



## Facility Budget Planning & Financial Document Access

**Department:** Finance / Operations / Franchise Support

**Applies To:** All UAC Franchise Owners, Centre Managers, and HQ Finance Team

**Purpose:** To provide a consistent process for facility-level budget planning, financial tracking, and secure access to financial documentation.

This SOP ensures that all UAC facilities operate with financial transparency, maintain budget discipline, and align with UAC HQ's performance targets.

### Objectives

1. Establish an annual and quarterly budgeting process for all UAC facilities.
2. Provide controlled access to financial reports and supporting documents.
3. Promote data-driven decision-making through standardized templates.
4. Maintain accountability between franchise owners, HQ Finance, and Centre Managers.

### Scope

This SOP applies to:

- All UAC franchise clubs and company-owned facilities.
- All budgeting activities including revenue projections, expense planning, and capital expenditure forecasting.
- Access and management of financial systems including Xero, Google Drive, and HQ Budget Tools.

### Roles & Responsibilities

- Franchise Owner / Centre Manager: Prepare annual facility budget and review monthly actuals against targets.
- HQ Finance Department: Provide templates, review submissions, consolidate data, and issue financial insights.
- Franchise Support Officer (FSO): Support franchisees in interpreting financial data and identifying improvement areas.
- CEO / Director (HQ): Review and approve annual budgets and significant capital expenditure requests.

## Budget Planning Cycle

Timeline	Activity	Responsible
<b>November–December</b>	Draft Annual Facility Budget for next financial year using UAC template.	Franchise Owner / Manager
<b>January</b>	HQ Review & Approval of Facility Budget.	HQ Finance / Director
<b>Monthly</b>	Review actual vs. budget performance (P&L tracking).	Franchise Owner / HQ Finance
<b>Quarterly</b>	Adjust forecast and update cost-saving or growth initiatives.	Franchise Owner / FSO
<b>EOFY (June–July)</b>	Consolidate year-end results and compare against annual plan.	HQ Finance

## Budget Components

Each facility's budget template (provided by HQ) includes the following standard sections:

Category	Description
<b>Revenue</b>	Membership income, casual passes, PT/S&C, academy programs, recovery, events, merchandise sales.
<b>Cost of Sales (COS)</b>	Supplements, merchandise, Puma uniforms, event prizes.
<b>Operating Expenses</b>	Rent, utilities, cleaning, insurance, marketing, system subscriptions (GymMaster, CRM, etc.).
<b>Staffing Costs</b>	Salaries, commissions, superannuation, payroll tax, staff benefits.
<b>Maintenance &amp; Repairs</b>	Gym equipment, sauna, tubs, basketball courts, HVAC.
<b>Marketing &amp; Promotions</b>	Local activations, sponsorships, content creation.
<b>Capital Expenditure (CapEx)</b>	Large-scale purchases (fit-out, new machines, flooring, signage).
<b>Royalty Fees</b>	Franchise royalty and marketing fund contributions.
<b>Profit / Loss Projection</b>	Summary of forecasted performance per month and cumulative year-end target.

## Access to Financial Documents

System / Folder	Access Provided To	Access Level	Purpose
<b>Xero Accounting System</b>	Franchise Owner, HQ Finance	Read & Edit (HQ), View (Owner)	View live P&L, reconcile transactions, access reports.
<b>Google Drive – Finance Shared Folder</b>	Franchise Owner, Manager, HQ Finance	View & Upload	Store budget templates, reports, and receipts.
<b>UAC Financial Dashboard (HQ)</b>	Franchise Owner, FSO, Director	Read Only	Review performance KPIs and benchmarks across clubs.
<b>Monthly P&amp;L Folder</b>	HQ Finance, Franchise Owner	View Only	Review updated financial reports uploaded monthly.
<b>Budget Forecast Template (Excel)</b>	Franchise Owner, HQ Finance	Edit	Used for annual and quarterly budget submissions.

*Access permissions are controlled by HQ Finance to ensure data confidentiality.*

## Budget Submission Process (Step-by-Step)

Step	Action	Responsible	Timeline
<b>1.Budget Template Release</b>	HQ sends out updated budget template to all franchises.	HQ Finance	November
<b>2.Facility Budget Drafting</b>	Franchise completes all revenue and expense projections.	Franchise Owner / Manager	November–December
<b>3.Budget Review Meeting</b>	FSO or HQ Finance conducts review session with each franchise.	HQ Finance / Franchise Owner	December
<b>4.Budget Approval</b>	HQ signs off and uploads final approved budget to shared folder.	HQ Finance	January
<b>5.Monthly Tracking</b>	Franchise reviews monthly P&L in Xero against budget targets.	Franchise Owner / Manager	Monthly
<b>6.Variance Analysis Report</b>	HQ Finance sends variance report highlighting over/under performance.	HQ Finance	Monthly
<b>7.Quarterly Adjustments</b>	Adjust targets or spending priorities based on performance.	Franchise Owner / HQ Finance	Quarterly

## Financial Document Management

All financial and budget-related documents must be stored securely in the UAC Shared Drive following the structure below:

Google Drive > Finance > [Club Name] > FY2024–2025

Subfolders:

- Budget Plan & Forecast
- Monthly P&L Reports
- Variance Reports
- Expense Receipts
- Bank Statements
- EOFY Reports

All documents must be uploaded in PDF or Excel format, clearly labeled with the following convention:

[ClubName][DocumentType][MonthYear].pdf

Example: UAC\_Melbourne\_BudgetForecast\_FY25.xlsx

## Confidentiality & Data Security

- Financial data and reports are strictly confidential and may only be accessed by authorized personnel.
- Documents stored in Google Drive and Xero must not be downloaded or shared externally without HQ approval.
- Staff handling financial data must comply with the UAC Data Privacy & Confidentiality Policy.

## Monitoring & Review

- HQ Finance monitors facility budgets monthly for anomalies or over-expenditure.
- Franchisees receive quarterly financial performance summaries comparing their results against benchmarks.
- Annual budget templates are updated each October before the new cycle.

## Tools & Resources

Systems Used:

- Xero (Accounting Platform)
- Google Drive (Finance Shared Folders)
- UAC Budget Template (Excel)
- UAC Financial Dashboard

Templates Provided by HQ:

- Annual Budget Template
- Monthly P&L Tracker
- Variance Analysis Sheet
- Forecast Revision Form