

News and Workshops – March/April 2023

Audience: Club Management Teams

Below is a reminder of the tasks and suggested actions over the next 2 months for effective management at club level.

A list of helpful resources is also included and a calendar of free workshops coming up to assist in this area - open to club management teams and /or appropriate position holders within clubs and branches.

March	April (Season End)
<ul style="list-style-type: none">Review budgets for next yearPrepare EOY financialsPlan Annual Report	<ul style="list-style-type: none">Prepare Annual ReportsNominations for Branch AwardsEnsure incident reports have been entered into IRD systemsFinancials to auditorsFinalise patrol logsReview lifesaving equipment and order for next seasonClub sponsorship annual reviewEdu-check due
Resources	Resources
Financial Management Financial Reporting for Charities Webinar	Annual Report Guideline Sponsorship guide Incident reporting

Upcoming Training and Workshops

12 April 2023

Administration Workshop 3

For Club Administrators - End of season tasks, Annual Reports, Awards of Excellence

[**Register**](#)

18 April 2023

Annual Report Webinar

Guide to creating your Annual Report - Legal Requirements, inclusions and design.

[**Register**](#)

For further assistance or guidance, please contact your local branch officer or Jenni Darwin at Surf Life Saving NSW.

jdarwin@surflifesaving.com.au

0478 289 868