

ProAcct Club Management

FINANCIAL & MEMBERSHIP GUIDE



PROACCT

Outline

- Subscription Control
- Debenture Control
- Monthly Updates/Payments
- Financial Statements
- Secretarial – Newsletters etc
- Membership Maintenance

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Membership

- Attend to members' enquiries
- Amend members register with change of addresses
- Attend to members requesting to change membership status
- Attend to members complaints

Secretarial

- Prepare & distribute various newsletters throughout the year
- Preparation of annual report to members
- Attending to any additional correspondence as directed by the committee
- Attending the Annual General Meeting

Financial Statements

- Prepare financial statements for the year ending
- Assist committee members in preparing their annual report
- Answer all member queries on any financial matter
- Prepare annual budgets & cash flow projections
- Prepare Quarterly Business Activity Statements

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Monthly Updates

- Preparation of any payments for the month
- Monthly cash book
- Monthly Bank Reconciliations
- Updated cash flows-Budget vs Actual
- Receive and forward any correspondence
- Attend to any specific requirement by the committee
- Attend monthly Committee meetings

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Ownership

- Provide information & application forms to prospective members
- Handle enquires regarding prospective new members
- Setup register of members interested in selling their membership
- Provide facilities for transfer of membership
- Payment of joining fees

Subscriptions

- Set & Distribute Subscription notices
- Receive all Subscription payments, bank & post to accounts
- Set & distribute penalty statements to out-standing accounts
- Deal with correspondence via telephone/mail re members' queries
- Maintain a full & accurate member register

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Contact

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