

# NAWGJ Quarterly Financial Report

Where do we account for  
**income** and **expenses**?

2/2/2021 NAWGJ Finance Committee

# We made a new FORM to help

- ▶ Make the Quarterly Financial easier and more user-friendly
  - ▶ Clarify Income/Expense categories
  - ▶ Provide examples
- ▶ Assist in creating uniformity

Will post on NAWGJ web site shortly

## Financial- Where do we account for income/expenses?

Expenses	Category
Check printing	65100 Bank fees
Code, flipbook, Start Value..	68330 Educational/Clinic/Workshop
Dues	
NAWGJ	60920 Membership NAWGJ
USAG, NGA, AAU or other	65010 Memberships to Affiliates
Fundraiser/State Judge's Cup	(fundraiser separate report)
Gifts for gymnasts/coaches/judges participating in fundraiser	60910 Fundraiser
Athlete Awards	60910 Fundraiser
Printing scorecards	60910 Fundraiser
Paying Judge expense/per diem	60910 Fundraiser
Elections/Voting	65040 Operating Supplies
Gifts	
Board Member gifts	65010 Promotional/Gifts/Donations
Achievement awards	65010 Promotional/Gifts/Donations
Birth/death/marriage	65010 Promotional/Gifts/Donations
Group Clinic/Congress Registration	
Cost of a clinic (clinician fees, sanction, travel, facility etc.)	68330 Educational/Clinic/Workshop
NAWGJ pays of registration fee for Congress/Symposium...	68330 Educational/Clinic/Workshop
Ink, paper, pens, folders	
Running office	65040 Operating Supplies
Fundraiser materials	60910 Fundraiser
	68330 Educational/Clinic/Workshop
Judge to Regionals or Nationals (pay cost of judge to help support additional judges from state/region at a meet)	
Meals/hotel/mileage/travel expenses	
For clinician you bring in for education/clinic	68330 Educational/Clinic/Workshop
For judges at fundraiser	60910 Fundraiser
At board meetings/general meetings	68300 Meetings
SJD National workshop	68300 Meetings
Mistake you made with expense (this is to balance your report with your bank statement and should be minor amounts of money)	69700 Over & short
Payment to GymJas/assigner	65000 Assigning
Promotional items with NAWGJ Logo	65010 Promotional/Gifts/Donations

## Financial- Where do we account for income/expenses?

Reimbursement of phone/internet/Website	65040 Telephone/Internet/Web
Senior blankets/gifts to gymnasts (not associated with a fundraiser)	65010 Promotional/Gifts/Donations
Test registration or expenses Compulsory/Optional	68330 Educational/Clinic/Workshop
Uniform--NAWGJ (paying for judges)	65010 Promotional/Gifts/Donations
Voting/Election Costs	65040 Operating Supplies
Zoom or other platform for virtual clinics/meetings	68330 Educational/Clinic/Workshop

Income	Category
Assigning Fees received for judging requests	47200 Assigning Fees
Athlete registrations, raffle ticket purchases, other Judges Cup and fundraiser-related income	46410 Judges Cup/Other Fundraiser
Donation/Gift to NAWGJ (by club, USAG, individual, etc.)	43450 Donation
Group/Congress/Clinic registration, refunds to NAWGJ for group registrations	47240 Clinic/Workshops income
Interest on savings or checking account (see Financial report--checking interest is under Income, Savings interest under Savings)	45030 Interest
Other income	46400 Other
Refund of Clinic/Education fees	68330 Educational/Clinic/Workshop Credit
Sales of items (Promotional items like masks or other)	46400 Other



▶ **EXAMPLES**

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INCOME



# Judges Cup/Other Fundraisers

## 46410

- ▶ Income from Judges Cup Fundraiser Report
- ▶ Income from any other type of NAWGJ fundraiser (New)
  - ▶ Selling items
  - ▶ Raffles (if legal in your state)



# INCOME 40000's

- ▶ Assigning Fees
- ▶ Clinics/Workshops
  - ▶ Group/Congress/Clinic registration
  - ▶ Refunds to NAWGJ for group registration
  - ▶ Refunds of Clinic/Education fees
- ▶ Donations (NEW!!)\*
  - ▶ USAG
  - ▶ Club
  - ▶ Individual
- ▶ Helping Hands-Internal transfer (NEW!!-consider giving)
- ▶ Income from State/Regional/National office-internal transfer

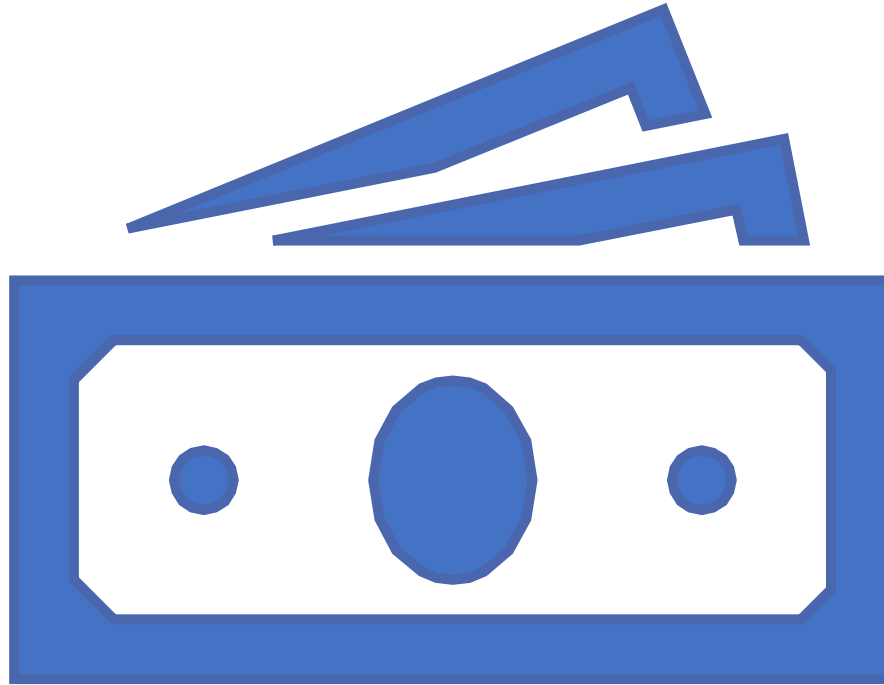
## \* If you get a donation

- ▶ You need to write a receipt for the donor.
- ▶ Here's a sample:
  - ▶ Dear Donor: Thank you for your cash contribution of \$150 to (State) NAWGJ on February 2, 2021. No goods or services were given in exchange for your contribution. Sincerely, Sally Jones, (State) SJD NAWGJ



# EXPENSES

- Remember receipts please



# Judges Cup/Other Fundraisers 60910

- ▶ Expenses from Judges Cup Fundraiser Report
- ▶ Expenses from any other type of NAWGJ fundraiser
  - ▶ Fill out Fundraiser Report



# National Judges Cup 68330



- ▶ If NAWGJ office pays for expenses
  - ▶ Judges' travel, accommodations, per diem
  - ▶ NJC Gift for judges at meet
  - ▶ Patty J Shipman State team entry fee, leo, etc.



# Meetings 68300

## (Used to be Travel to Meeting)



Region 1 Judges at 2019 National Symposium

- ▶ NAWGJ SJD National Workshop (complete travel voucher)
  - Accommodations
  - Meals (per diem or actual)
  - Travel
- ▶ NAWGJ Board meetings
  - State/Regional/National Governing Board meetings
- ▶ Expenses to meetings where you officially represent NAWGJ



## Assigning 65000

- ▶ ASSIGNING
  - ▶ Gym Jas or other assigning programs
  - ▶ Other assigning costs

## Telephone/Internet/Website 65040

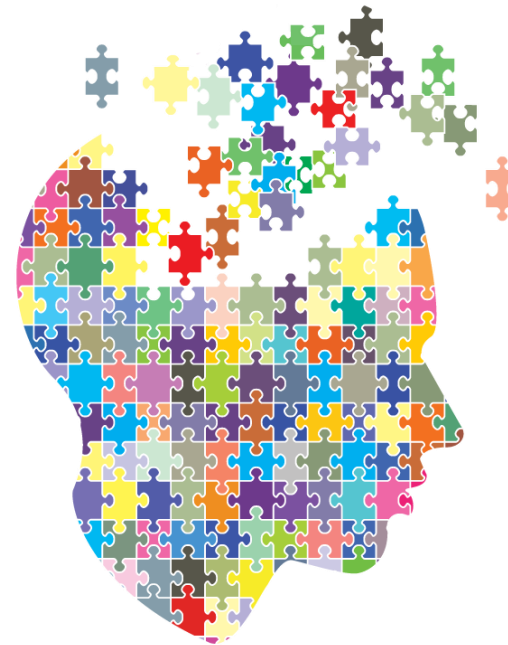
- ▶ TELEPHONE/INTERNET/WEBSITE
  - ▶ 25% of actual cost of telephone/internet
  - ▶ State website expenses



# EDUCATION 68330

## (Goal of at least 40% of yearly budget)

- ▶ **NAWGJ pays for:**
  - ▶ Registrations
    - ▶ Symposium, Congress, State Clinics, Virtual Clinics
  - ▶ Putting on a Clinic
    - ▶ Clinician fees, sanction, travel, facility, etc.
  - ▶ Test registration fees
    - ▶ Compulsory/Optional tests
  - ▶ Materials for judges
    - ▶ Code of Points, Compulsory books, iPad books, Start Value flasher
  - ▶ NAWGJ pays costs for additional judge to State/Regionals/Nationals



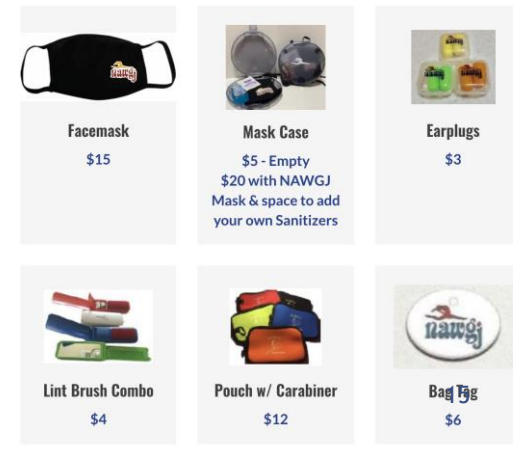
# Promotional/Gifts/Donations

## 65010\*



- ▶ NAWGJ pays for items NOT associated with a Fundraiser
  - ▶ NAWGJ uniform
  - ▶ Promotional Item for judges with NAWGJ logo
  - ▶ Achievement awards
  - ▶ Board member gifts
  - ▶ Special gifts- marriage/birth/death
    - ▶ (best practice is to pass the hat)
  - ▶ Gifts to gymnasts, i.e., Senior blankets

\*Per operating code gifts/donations limited to \$100. Written permission from RJD if >\$100



# Memberships 60920 & 65010

- ▶ NAWGJ 60920
  - ▶ SJD-consider paying all members dues so reimbursements are less
- ▶ Memberships to Affiliates 65010
  - ▶ USAG
  - ▶ NGA
  - ▶ AAU
  - ▶ Other

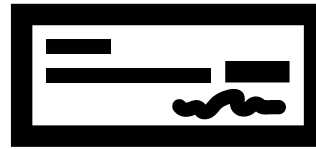


# Bank Fees 65100

## Operating Supplies 65040

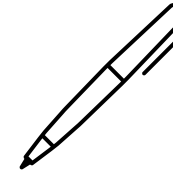
### ▶ BANK FEES

- ▶ Check printing



### ▶ OPERATING SUPPLIES -

- ▶ Elections/Voting expenses
- ▶ Ink, paper, pen, folders to run the office



# NAWGJ Disbursement (RJD only)

- ▶ Internal transfer (no number)
  - ▶ RJD to State for memberships

# Over and Short 69700 (new)

- ▶ Off by cents?
  - ▶ Use this category



# Using the Form



Alphabetical listing of many  
income/expenses



Try everything in your power to  
not use “OTHER”



If in doubt, call your RJD-  
We are here to help!

# Enter mock data into the form

- ▶ Cells are “locked” to calculate totals
  - ▶ If you really need to unlock, the code is nawgj
- ▶ Ok to use Google Doc form
- ▶ We realize printers/computers etc. are different
- ▶ PLEASE—contact Robin Ruegg to help us work out any kinks
  - ▶ 651-253-9932
  - ▶ [nawgjrrfinance@gmail.com](mailto:nawgjrrfinance@gmail.com)
- ▶ Be patient. We are truly trying to make this easier for you
- ▶ Thanks to Tiffany Martz, TX Financial Assistance for many helpful edits



OUR THANKS  
to all of you  
for your hard  
work in  
supporting  
NAWGJ!



Thank you Robin Ruegg,  
NAWGJ Director of Finance,  
for your leadership and knowledge  
of the ins and outs of 501(c)(3)  
finances!

The NAWGJ Finance Committee:  
Robin Ruegg, Robin Smith,  
Debbie Campbell, Denise Green

# We would love your feedback

- ▶ Questions?
- ▶ Comments
- ▶ Concerns
- ▶ Let's talk