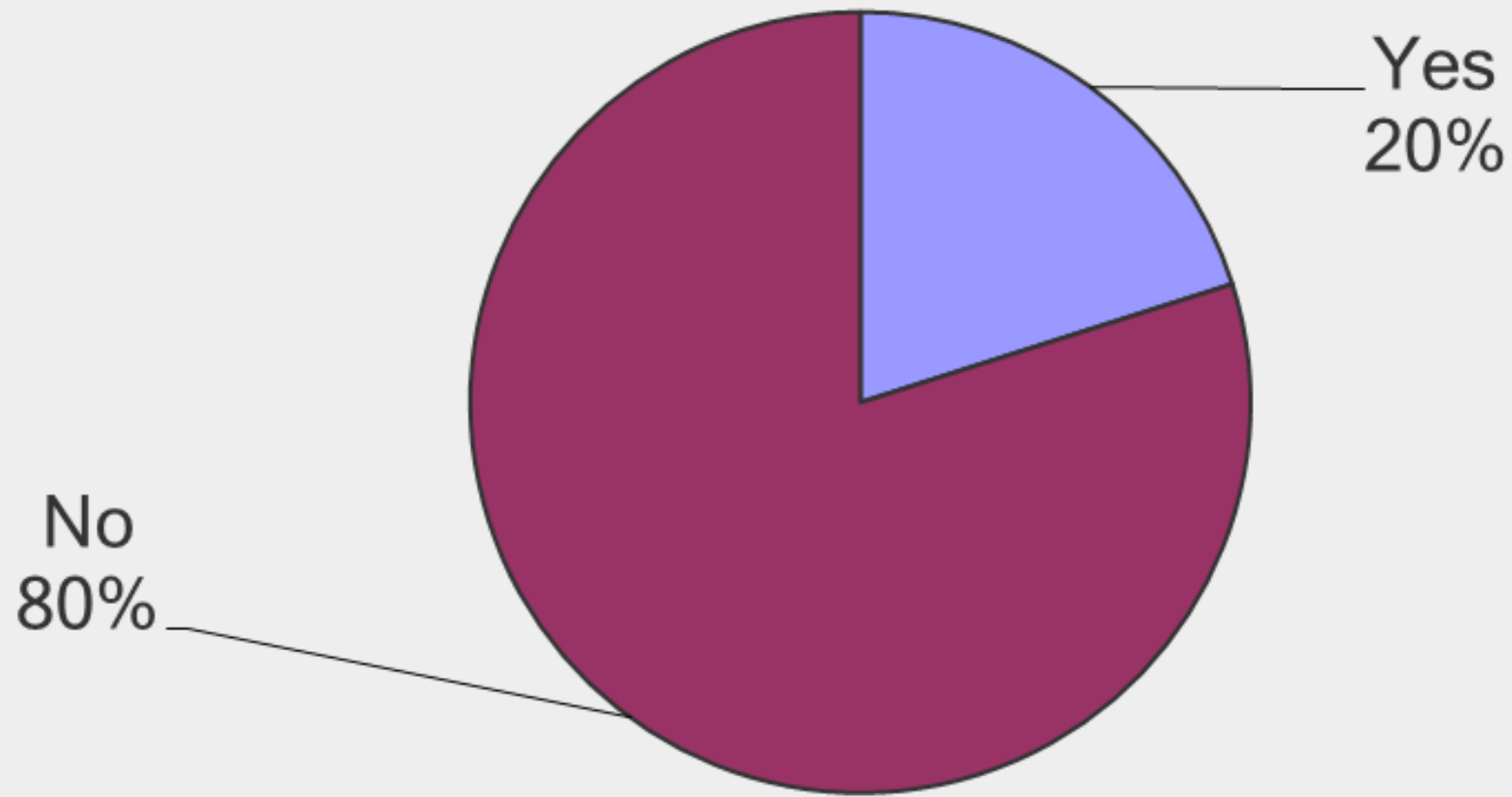
What expenditures does your club require board approval for?



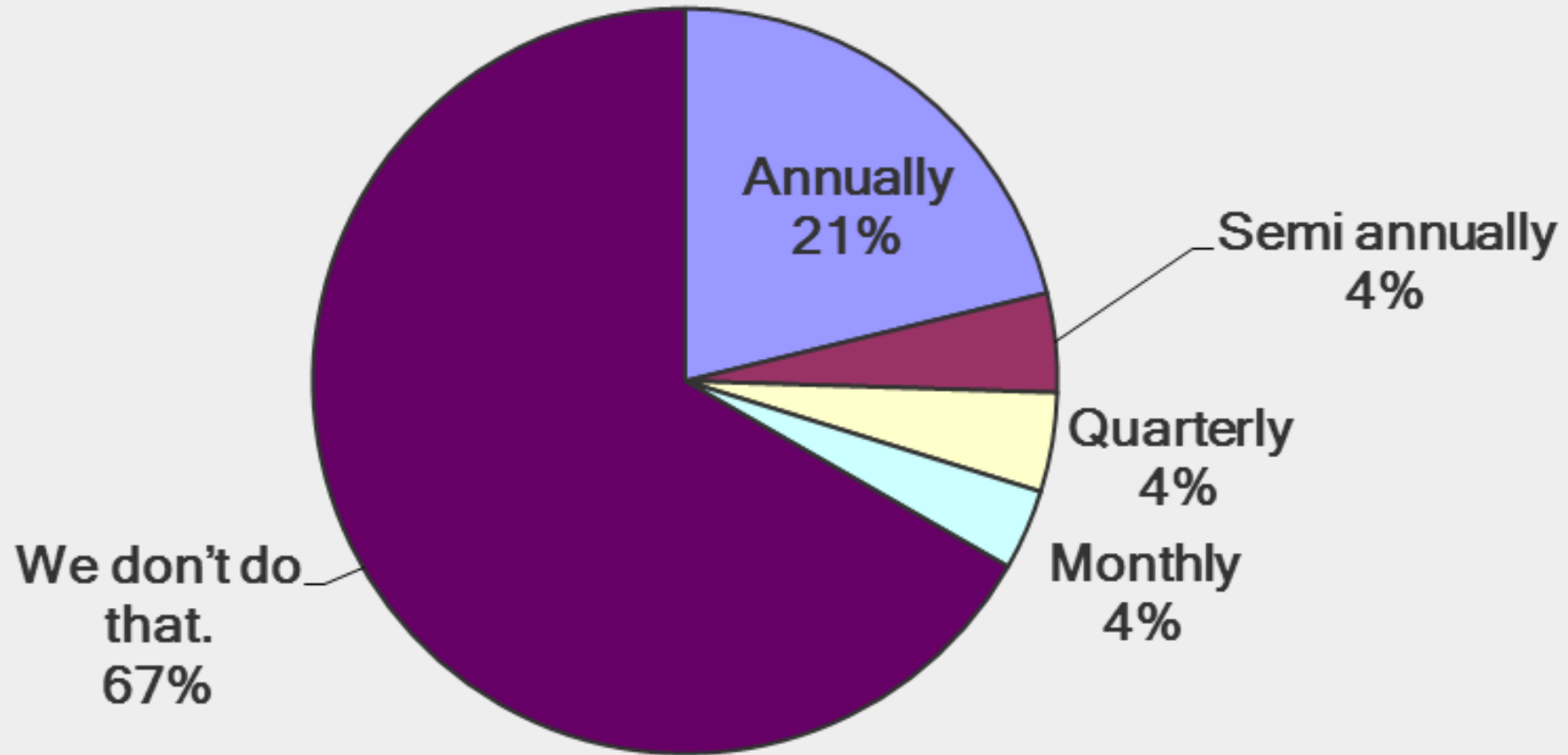
Who maintains a list of club property?



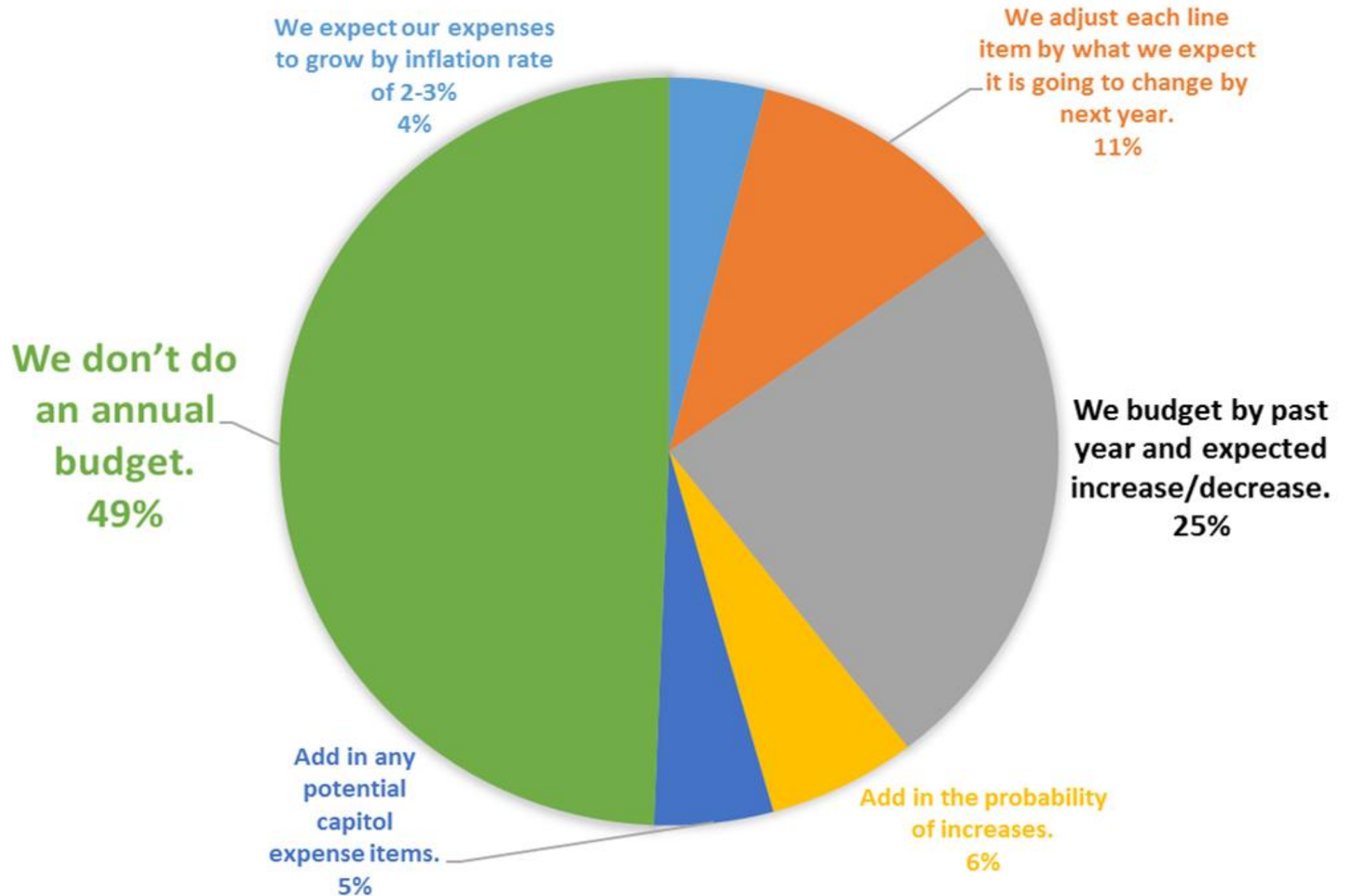
Do you have an annual written budget for your upcoming club year?



How often do you reconcile your actual results against what you budgeted?



HOW DO YOU BUDGET - SELECT ALL THAT APPLY

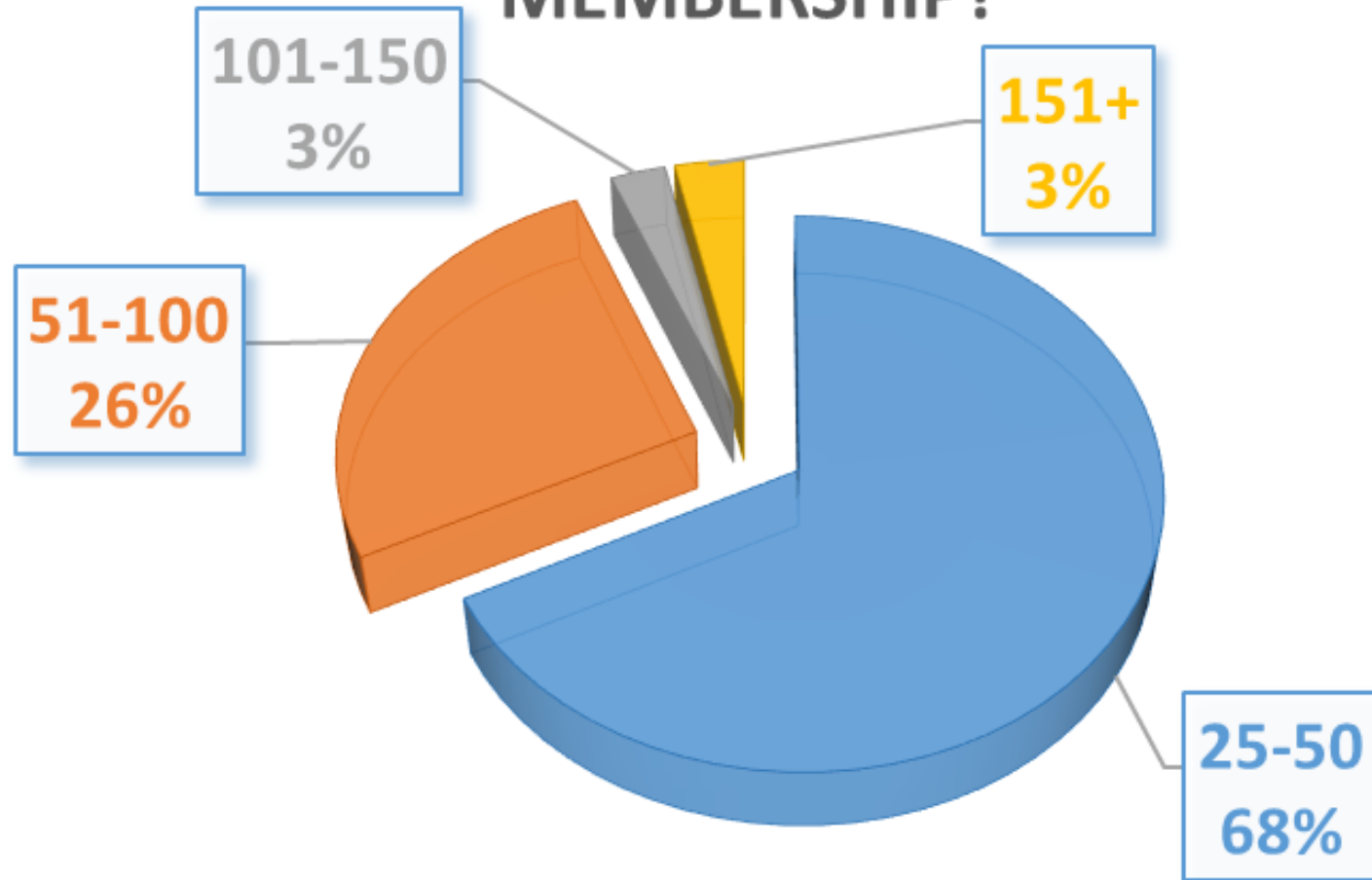




Club Finances

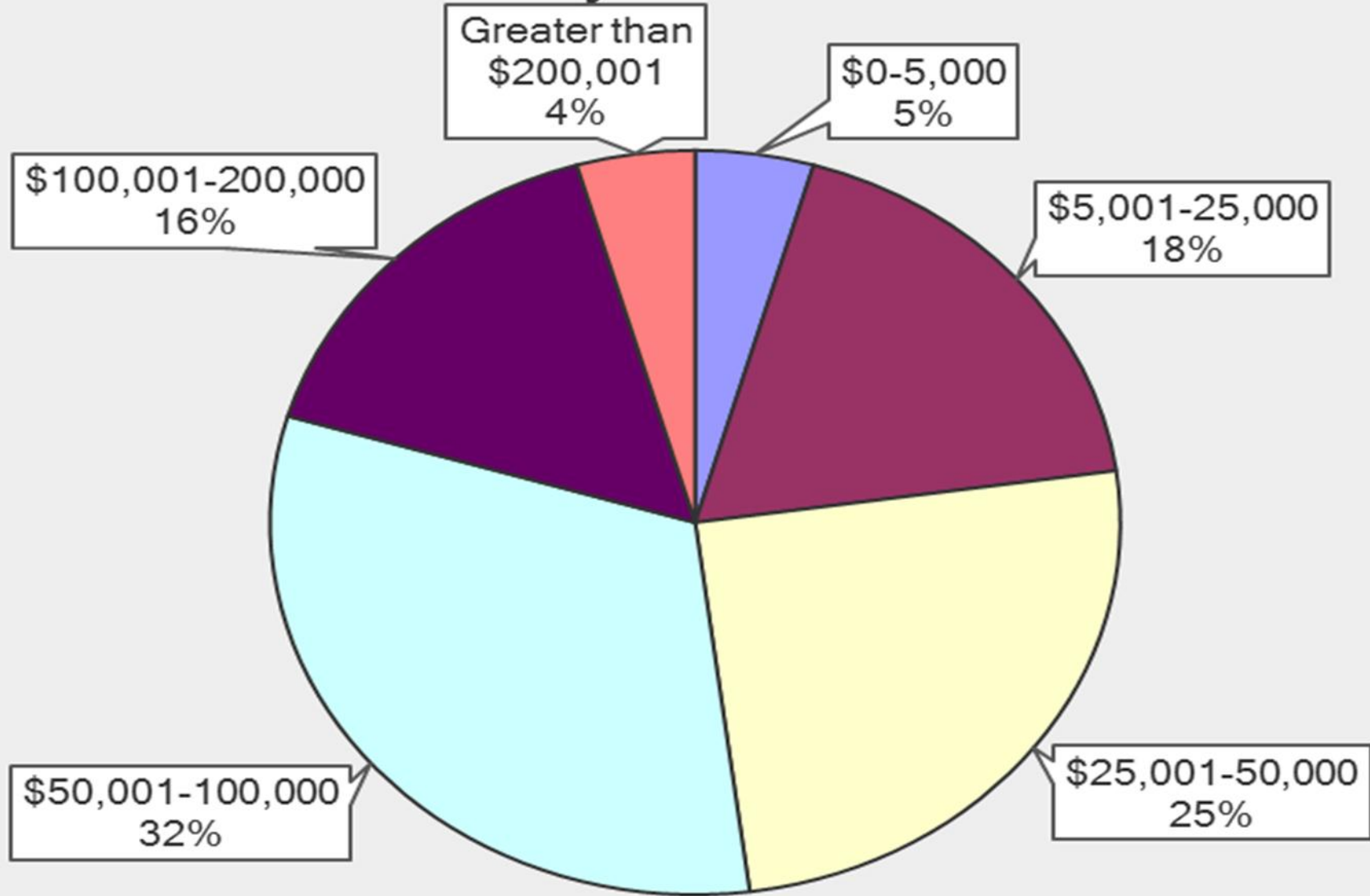
1.

HOW LARGE IS YOUR CLUB MEMBERSHIP?



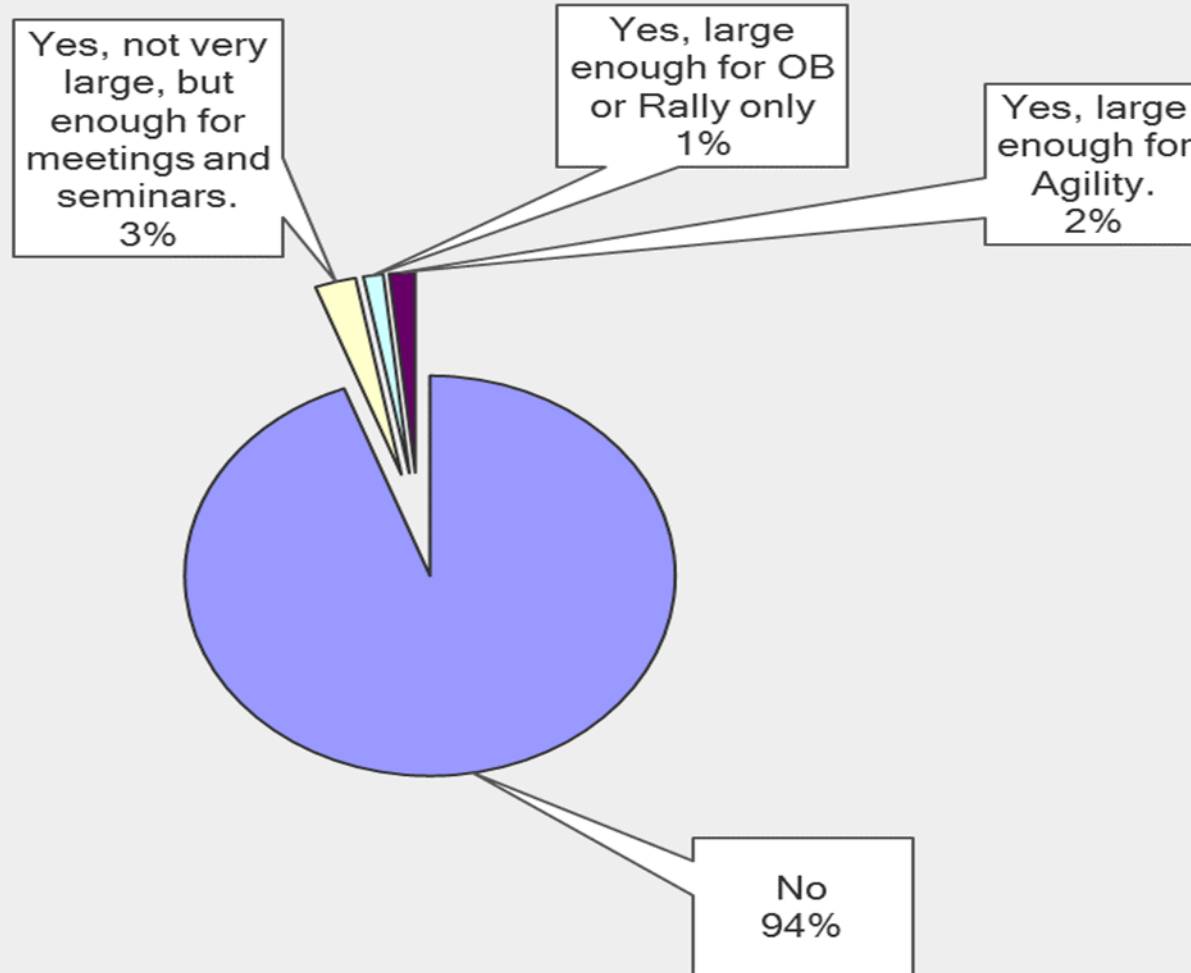
2.

What is your club's net worth?



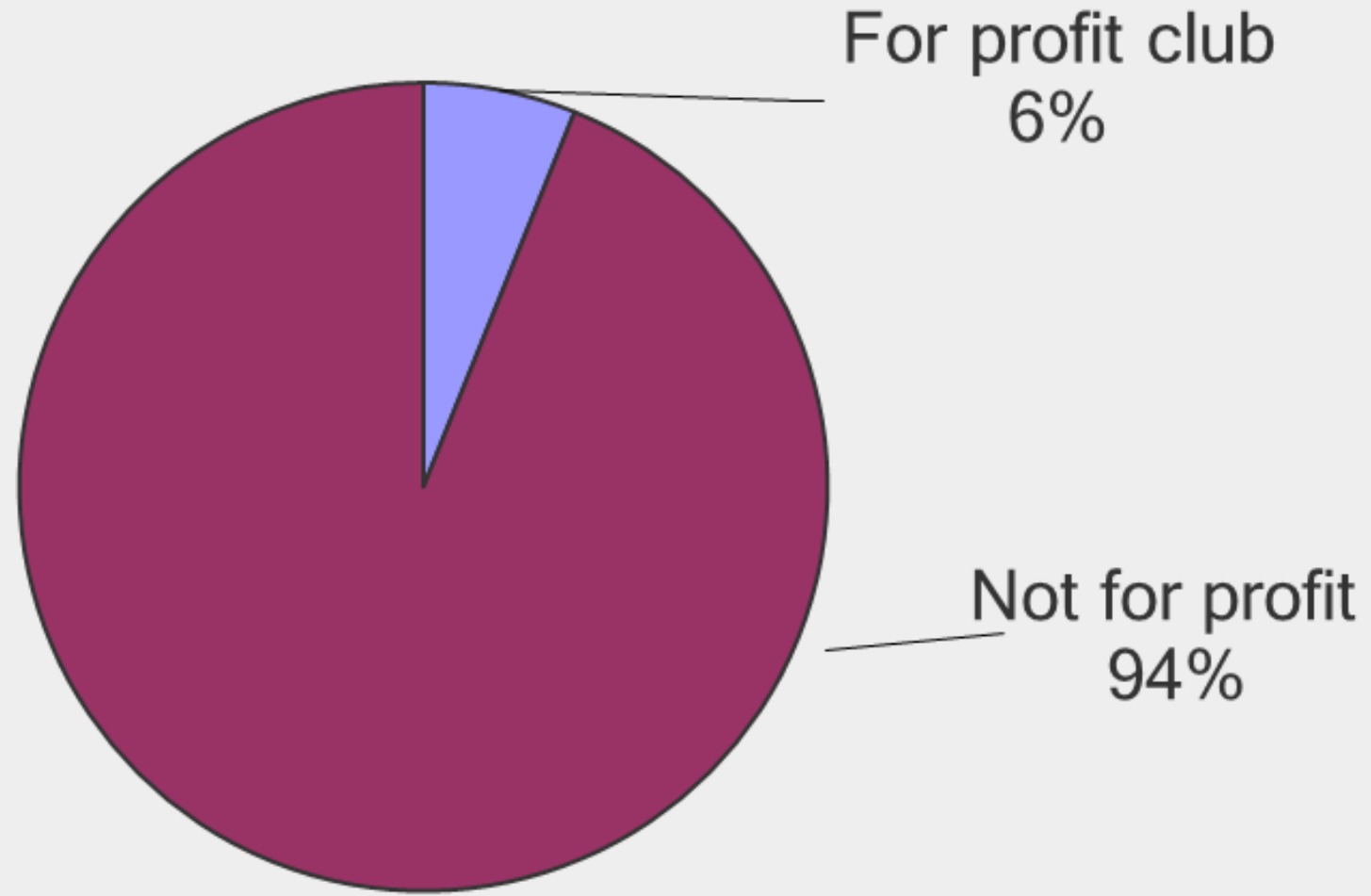
3.

Does your club own its own property?

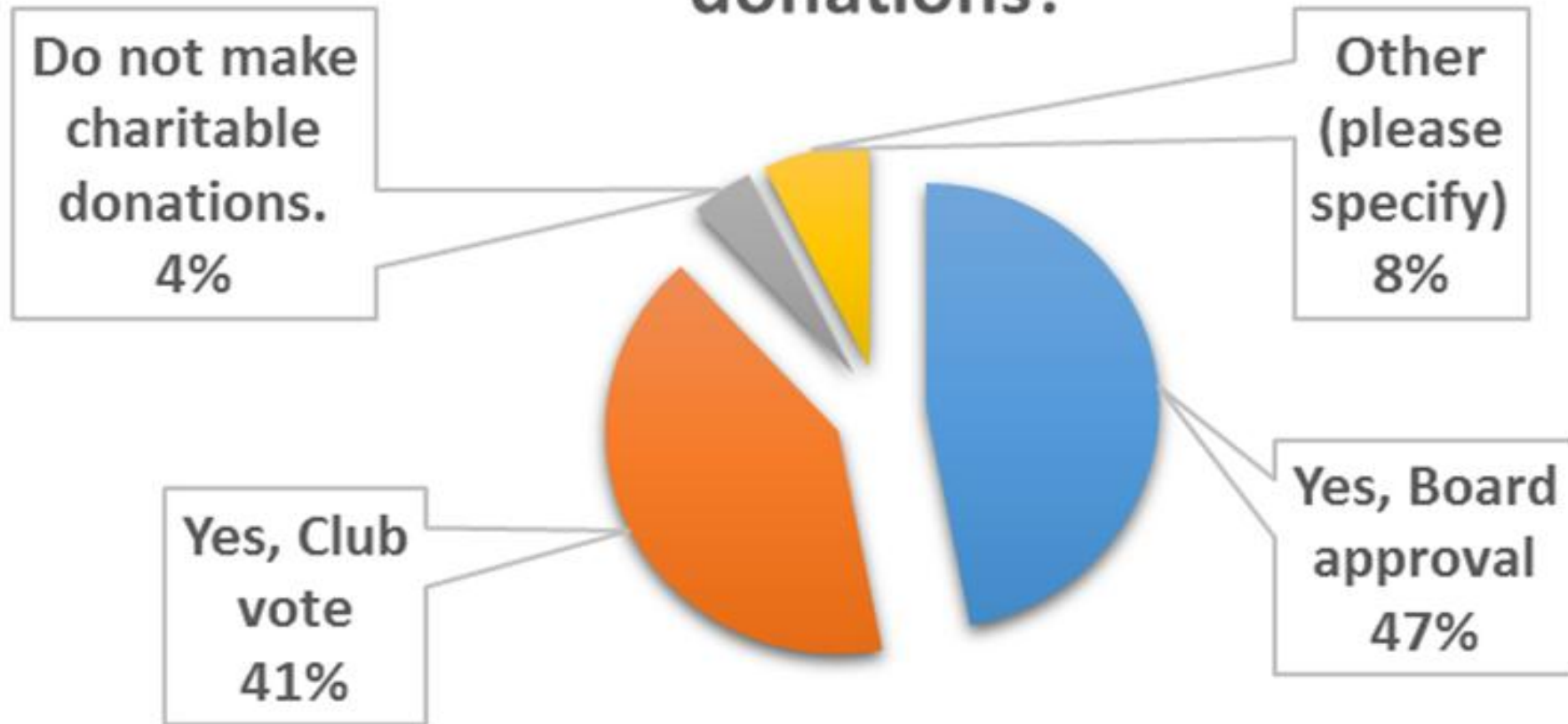


5.

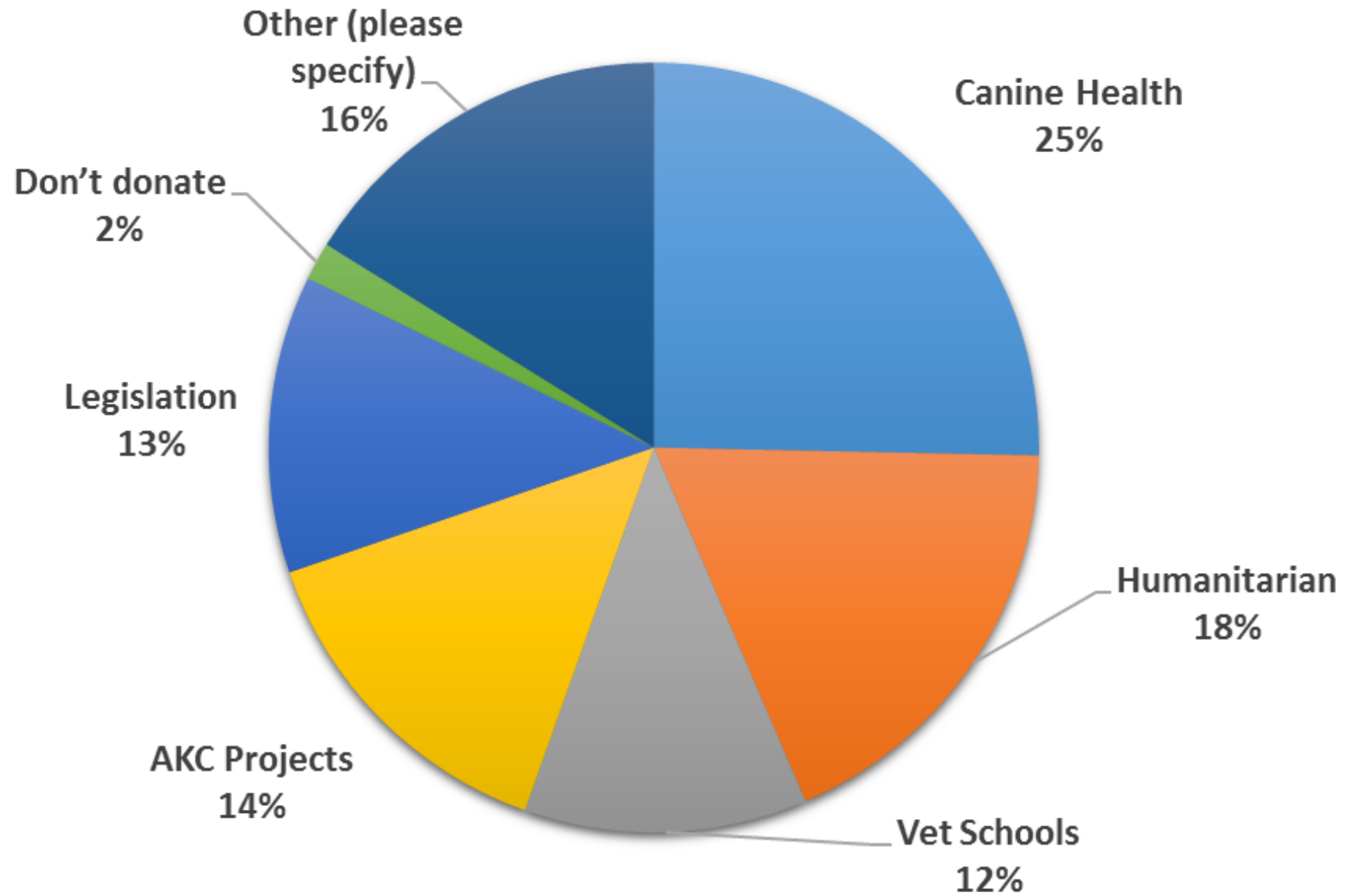
What kind of club are you?



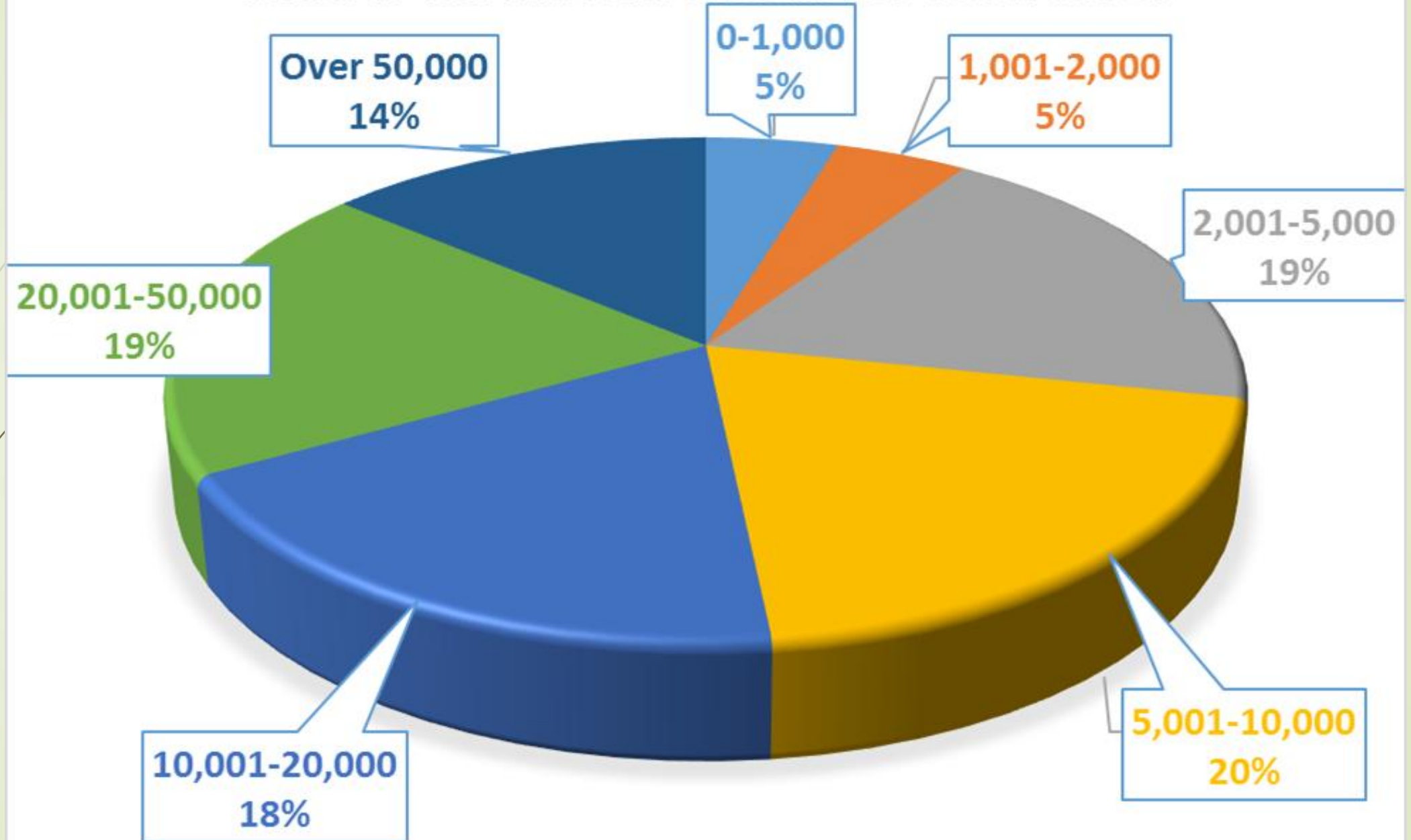
Does your club make charitable donations? If so, who authorizes these donations?



What type of organizations does your club donate to?



WHAT IS THE ANNUAL INCOME OF YOUR CLUB?

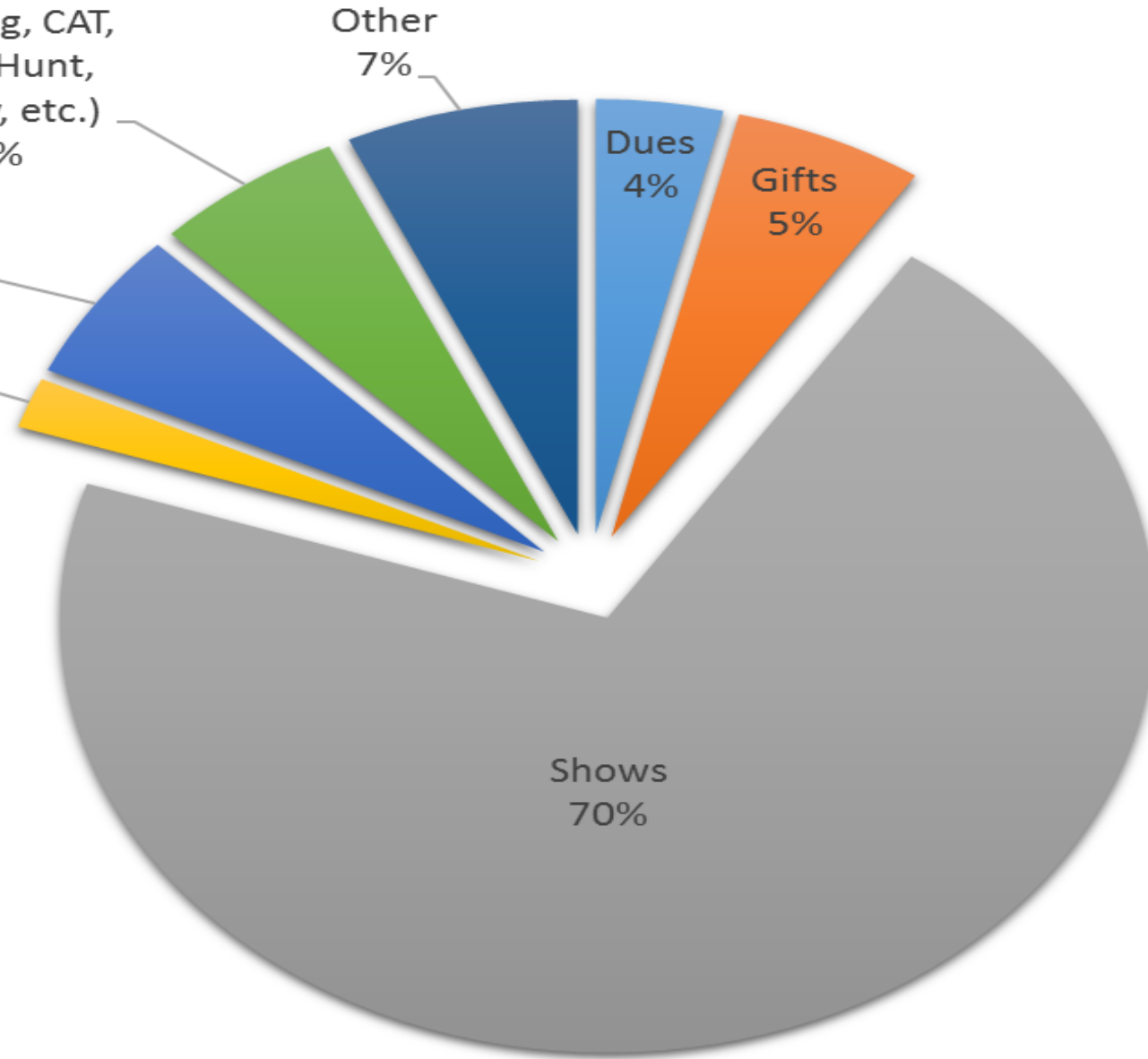


Classes (training, seminars, Show and Go's, practice training fees, etc.) 6%

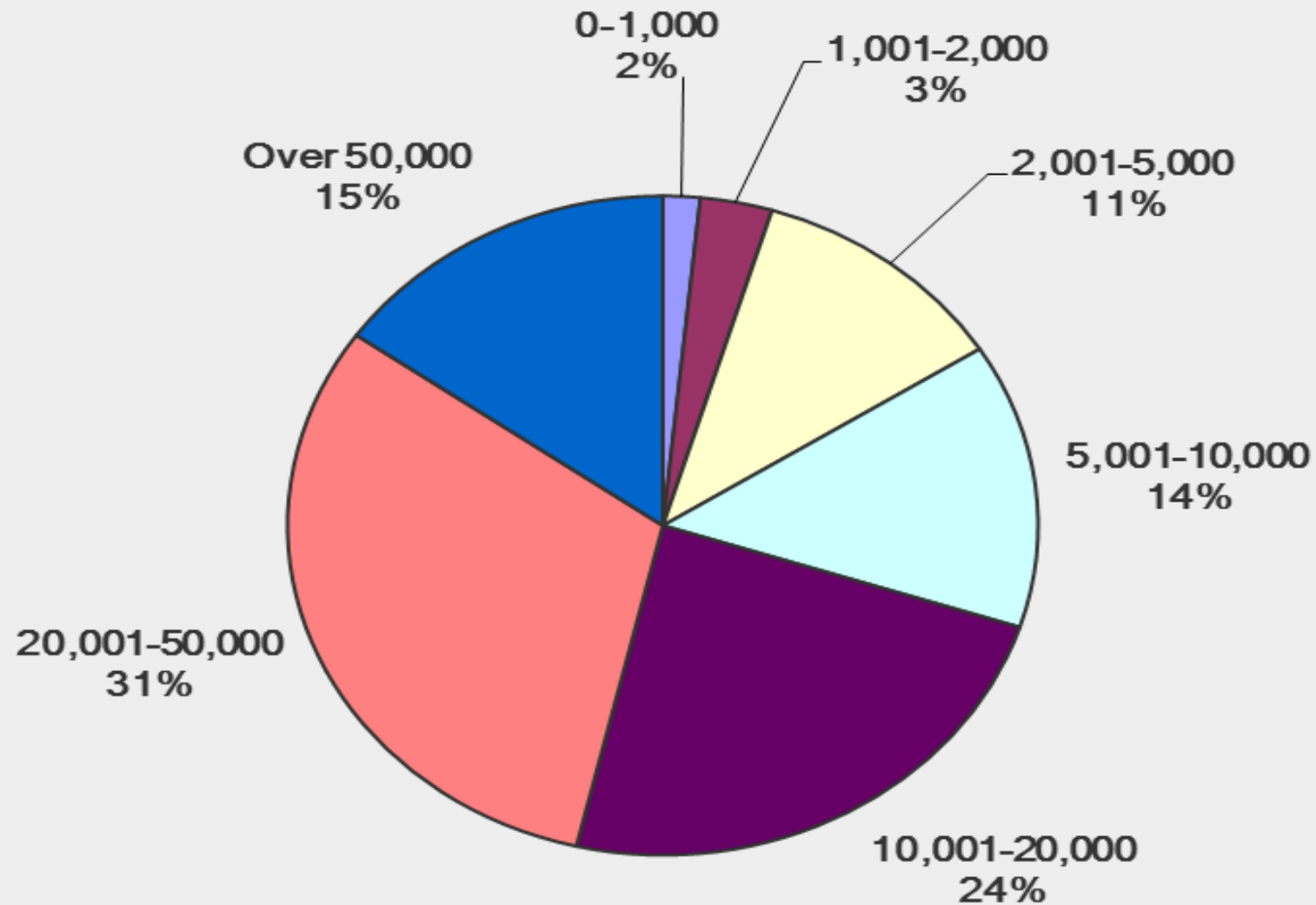
Other events (Matches, Herding, CAT, Barn Hunt, Agility, etc.) 6%

Club activities (social) 2%

Income Ranking of 7 - Highest

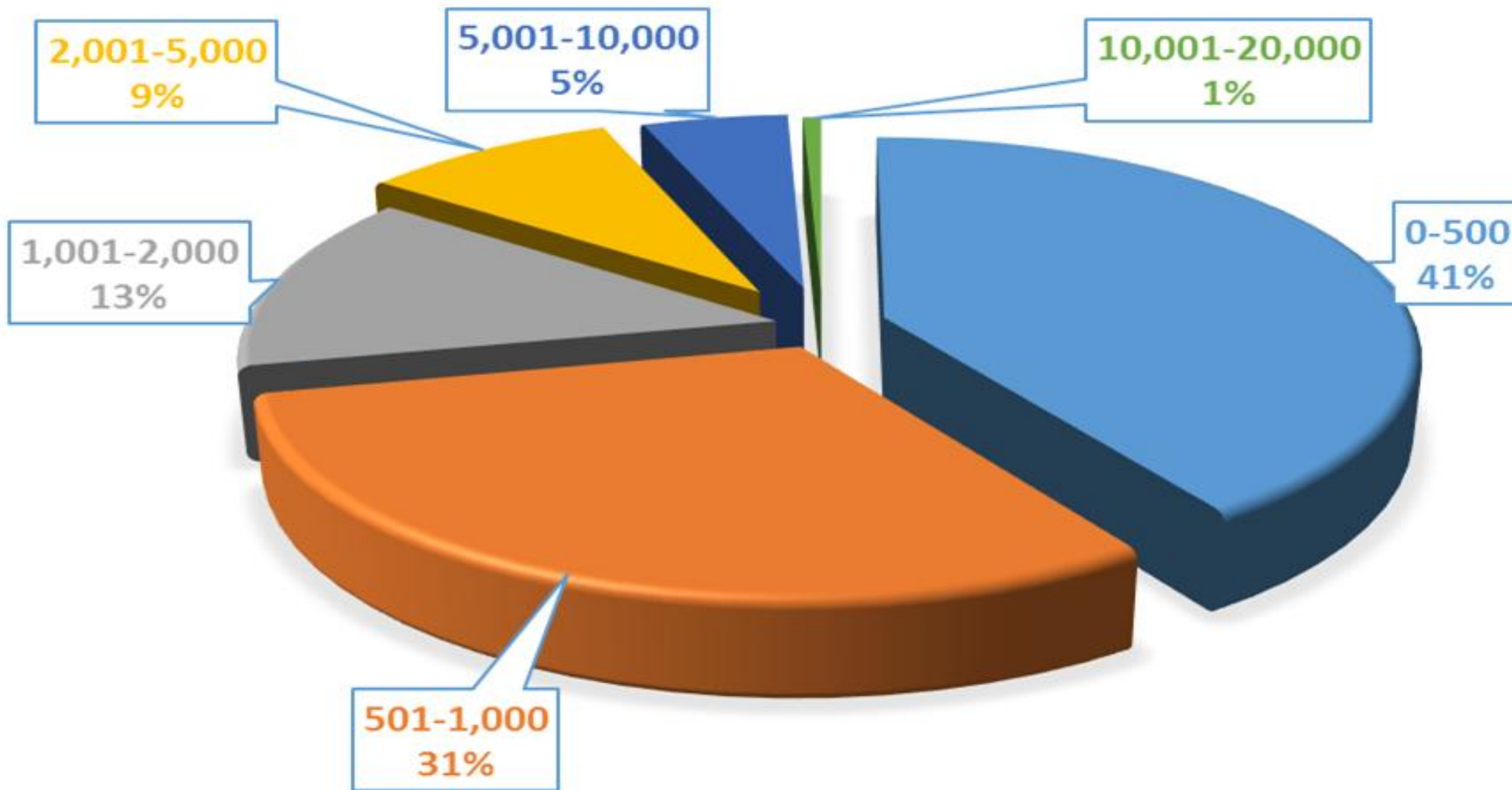


What are the annual expenses of your club? (\$)

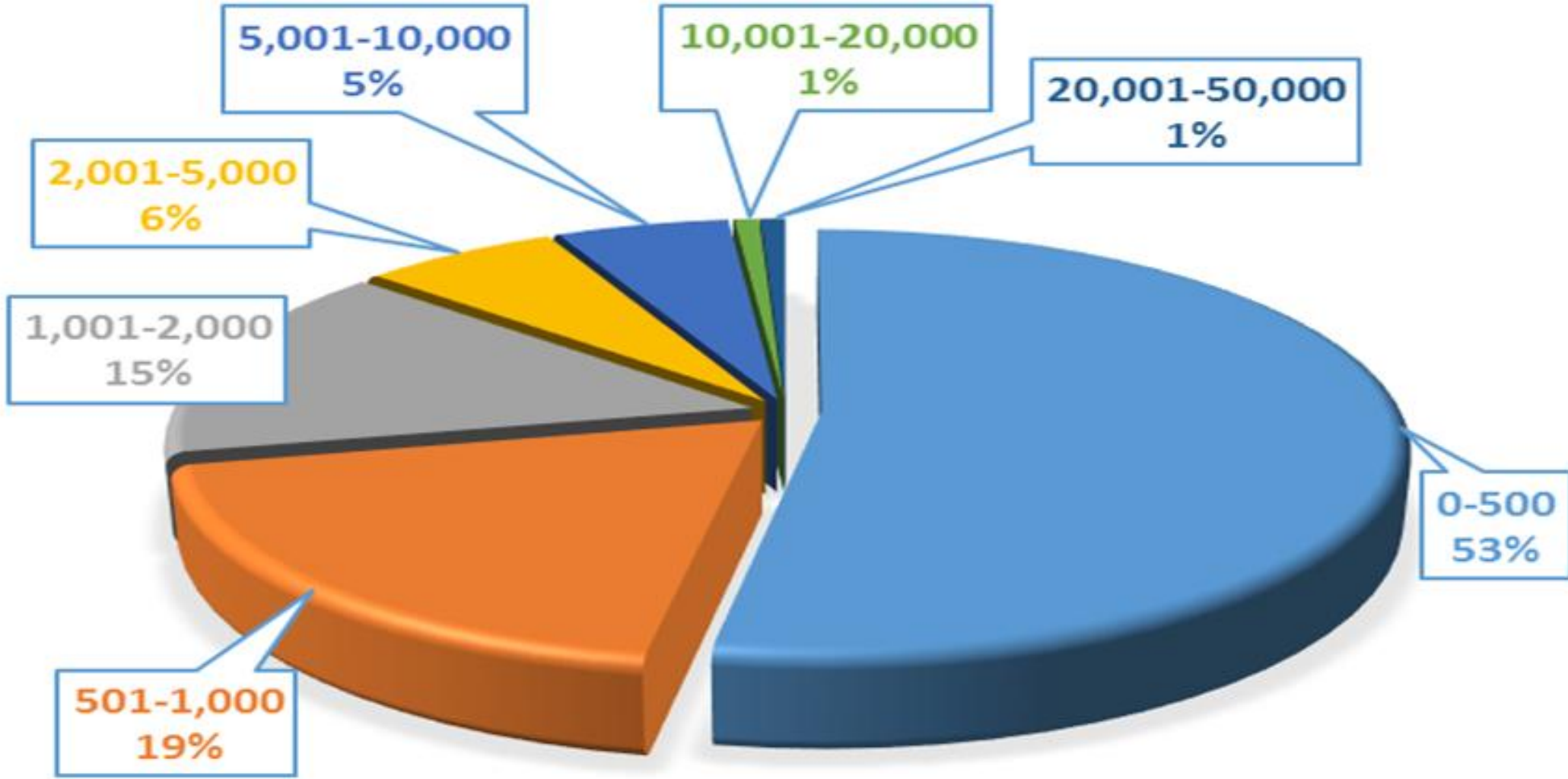


28. b.

ANNUAL SPENDING \$\$ CLUB PROJECTS

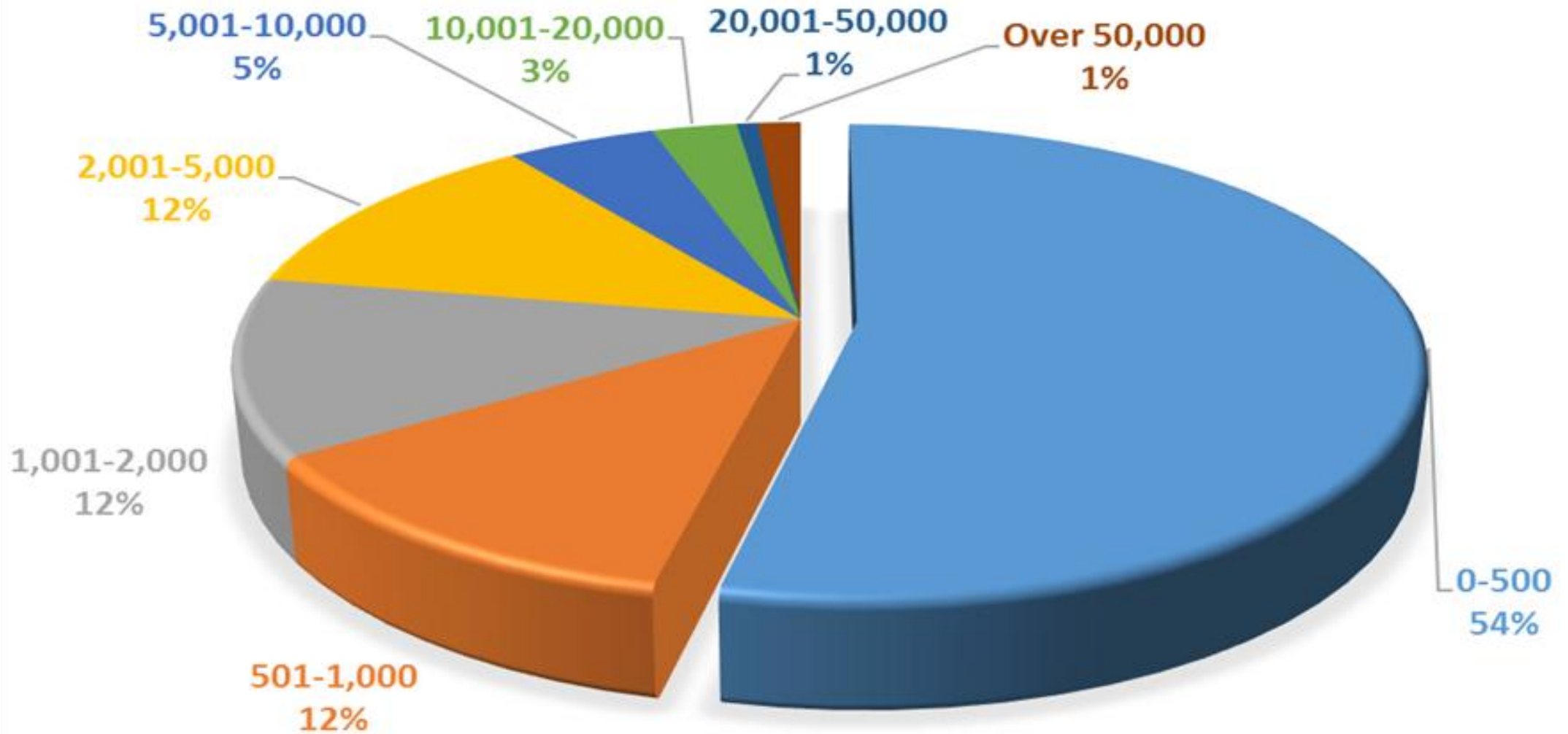


ANNUAL SPENDING \$\$ CAPITOL EXPENDITURES



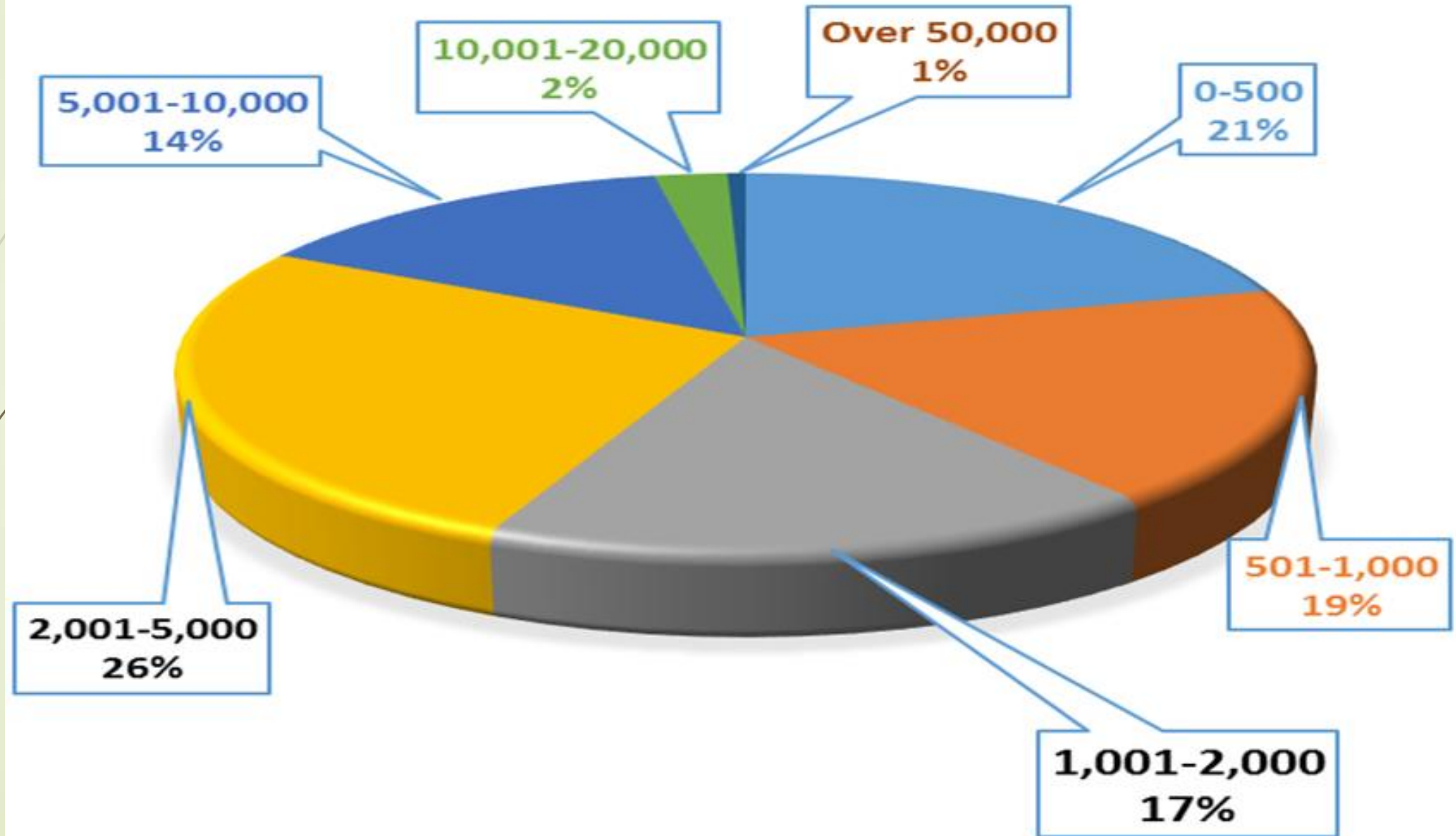
28. d.

ANNUAL SPENDING \$\$ RENT

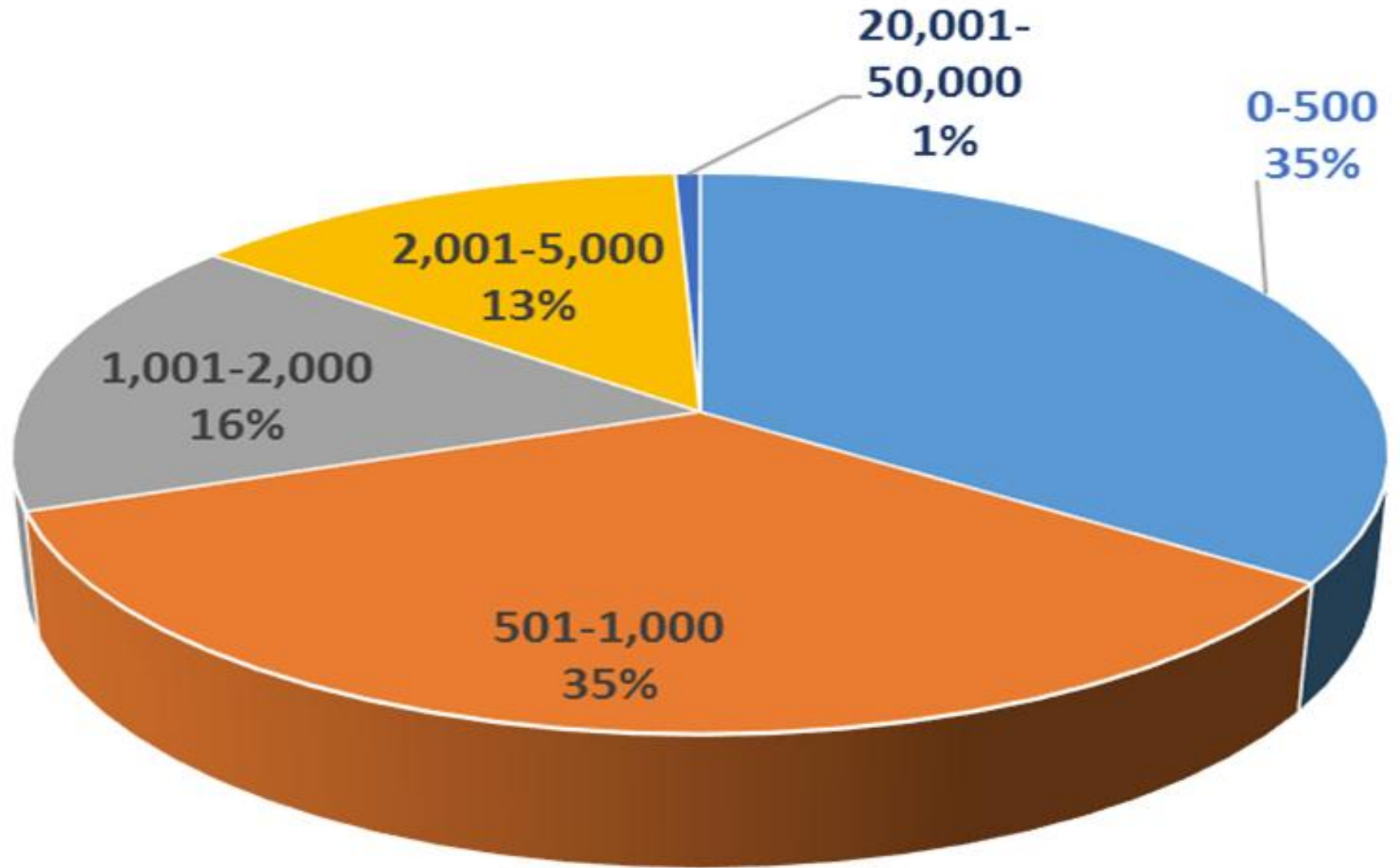


ANNUAL SPENDING \$\$ DONATIONS

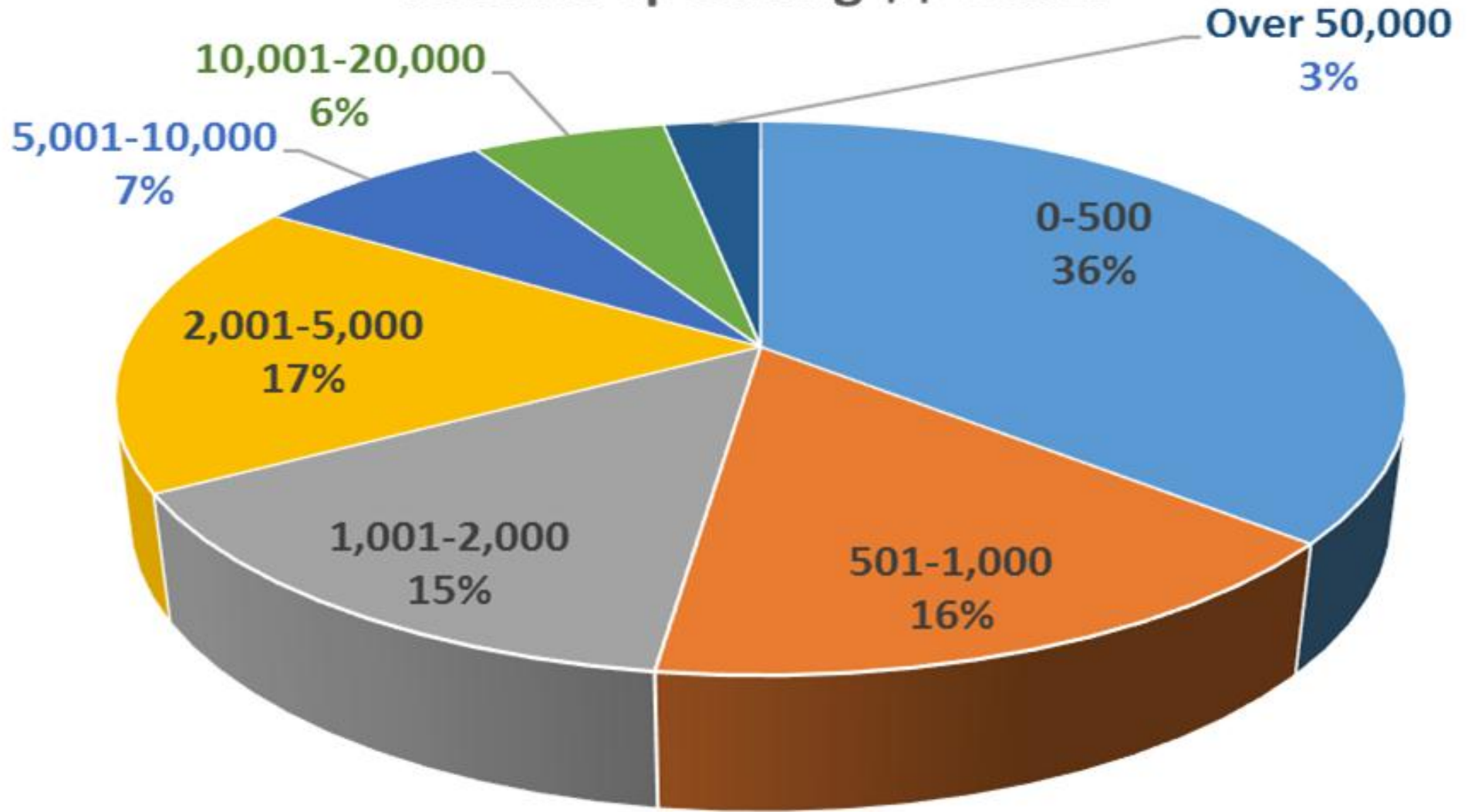
28. e.



Annual Spending \$\$ Club Activities



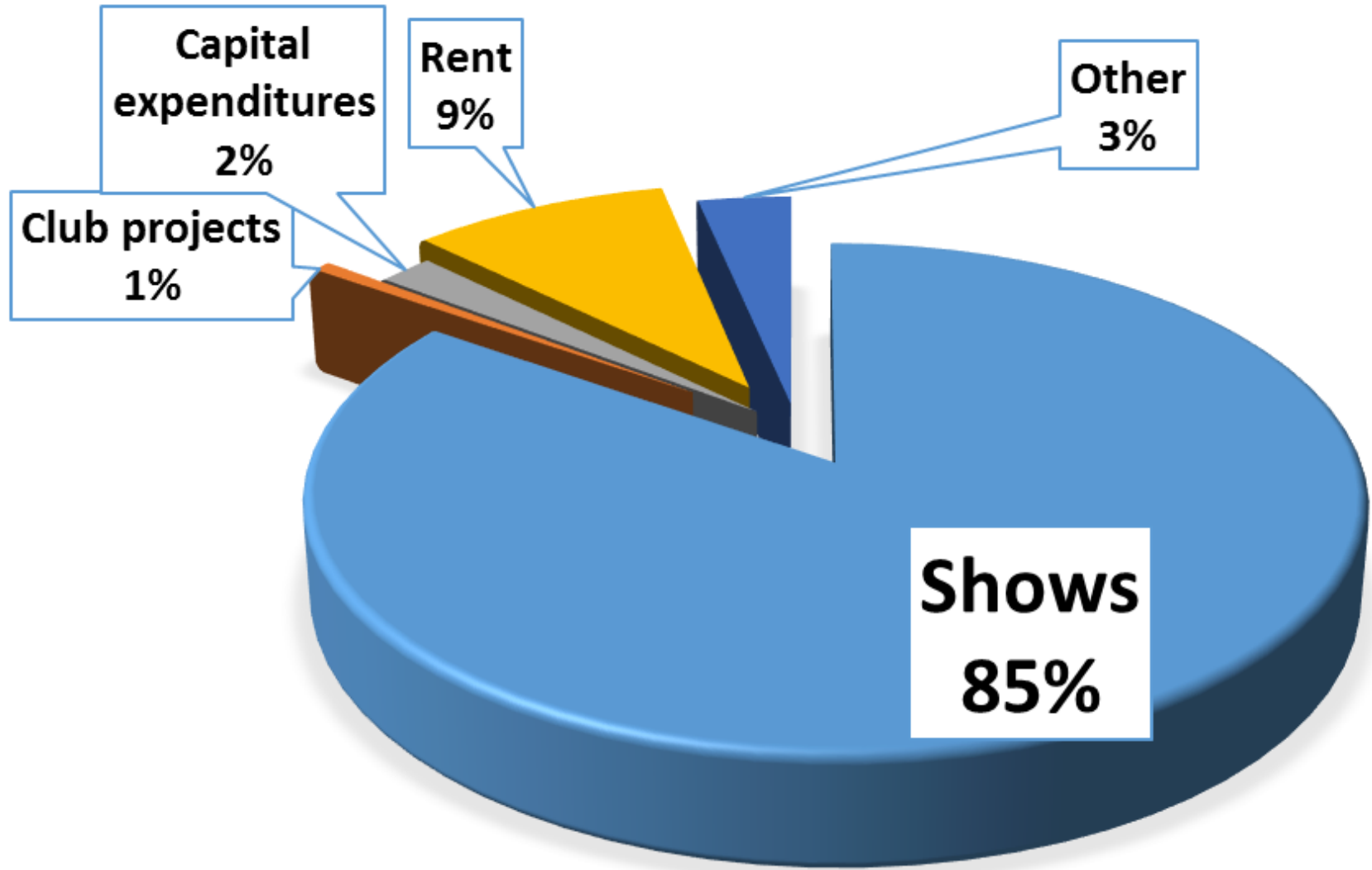
Annual Spending \$\$ Other



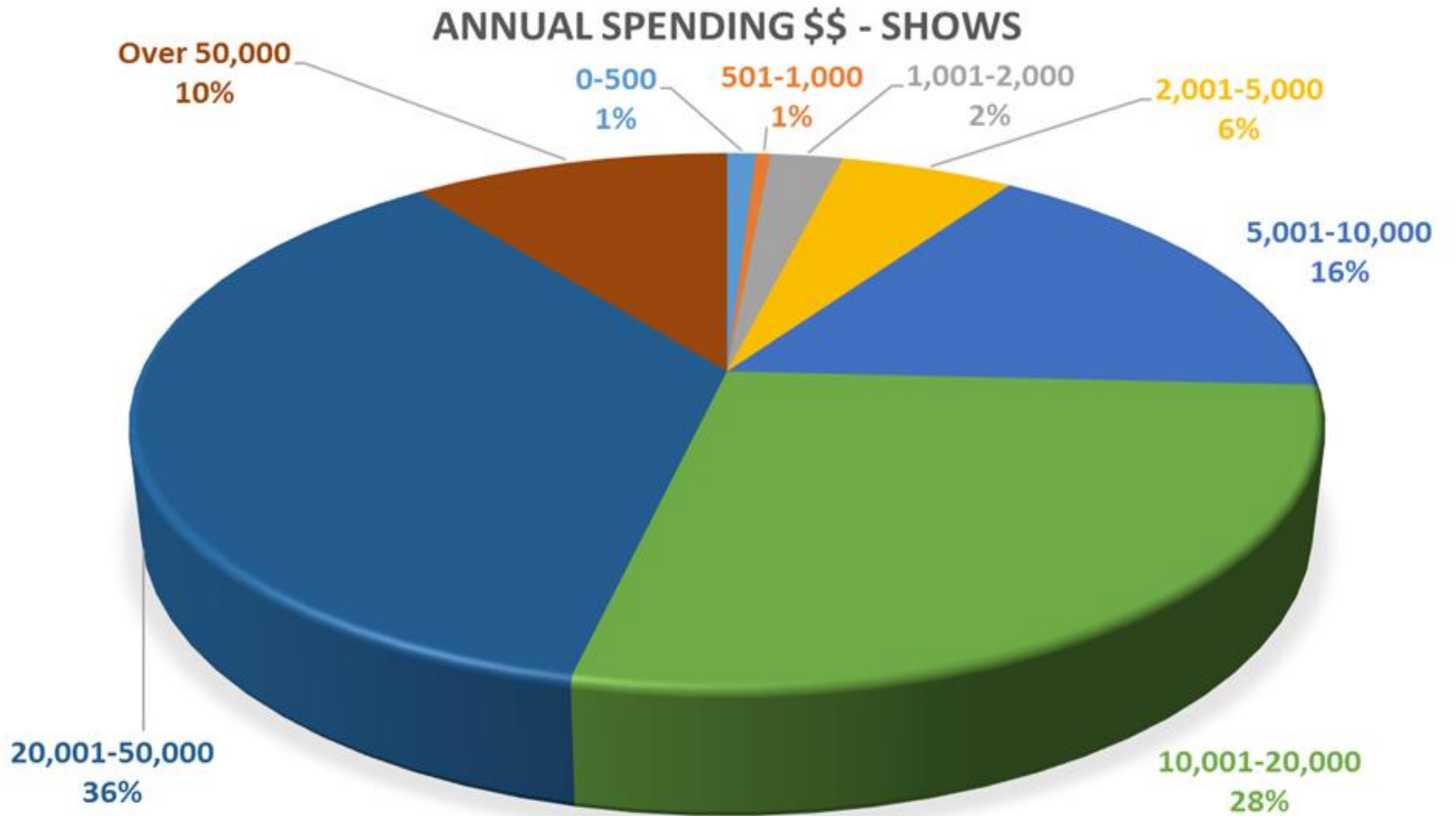


Show Finances

RANKING ANNUAL EXPENSES 7 - HIGHEST

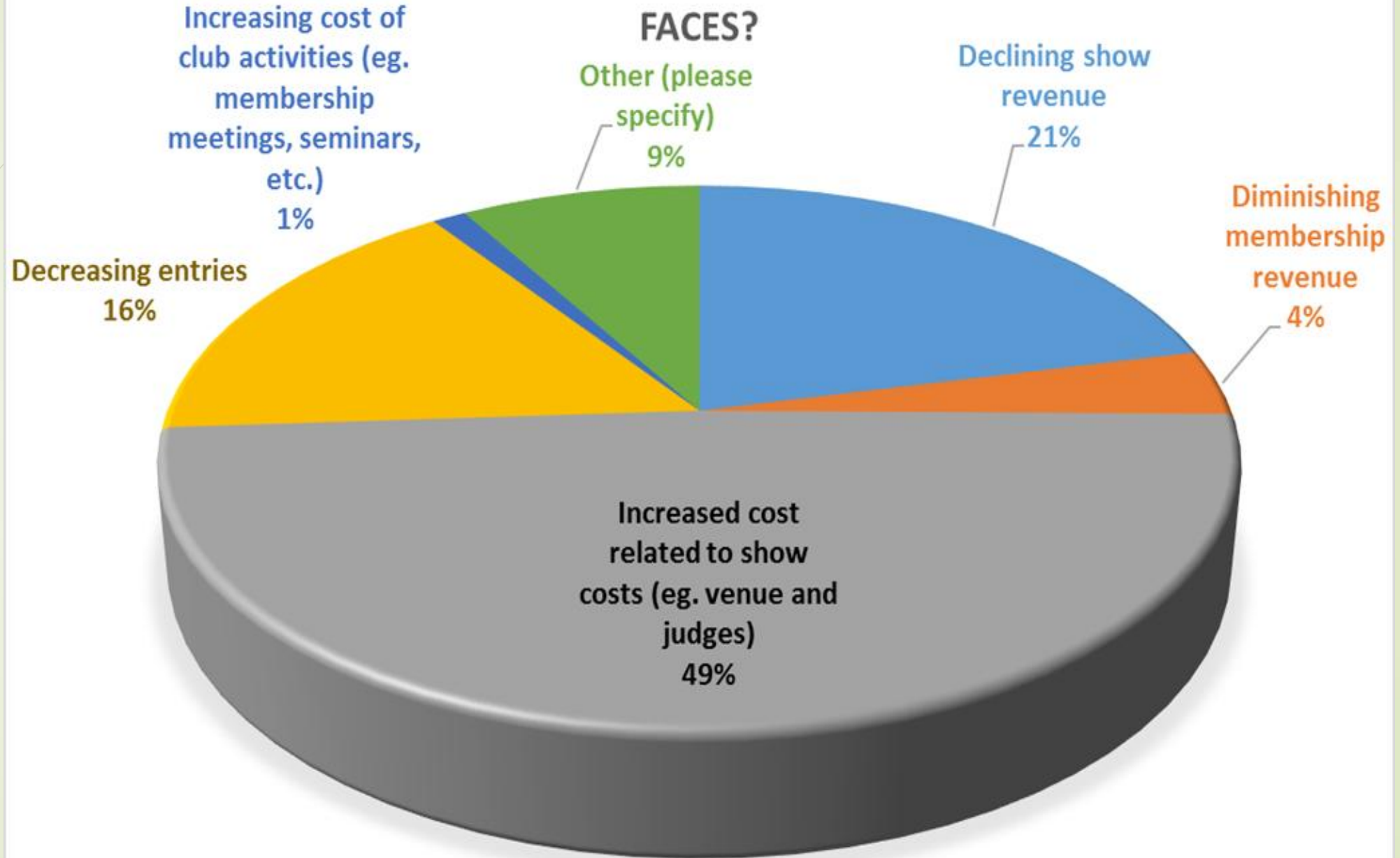


28. a.

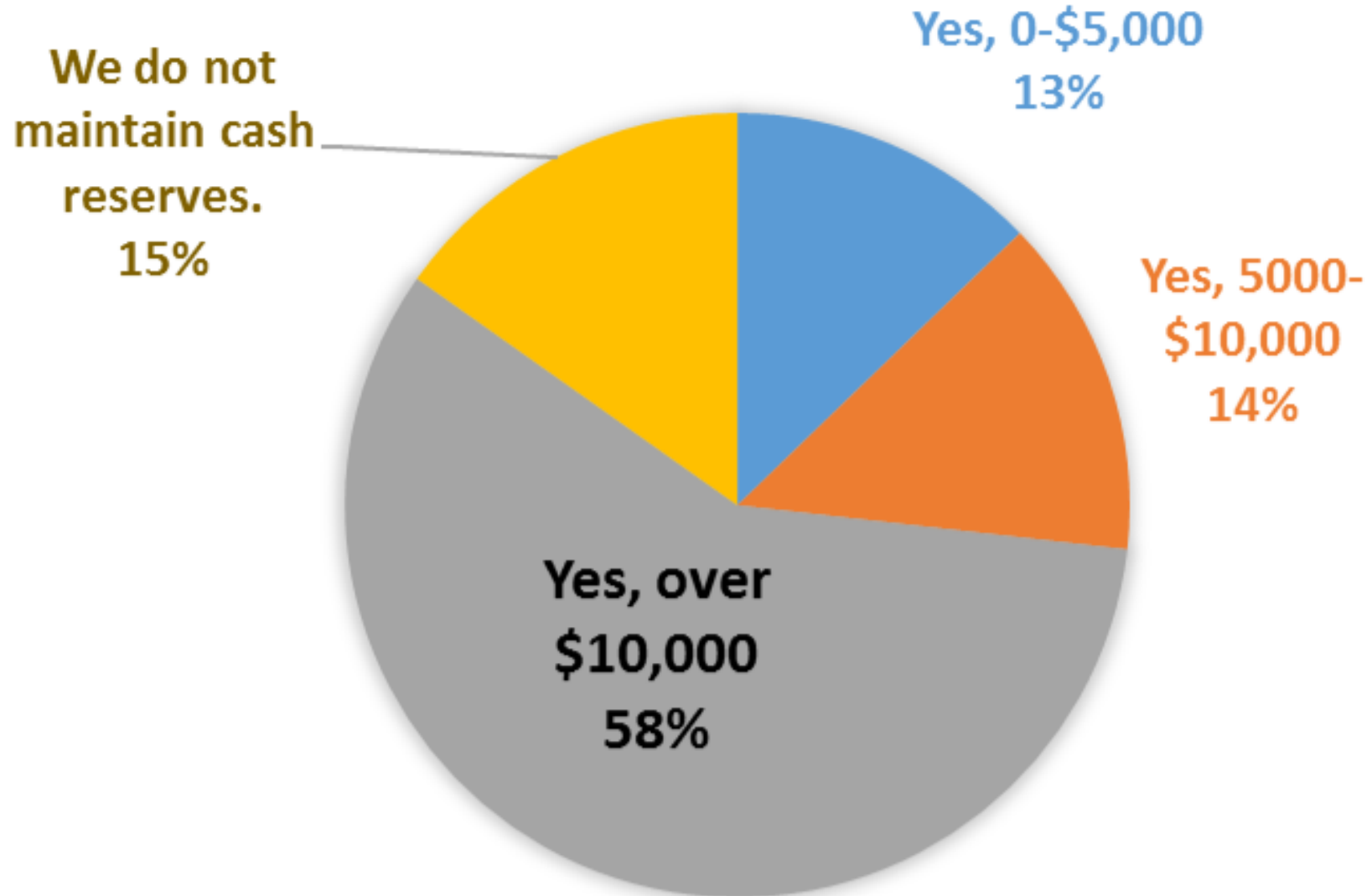


WHAT IS THE GREATEST FINANCIAL CHALLENGE THAT YOUR CLUB

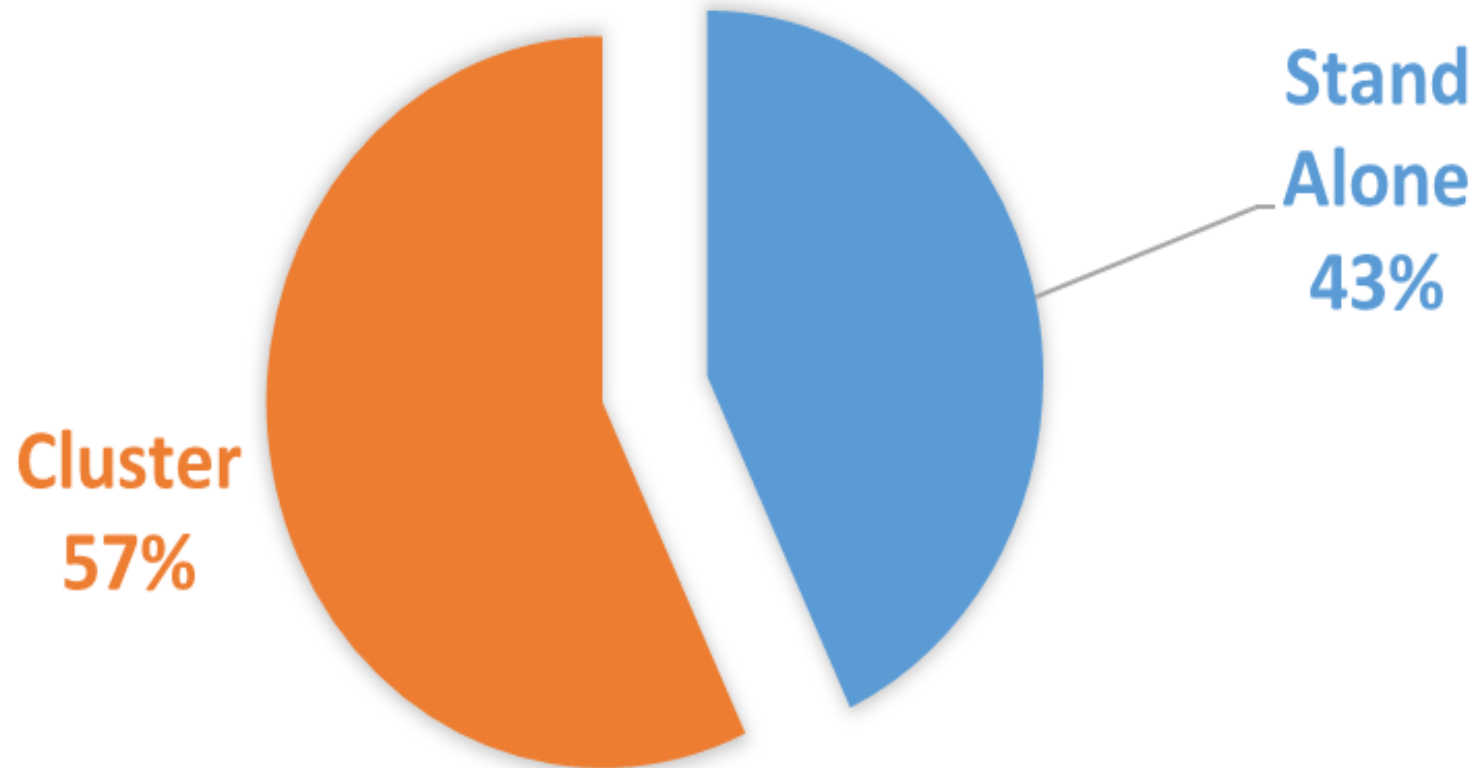
FACES?



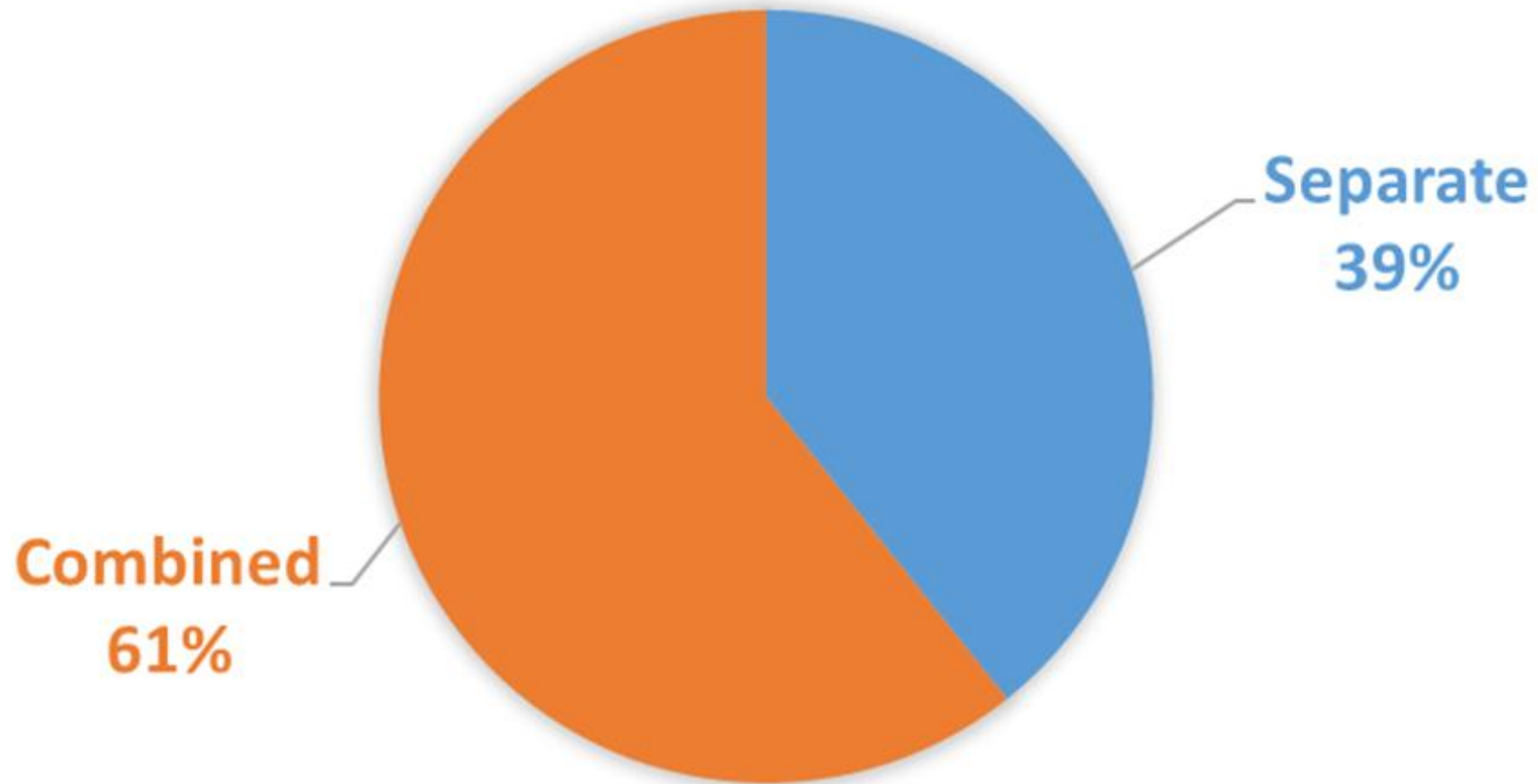
DOES YOUR CLUB MAINTAIN CASH RESERVES TO FUND FUTURE SHOWS?

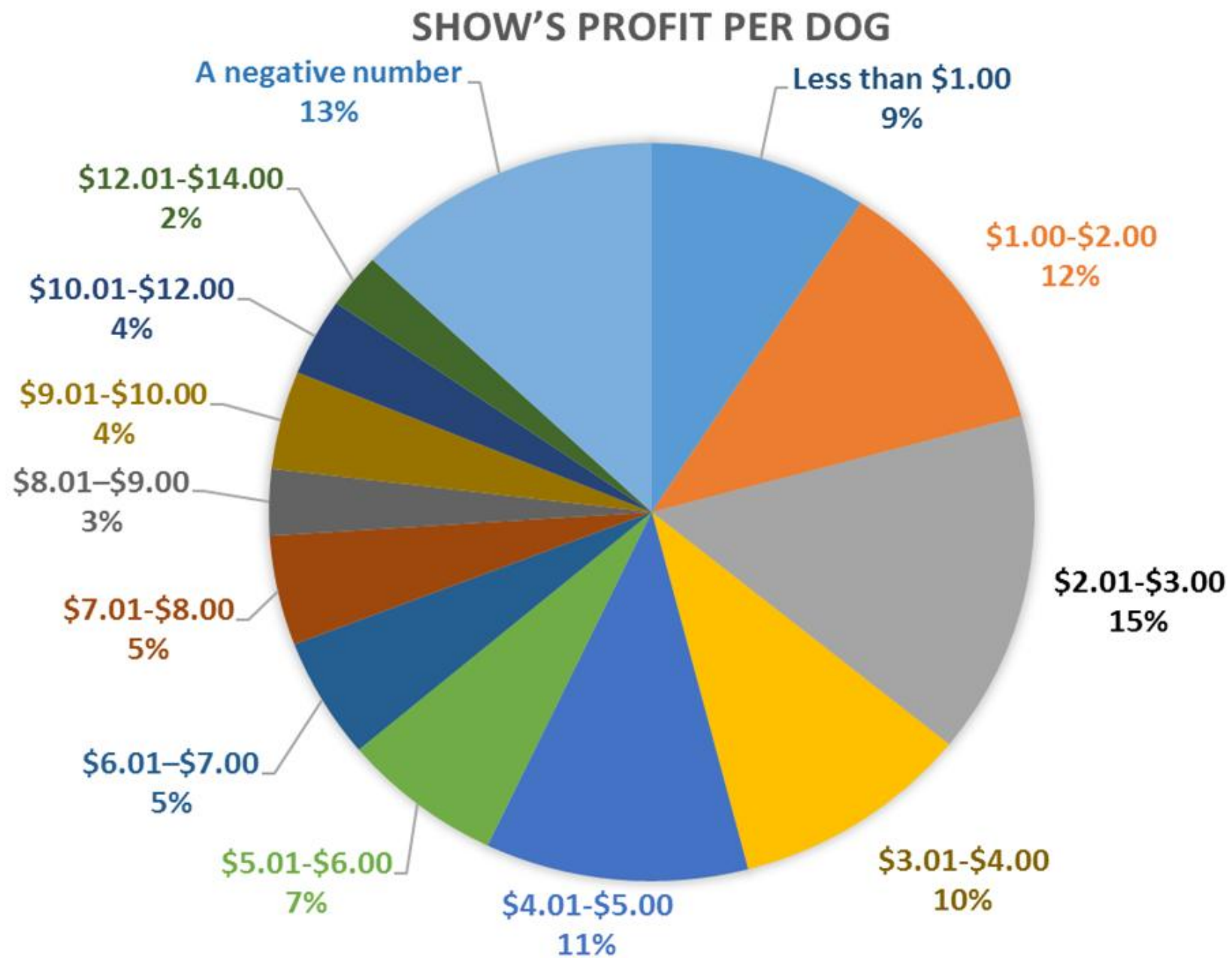


ARE YOUR SHOWS PART OF A CLUSTER OR STAND ALONE?

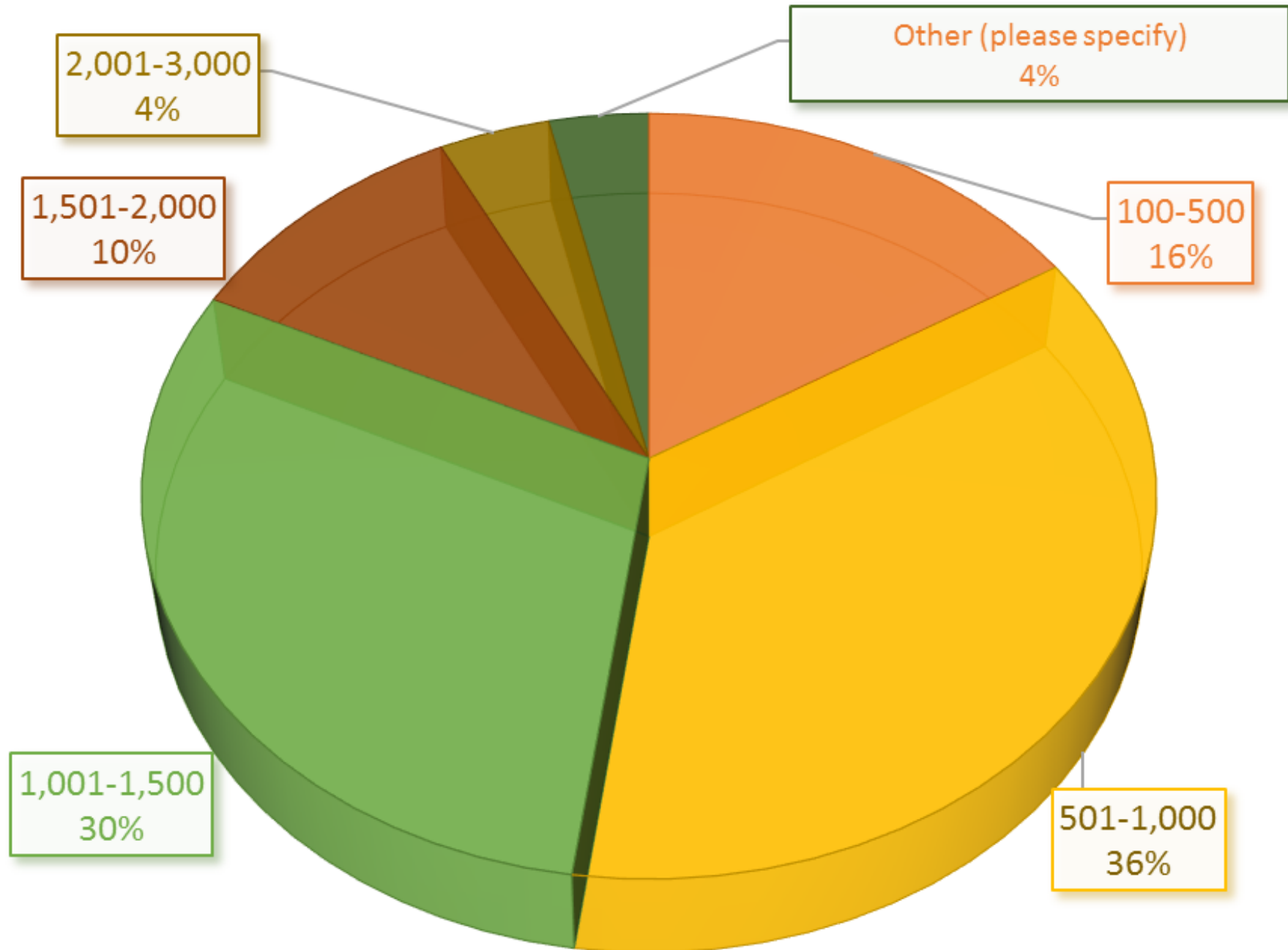


DOES YOUR CLUB KEEP SEPARATE FINANCIAL RECORDS FOR YOUR SHOWS/TRIALS? OR DO YOU ACCOUNT FOR THESE IN YOUR CLUB BOOKS?

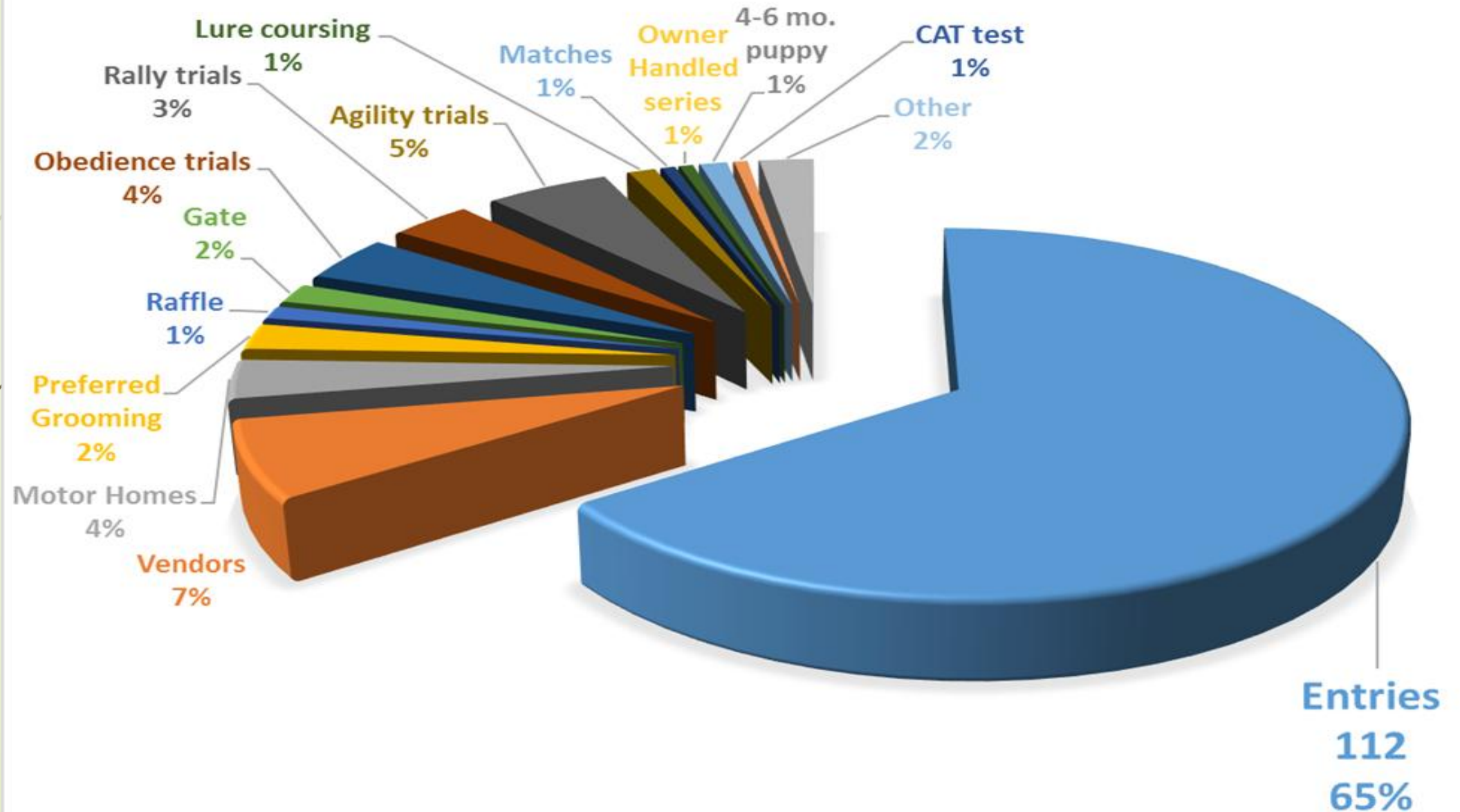




WHAT SIZE SHOW DO YOU HAVE?

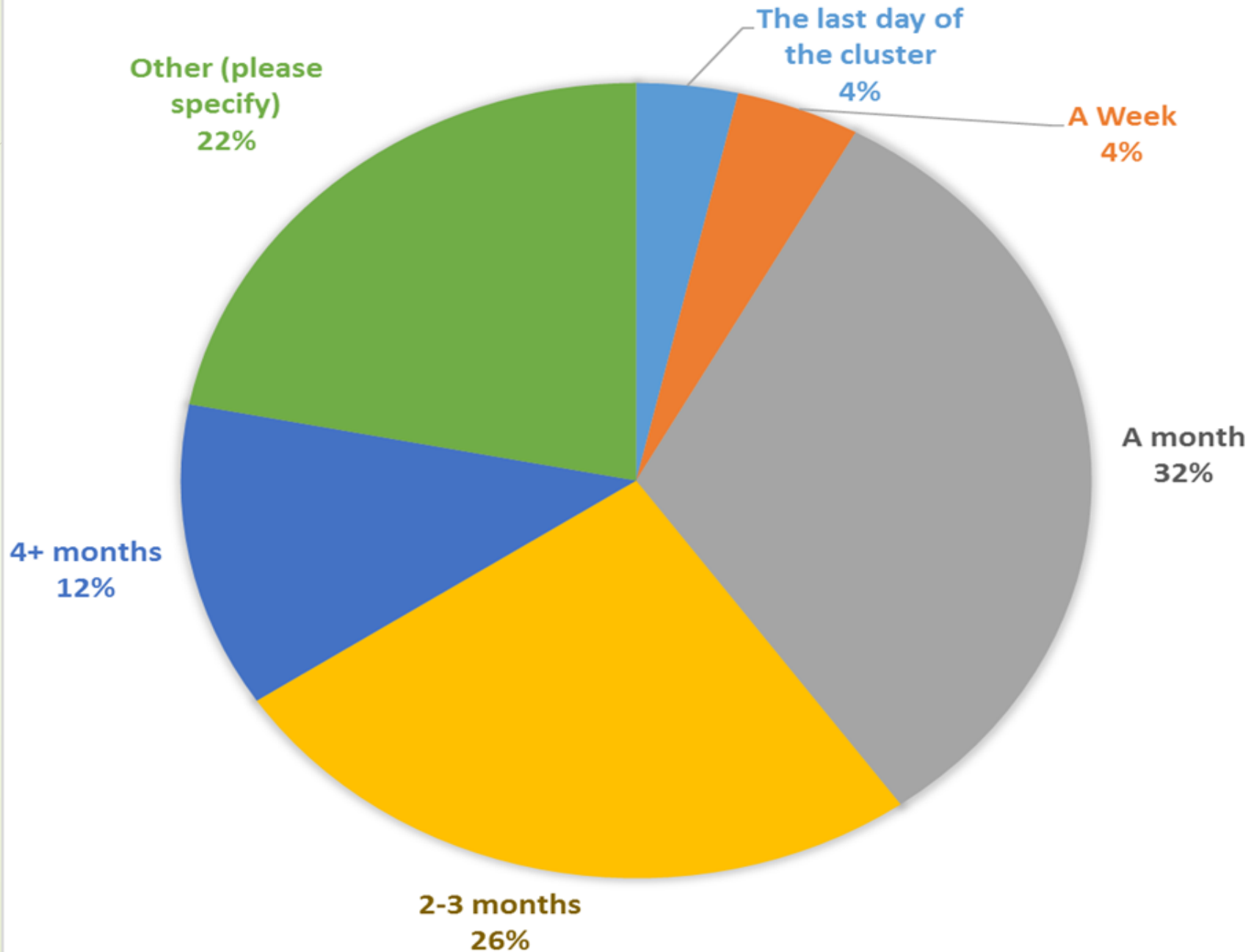


Please rank the 6 highest income categories from your all breed show.

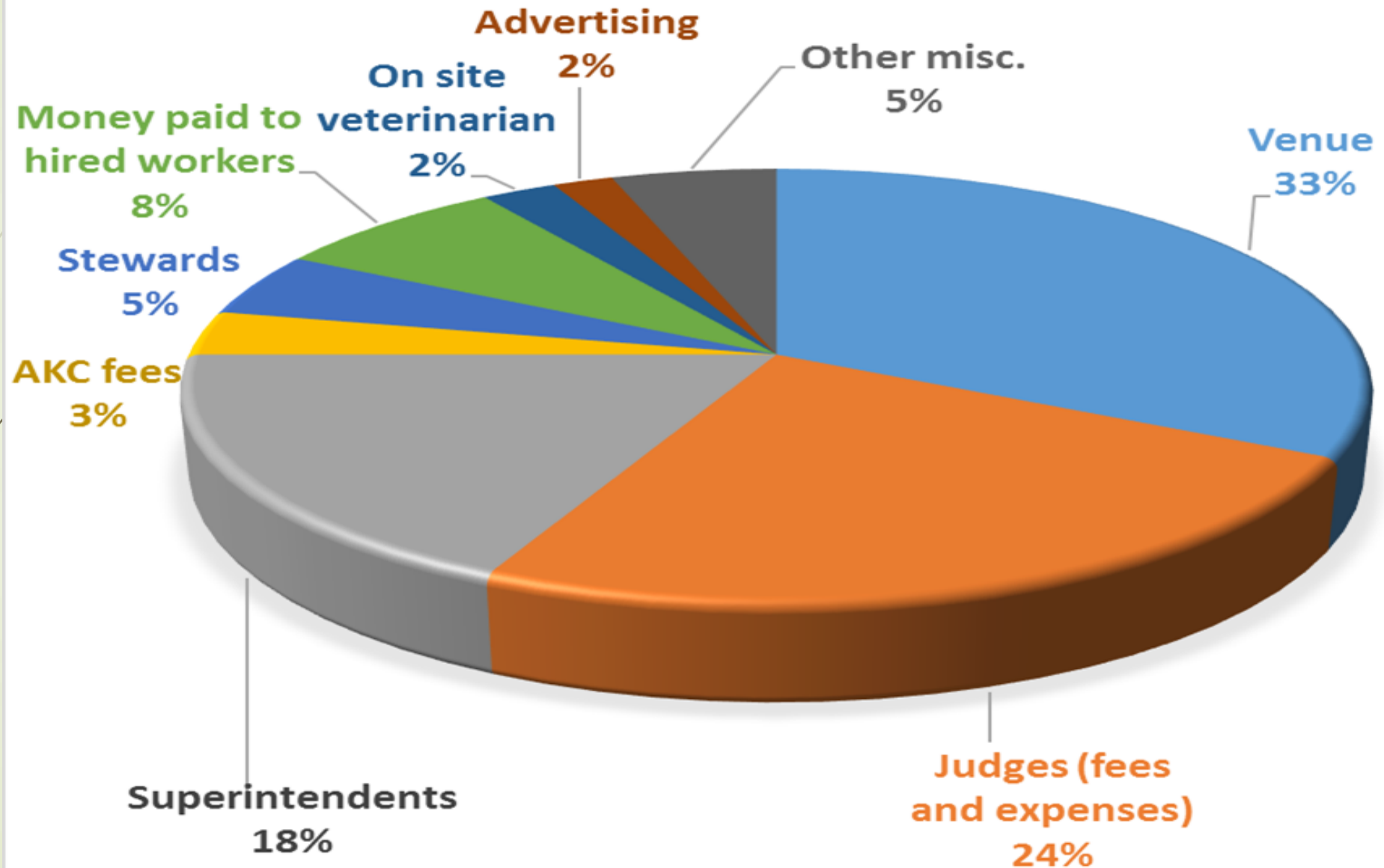


44.

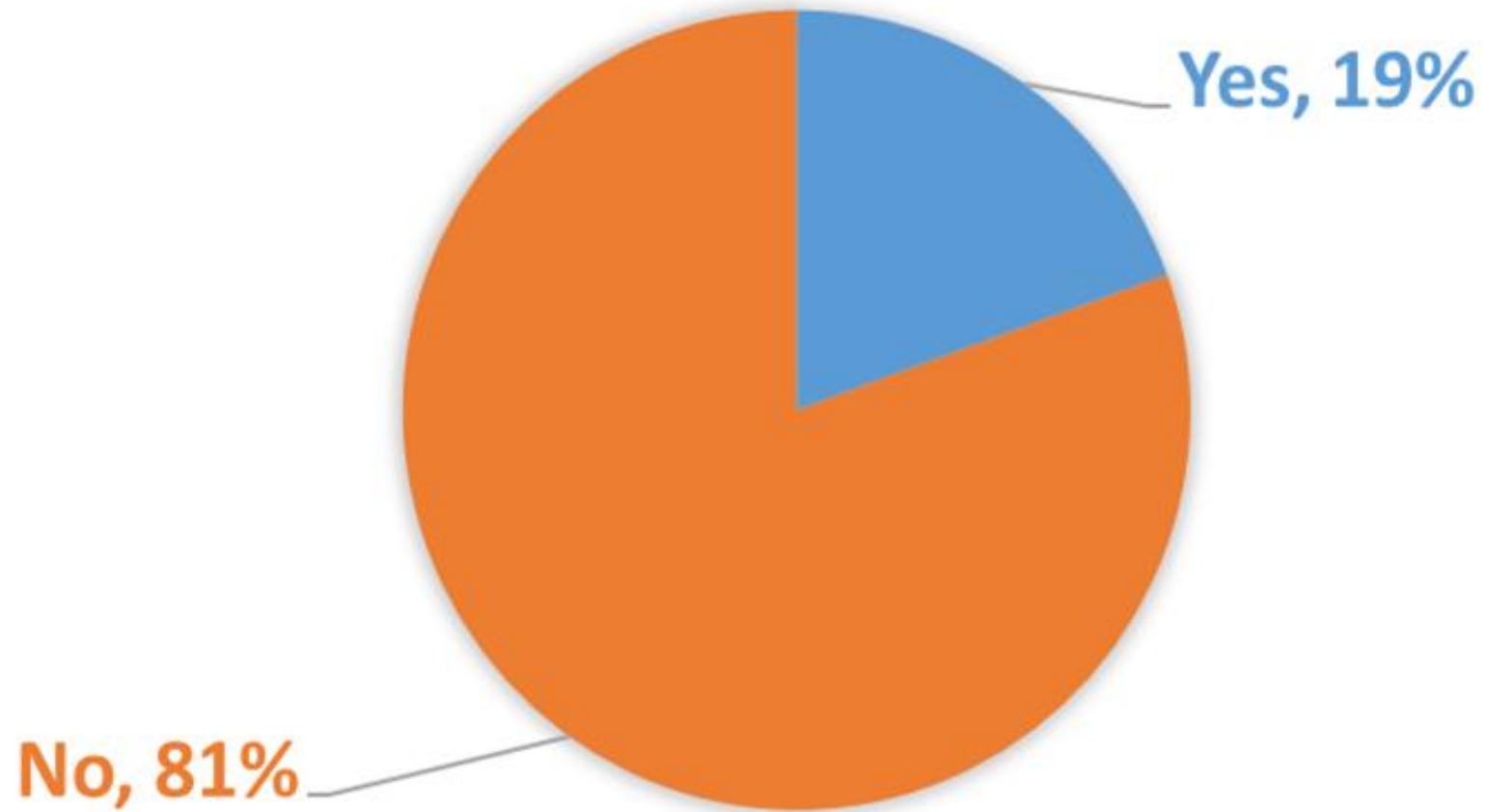
IF YOU CLUSTER WITH OTHER SHOWS, HOW SOON DO YOU GET A FINANCIAL SETTLEMENT FROM YOUR CLUSTER TREASURER?



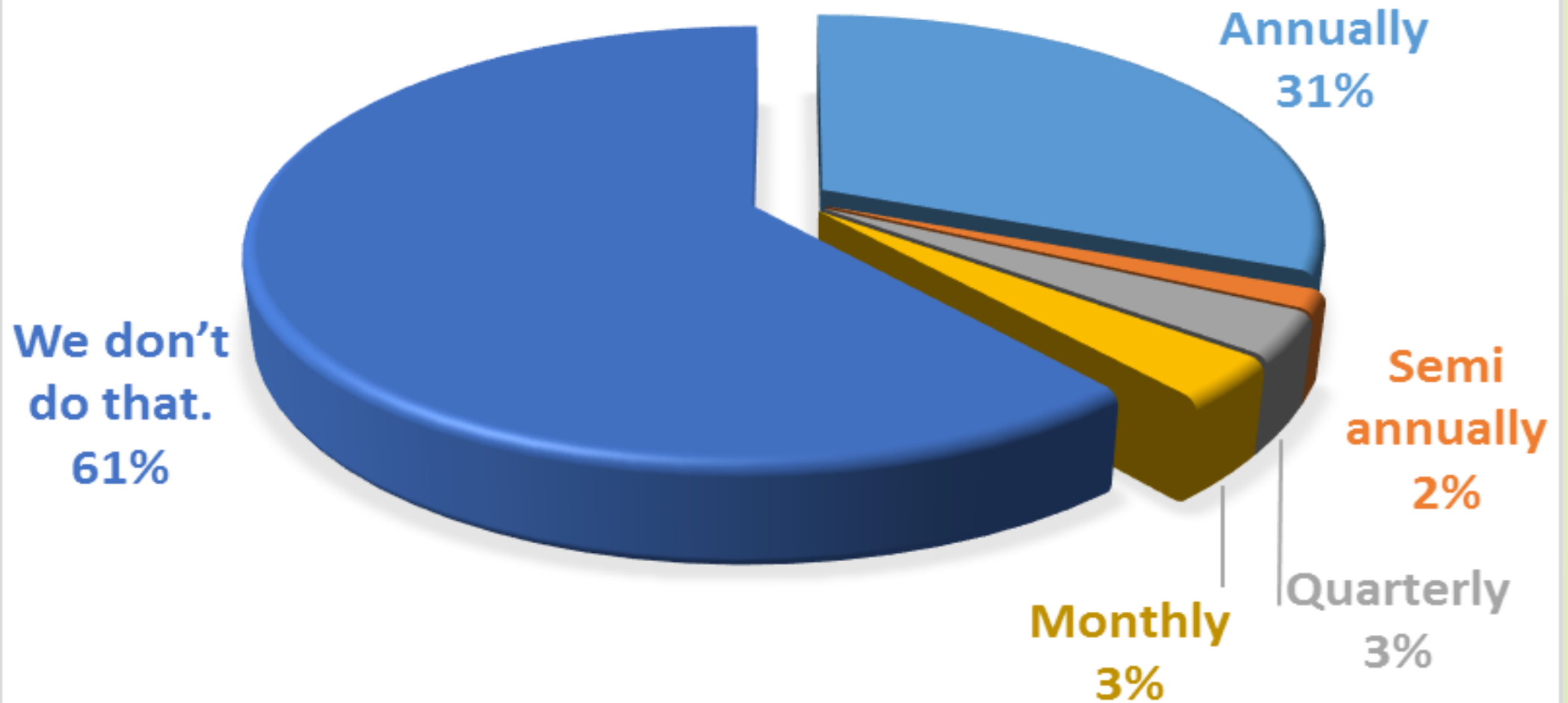
WHAT EXPENSES CATEGORIES DO YOU HAVE FROM YOUR ALL BREED CLUB SHOWS? RANKING 6



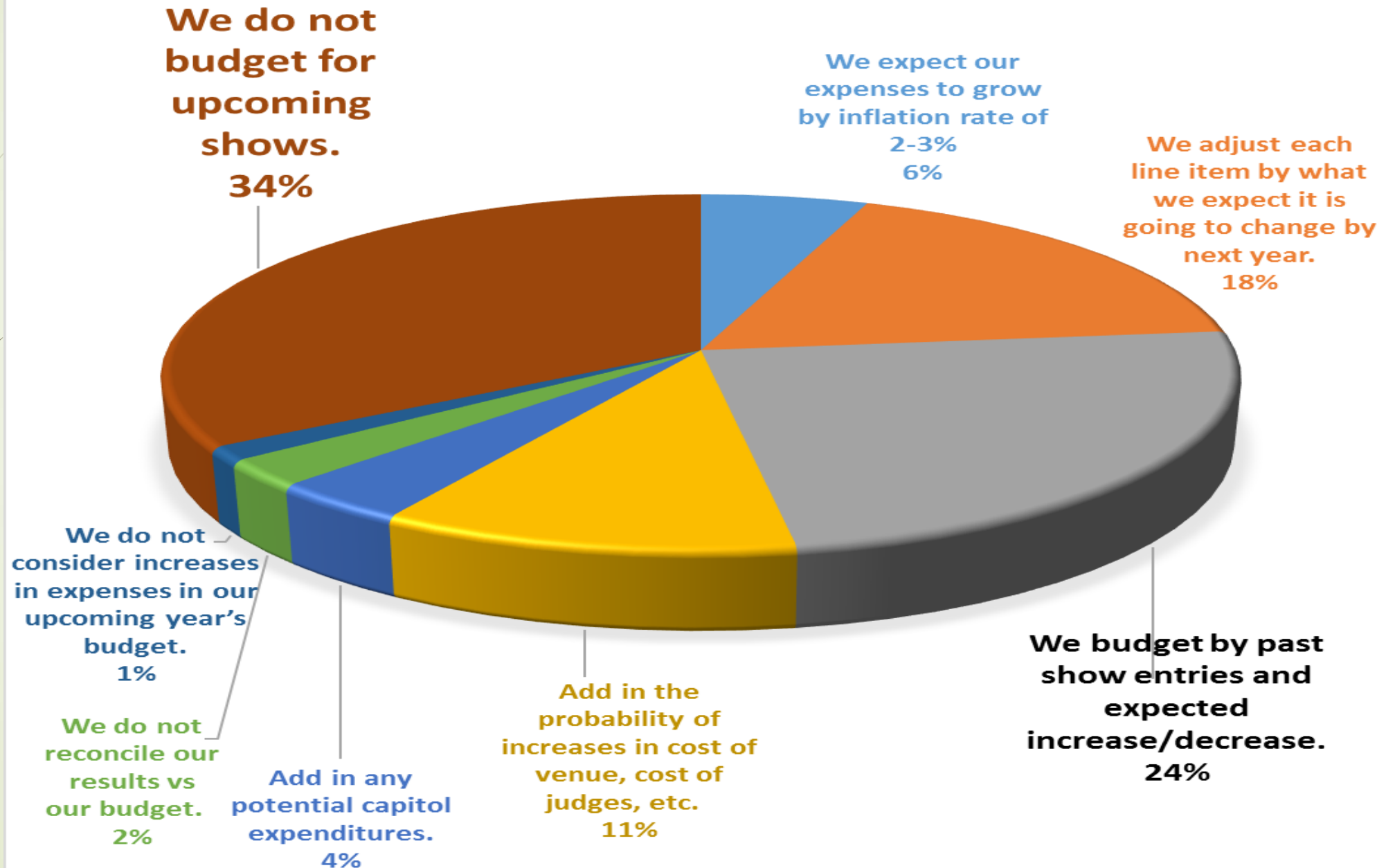
**DO YOU HAVE AN ANNUAL WRITTEN BUDGET FOR
YOUR CLUBS' SHOWS FOR THE NEXT YEAR?**



HOW OFTEN DO YOU RECONCILE YOUR ACTUAL RESULTS AGAINST WHAT YOU BUDGETED?



HOW DO YOU BUDGET FOR YOUR UPCOMING YEAR'S SHOWS?



DOES YOUR CLUB HAVE A CONTINGENCY PLAN FOR A POSSIBILITY OF SHOW CANCELLATION(S)?

