# B-1 CLUB FINANCIAL REPORTING CHECKLIST

# *– CORRECTED REPORT 3/6/2024*

Club name*: SCCL Bocce Ball Club*

Reporting period: January 1 – December 31*, 2023\_\_\_*

Sun City Carolina Lakes clubs vary in financial complexity, from quite simple to very intricate. This checklist will help determine which financial forms a club must complete. Association clubs report these forms at year end; Affiliated clubs when specifically requested.

**Submit this checklist with any needed forms to the Management Company.**  Checking “No” replaces submitting that form.

1. Does your club use the Community Association’s Tax ID Number for banking purposes?

\_\_\_X\_\_ Yes: Complete both *Form B-2, Club Financial Report,* and Complete *Form B-3, Club Bank Reconciliation* and provide a copy of your bank statement for the last month of the reporting period.

\_\_\_\_\_ No: (Forms B-2 and B-3 not required)

1. Did your club pay any vendors for services during the reporting period? (Examples: instructors, performers, DJ’s, etc.) (Note: Affiliated clubs report to their tax advisor, not the SCCLCA.)

\_\_\_X\_\_ Yes: Complete *Form B-4, Vendor 1099 Miscellaneous Income Report.*

\_\_\_\_\_ No: (Form not required)

1. Does your club own any asset with an acquisition value in excess of $500? (Examples: sewing machines, grills, tractors, computers, etc.)

\_X\_ Yes: Complete *Form B-5, Chartered Club Asset Report.*

\_\_\_\_\_ No: (Form not required)

1. Check all submitted forms to be certain that the following are entered:
   1. Your club name,
   2. The current reporting period,
   3. Names, signatures, and dates where required,
   4. Club name, reporting period, and form number on any attachments.

Treasurer’s name: *Patricia J. Herring*

*Treasurer’s phone: 803-396-8837*

*Treasurer’s email: herringpatricia44@gmail.com*

*Leader’s name: John Bowes*

*Co - Leader’s name: Patricia J Herring*

# B-2 CLUB FINANCIAL REPORT

Club Name: *SCCL Bocce Ball Club*

Reporting Period: *January 1 – December 31, 2023*\_\_\_

Line # Amount

1 Cash Balance per Books at Beginning of Period **$4761.37**

Cash Receipts:

2 Member Dues **$3624.00** Donations Received by Club  **6.00**

4 Total Event(s) Gross Receipts Year end dinner  **2618.00**

5 Advertising and Sponsorship Revenue

6a Other Cash a) Membership fees

6b Receipts b)

6c Additional Other Cash Receipts (from attached list)

7 Total Cash Receipts **6248.00**

Expenditures:

8 Total Event(s) Gross Expenditures **10332.87**

9 Advertising and Sponsorship Expenses

10 Awards and Honorariums **31.90**

11 Administrative Supplies

12 Members Support Expenditures ( **Tournament awards)**

13a Charitable a) Lancaster Children’s Outing

13b Contributions b)

13c Additional Charitable Contributions (from attached list)  **10364.77**

14a Other Cash a)see attachments for specific expenditures.

14b Expenditures b) misc. office supplies –Paper/ink cartridges

14c Additional Other Cash Expenditures (from attached list)

15 Total Cash Expenditures **(4116.77**)

16 Net Change in Cash Balance During Period (Line 7 less Line 15)

**644.60**

17 Calculated Cash Balance at End of Period (Line 1 plus Line 16)

18 Actual Cash Balance per Books at End of Period (Must equal Line 17)

Total of B-3s: \_\_\_\_\_\_\_\_\_\_\_\_ plus Cash on Hand: \_$644.60\_\_\_ =

19 Less Club Reserves (if applicable, MUST be explained below) *0*

20 Unreserved Balance (Line 17 less Line 19) **644.60**

Reserves:

*4 Bocce Ball Bags; 8 sets of new Bocce Balls; Office supplies – paper/ink cartridges ; Orientation to Bocce Ball game once monthly - refreshments; Lancaster Children’s Home Luncheon x 2*

***ATTACHED IS A DETAILED LISTING OF ALL 2023 EXPENDITURES- any ?? please contact me.***

*Patricia J. Herring 803-396-8837*

Treasurer’s name and phone number

**B-2, CLUB FINANCIAL REPORT (Continued)**

ATTACHMENT TO FORM B-2 (If needed)

Club Name: SCCL Bocce Ball Club

Reporting Period: January 1 – December 31, 2023\_\_\_

Line 6c – Detailed list of additional Other Cash Receipts

Amount Description of Revenue Source

1. **FEES FOR TOURNAMENT PLAY AND**
2. **LEAGUE PLAY**
4. **TICKETS FOR DINNER @ END OF YEAR PARTY**

NONE Total of above listed Other Cash Receipts (enter on line 6c)

Line 13c – Detailed list of additional Charitable Contributions

Amount Description of Recipient



Total of above listed Other Charitable Contributions (enter on line 13c)

Line 14c – Detailed list of additional Other Cash Expenditures

Amount Description of Expense

2. See attached listing

Total of above listed Other Cash Expenditures (enter on line 14c)

# B-3 CLUB BANK RECONCILIATION

Club Name: *SCCL Bocce Ball Club*

Reporting Period: January 1 – December 31, 2023\_\_\_

Use one form per bank account and attach the December copy of your bank statement for the appropriate date checked above.

Bank Account (check one): \_X\_\_ Checking, \_\_\_ Savings, \_\_\_ Other (identify):

1 Balance per Bank Statement:  **644.60**

2a Add: Deposits in Transit 0

2b Add: Bank Charges Not Recorded on Books 0

2c Total Additions **644.60**

3a Subtract: Outstanding Checks (Provide list if more than five)

3b b) Ck. #

3c c) Ck. #

3d d) Ck. #

3e e) Ck. #

3f f) Ck. #

3g Additional Outstanding Checks (from list) \_\_\_\_\_0\_\_\_\_\_

3h Total Outstanding Checks

3i Subtract: Other Outstanding Withdrawals (see attached list) 0

3j Subtract: Interest Income Not Recorded on Books 0

3k Total Subtractions 0

4 *Adjusted* Bank Balance (Line 1 plus Line 2c less Line 3k) **$644.60**

5 Balance *per Club Records* (must equal Line 4)  **$ 644.60**

*Patricia J. Herring*

*803-396-8837*

Treasurer’s name and phone number

**B-3, CLUB BANK RECONCILIATION (Continued)**

ATTACHMENT TO FORM B-3 (If needed)

Club Name:

Reporting Period: January 1 – December 31, 20\_\_\_

Line 3g – Detailed list of additional Outstanding Checks

Check number Amount

g)

h)

i)

j)

k)

l)

m)

n)

o)

p)

q)

r)

s)

t)

u)

v)

Total of above listed Outstanding Checks (enter on line 3g)

Line 3i – Detailed list of Other Outstanding Withdrawals

Withdrawal date Amount Brief Description

a)

b)

c)

d)

e)

f)

g)

h)

i)

j)

k)

l)

m)

n)

o)

Total of above listed Other Outstanding Withdrawals

(enter on line 3i)

# B-4 CLUB IRS FORM 1099-MISC INCOME REPORT

*(Only for Association clubs)*

Club Name: SCCl Bocce Ball Club

Reporting Period: January 1 – December 31, 2023\_\_\_

Payments for Services by Clubs to Service Providers (e.g. instructors, entertainment)

|  |  |  |  |
| --- | --- | --- | --- |
| Item # |  |  | Payee Name |
| Check | Check | Check | Billing Address |
| Date | Number | Amount | Phone |
|  |  |  | Short Description of Service |
| #1 | 1200 | $ 2100.00 | **Waiter’s Choice Catering** |
|  | 1203 | $5324.75 | 8031Arrowridge Road  Charlotte, NC 28273 |
|  |  |  |  |
|  |  |  | **Food/Dinner** |
| #2 | 1204 | $300.00 | **The Water’s Edge Band – Joseph Shingara** |
|  |  |  | 5986 Bison Ct.  Ft. Mill, SC 29707  252-412-5604 |
|  |  |  |  |
|  |  |  | **Live entertainment** |
| #3 |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| #4 |  |  |  |

Optionally, multiple payments to the same payee may be summarized on one line. In that case leave the Check Date and Check Number fields blank, and enter the total payment in the Check Amount field.

This form must be filed with the Management Company as early as after the year’s last service provider is paid, **but not later than January 12**

Attach additional pages if needed

Patricia J Herring 803-396-8837

Treasurer’s name and phone number

# B-5 CLUB ASSET REPORT

Club Name: *SCCL Bocce Ball Club*

This listing applies to all qualified assets as of December 31, 2023\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item Name | Item Serial #  or description | Date Acquired | Location | Value |
| 1.Wall Clock | Large plain numeral Clock | 2023 | Wall of bulletin board @ Bocce Court | $80.00 |
| 2.Bocce Ball Storage Box | Large Brown Storage Box with lock | 2022 | @ Bocce Courts | $60.00 |
| 3.4 new sets if Bocce Balls | Red/green Bocce Balls | 12/2023 | In storage box @ Bocce Courts | $500.00 |
| 4.Misc. clip boards/ First aid kit | First Aid Kit in red box ,,new clip boards for keeping score | 2023 | In storage box @ courts | $50.00 |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| 7. |  |  |  |  |
| 8. |  |  |  |  |
| 9. |  |  |  |  |
| 10. |  |  |  |  |
| 11. |  |  |  |  |
| 12. |  |  |  |  |
| (attach list if more items) |  |  |  |  |

List any assets with an acquisition value (purchase, donation, handmade) in excess of $500. Property must be listed to be covered by the Association’s property insurance.

John Bowes -704-733-8420

Club Leader name and phone number