

We declare that the Squash Revenue and Senior Subscription information is correct in respect of the financial year stated above:

Signature of Club President

Signature of Club Secretary or Treasurer

Club contact person:

Name of club member who completed this form (please print)

Daytime phone number of contact person:

Date completed

FROM THE CEO

Calculating the SEM figures is an important annual task for each club. In a continuing effort to be fair to all clubs, Squash New Zealand requires a precise breakdown of squash income. Thank you for your help in calculating the National Squash Levy accurately and returning the declaration on or before 31 October 2009.

If you require any help, please contact the Squash Development Officer in your District or ring Vivienne Brumby at the National Office: 09-815 0970

Mike Thompson
Chief Executive

CHECKLIST

- Have you filled in your club's name and current postal, email and street addresses?
- Are all your income figures **exclusive of GST**?
- Has your declaration been signed by the President & Treasurer of your Club?
- Have you included your name & daytime phone number?

Please return to
The Administration Manager,
Squash New Zealand, PO Box 21-781
Henderson, Auckland

DEADLINE

The information is required at the National Office by

31 OCTOBER 2009

Thank you for meeting the deadline

NATIONAL SQUASH LEVY

For the purposes of setting annual affiliation fees, all Squash Clubs are required to submit a Subscription Declaration to *Squash New Zealand* before

31 October 2009

HOW THE SEM FORMULA WORKS

Affiliation levies are set using a Senior Equivalent Member (SEM) system. It is a financially-based formula derived from a club's Squash Revenue and Senior Subscription.

It ensures that all club members and users of a club's squash facilities contribute proportionally to the club's annual affiliation levy.

$$\text{SEM} = \frac{\text{Total Annual Squash Revenue (Total A)}}{\text{Annual Senior Subscription (Total B)}}$$

A CASE STUDY

The following is an example of how XYZ Squash Club's SEM number is calculated:

The XYZ Squash Club's financial Balance Date is 30 September. For the preceding 12 months the XYZ Squash Club received \$35,525 (**excluding GST**) in Squash Revenue made up of the following income:

Subscriptions	27,500
Business House Fees (nett)	3,000
Visitor fees	1,525
Contra subscriptions	3,500
TOTAL SQUASH REVENUE (This is Total A)	\$35,525

The XYZ Squash Club's Senior Subscription for the full 12 months was \$245 (**excluding GST**). This is Total B.

Using the SEM formula, the XYZ Squash Club's SEM number would be **145** (i.e. \$35,525 divided by \$245).

DEFINITIONS

SQUASH REVENUE now includes ALL income received by a club that allows for or provides for the use of a club's squash courts, namely:

- **Individual Annual Subscriptions**
Senior, Junior, Married, Family, Social etc. subscriptions paid either as a lump sum or by installments.
- **Corporate and/or Business House Subscriptions**
Net income from payments by business firms for use of the club's squash facilities by members of the business firm either as individual or in groups. (i.e. income less the cost of prizes, prizemoney etc)
- **Casual Member Fees**
Court fees from players using courts on a "pay to play" or "pay per game" basis.
- **Visitor Fees**
Court fees paid by or for guests of club members.
- **Court Hire Fees**
Income from the hire of the club's courts, to members of the public, business houses or other similar groups, but not income from court hire to schools.
- **Contra Subscriptions**
Payments "in kind" which stand in place of a normal cash subscription. For example, where a club member provides goods or services to the club (directly or indirectly) in lieu of a cash payment. It also includes dollar value of "free" memberships given to A grade players.

Please note that Squash Revenue does **NOT** include: Bar/kitchen income, raffle income, pro-shop sales, grants from local councils and local licensing trusts, advertising and sponsorship income, tournament entry fees and sponsorship.

SENIOR SUBSCRIPTION

For the purposes of this declaration, **Senior Squash Subscription** is defined as the **normal basic senior subscription** paid by the due date (i.e. **not an artificially inflated membership, or increased by the addition of grading or interclub fees**) paid by an individual club member, entitling him/her to access to the premises, use of the club's squash courts and participation in *Squash New Zealand Graded Competition*.

In the event of any dispute over the interpretation of Squash Revenue or Senior Subscription, the decision of the *Squash New Zealand* Executive Board shall be final. Clubs may be required to provide *Squash New Zealand* with audited financial accounts in support of their declaration.

NATIONAL SQUASH LEVY DECLARATION

FULL Name of Club

Club's Postal Address

Club's Email Address

Club's Street Address

Phone:

Fax:

Club's Financial Balance Date

GST Number

Please Note:

The figures provided below must be from the club's latest complete financial year

Explanation of SQUASH INCOME:

Annual Subscriptions
 Short term subscriptions
 Business House – nett income
 Casual Fees
 Visitors Fees
 Court Hire
 Contra Subscriptions

A

Total club **SQUASH REVENUE** received for the 12 months prior to the above Balance Date (**excluding GST**):

\$

TOTAL A

B

SENIOR SUBSCRIPTION paid by club members during the year to balance date (**excluding GST**):

\$

TOTAL B

The CLUB'S SEM number is:

(i.e.) Total A divided by Total B

Club SEM Number