



The [Club Matters website](#) has lots of information, resources and downloads to help sports clubs. The four tables below identify the main pages under the [Finances](#) section of the Club Matters website and illustrates some of the reasons clubs may want to access the information available.

To help clubs find the support they need, this short guide provides top tips and direct links to the relevant resources.

Please note that in order to access some of the links below you will need to be registered and logged in to the Club Matters website.

BUDGETING



A club would like to develop a budget to help manage their money but is unsure on the approach to take...



- Keep it simple and realistic
- Look at past and current income and costs to plan accurately for the future
- Involve other committee members in developing and agreeing the budget
- Review your budget regularly



[Overview of budgeting](#) • [Budgeting tips](#) • [Monthly budgeting template](#)
[Budgeting examples](#) • [Appointing a treasurer](#) • [Budgeting online module](#)

MANAGING YOUR MONEY



A club needs support managing their money more effectively....



- Record all money in and out of the club and the timing of when payments are due
- Once you know what you are spending and when, then plan your actions
- Keep detailed stock records and take regular stock takes
- Keep any personal finances separate from club funds
- Check your club bank account regularly and monitor it against a budget



[Simple steps to better money management](#) • [How to reduce your costs](#)
[Finances online module](#) • [Cash flow online module](#)

GENERATING INCOME



A club wants to understand what options are available to them to help them increase their income...



- Do some research to see if your membership fees are competitive with other clubs and activities locally. They should ideally cover the club's day-to-day running costs
- Fundraisers and social events are great ways to generate income and build contacts
- Think about any sponsorship opportunities your club could offer local businesses



[Types of income](#) • [Member subscription top tips](#) • [Sponsorship toolkit](#)
[Sponsorship proposals](#)

TAX AND SPORTS CLUBS



A club doesn't know which taxes it should be paying...



- Understand the different types of tax, and when and why they should be paid
- Consider any tax relief you may be entitled to based on your club's legal structure
- Be clear on the difference between club employees and volunteers and your responsibilities to each of them



[Types of taxes](#) • [Business rates](#) • [Corporation tax](#) • [Employment status indicator](#)
[VAT & Sports Clubs online module](#)