



PROJECT: CLUBS 50 MARKS

Information

Assessment rubric: Project

General	18 marks			
Constitution of the club				
	4 marks	3 marks	2 marks	1 mark
Vision and mission	Gave in depth explanation	Gave a vague explanation	Differentiate only between a vision and vision	Stated that the club have a mission and vision.
Objectives	Explained the objectives in depth	Stated two objectives	Stated only one objective	Stated that the club have objectives
Membership fees and entrance fees	Stated the membership and entrance fee criteria, amount and when payable	Stated membership fees or entrance fee criteria, amount and when payable	Stated the membership and entrance fee amount and when payable	Gave only the amount of membership fees and entrance fee
Honorarium and Annual General Meeting	Stated in depth how honorarium is handled and the amount and the date of the AGM	Stated in how honorarium is handled and the amount and the date of the AGM	Stated the amount of honorarium and the date of the AGM	Stated the amount of honorarium or the date of the AGM
Disciplinary procedures	Compare the club disciplinary procedures with the learner procedures and give recommendations	Compare only the club disciplinary procedures with the learner own disciplinary procedures	Explained the club disciplinary procedure	Stated that the club has disciplinary procedures
Membership fees				
Information from membership fees account	Stated all aspects from membership fees account	Stated three aspects from membership fees account	Stated two aspects from membership fees account	Stated only one aspect from membership fees account
Internal control over membership fees	In depth discussion of two internal control measures	Only two internal control procedures mentioned	Only one internal control procedure discussed in depth	Only one internal control procedure mentioned
Preparing a membership fees account	Format of membership fees account with amounts and dates	Format of membership fees account with amounts	Format of the membership fees account with all details	Format of member fees account with little details

Handling of cash				
Cash received were handled	Explain how cash was received and mentioned how GAAP principles were applied	In depth discussion without the GAAP principles	A vague discussion	Explain only how cash were received
Cash payments were handled	In depth discussion of payments including ethical manner plus learner's own opinion	In depth discussion of payments plus ethical manner or learner's opinion	In depth discussion how payments are handled without ethical manners and learner's own opinion	A vague discussion how payments are handled
Suggestions	Suggestions in depth	Only one part in depth	Vague suggestion on both	Cash receipts and cash payments mentioned
Fund raising				
How fundraising is handled and additional ways	Stated how fund raising is handled and three ways to raise funds	Stated how fund raising is handled and two ways to raise funds	Stated how fund raising is handled and one way to raise funds	Stated only how fund raising is handled
How fundraising is distributed	Mentioned how fund raising is distributed, if learner is satisfied and in depth discussion	Mentioned how fund raising is distributed, if learner is satisfied and vague discussion	Mentioned how fund raising is distributed and if learner is satisfied	Mentioned only how fund raising is distributed
Financial statements	30 marks			
TOTAL	Marks obtained/2 = marks out of 50			

Required

Arrange to visit a local club in your area or find information about a club on the Internet. You should collect relevant information from the club to prepare the following aspects:

1 General

- 1.1 Give a brief definition of a non-profit organisation.
- 1.2 State the main difference between a non-profit organisation and a for profit organisation.
- 1.3 Can a non-profit organisation change to a for profit organisation? Briefly explain your answer.
- 1.4 State the difference between entrance fees and membership fees.
- 1.5 Do you expect to find a monthly salary payment to a club's management members? State the name of their monetary reward and explain the term.

2 Report on the club investigated

2.1 Introduction

Write a short synopsis of the club including the name of the club, where it is situated and which activities the club offers.

2.2 Constitution of the club

If you are able to obtain the constitution, attach the contents at the end of the report. You are required to give a brief explanation of the following aspects:

- Vision and mission
- Objectives
- Membership criteria (refer to any diversity reference made in the constitution)
- State the entrance fees of the club and when it is payable.
- State the membership fees of the club and when it is payable.
- Does the constitution refer to management members and how they should be remunerated?
- When should the Annual General Meeting take place? Comment if the club is adhering to this requirement.
- Could you find any section in the constitution referring to a disciplinary procedure? If so, do you agree with it or not? If there are no disciplinary procedures stated, state the disciplinary procedures you will consider to add to the constitution.

2.3 Aspects in the investigated club

2.3.1 Membership fees

2.3.1.1 How many members paid their membership fees for the previous year?

2.3.1.2 How many members paid their current year's membership fees? Also state the amount of any arrear membership fees received during the current year.

2.3.1.3 State the membership fees amount that was written off during the current year.

2.3.1.4 State any TWO internal procedures that the club should implement to prevent membership fees being written off.

2.3.1.5 Provide the Membership Fees account as it will appear in the General Ledger.

2.3.2 Handling of cash

2.3.2.1 Describe how cash received is handled at the club you investigated.

2.3.2.2 Do you agree that this is handled according to GAAP? Briefly explain your answer.

2.3.2.3 Who ensures that payments are made?

2.3.2.4 Describe how the club processes payments. Do you agree that the club processes payments in an ethical manner? Briefly explain your opinion.

2.3.2.5 Give ONE suggestion how cash received can be improved and ONE suggestion how cash payments can be improved.

2.3.3 Fund raising

2.3.3.1 How does the club obtain any funds?

2.3.3.2 Do you think that the club is using the best ways to raise funds? Explain what additional ways (maximum of three) the club could use to raise funds.

2.3.3.3 If you are a member of the club, will you be satisfied with the current year's funds available for distribution? Briefly explain your response.

2.3.4 Financial statements

2.3.4.1 Name the financial statements of a club.

2.3.4.2 The club received a bequest in the amount of R150 000. Provide the General Journal entries in the event that:

- the bequest is capitalised
- the bequest must be treated as current income
- 40% of the bequest must be used as current income and the remainder must be capitalised.

2.3.4.3 Refer to the previous question and state for each instance where the amounts will be found in the financial statements of a club.

2.3.4.3 Look at the current year's financial statements and give TWO suggestions how you will increase the surplus in the club if the same fund raising events are planned for the next financial year.