

# **Treasurer's Survival Guide**

## **Responsibilities**

The Treasurer is responsible to the Members for the Club's finances; must be available to receive and pay out on behalf of the Club, and must keep complete records of the handling of the money.

## **Records**

It is essential that the Club accounts have been audited when you take them over and that they are audited before the accounts are presented to an Annual Meeting.

If in doubt seek assistance immediately, a mistake in a financial matter is usually made worse by time, not better. Club Leader, County Organiser and your Bank Manager can help.

## **What do I need?**

- \* Receipts – A receipt must be given for all the cash you receive
- \* Pocket Notebook – use as a reminder for all transactions – never rely on your memory
- \* Cash Analysis Book – Stationers like Smiths produce a standard cash analysis book, if in doubt ask your bank manager or accountant for advice on how to fill them in
- \* Cheque Book – Pay by cheque on all possible occasions; remember to fill in the counterfoil
- \* Bank Paying-in Book – Remember to fill in the counterfoils
- \* Cash Box – Keep your own money separate from Club money

## **Financial records must be held for at least 6 years**

## **Dos & Don'ts**

- \* Never turn a cash receipt into a cash payment. It is the short way to book-keeping disaster.
- \* Do be certain to collect all members' subscriptions promptly.
- \* Do encourage the Club to set subscriptions to cover outgoings on each member; otherwise your club could become one long fund-raising effort
- \* Do encourage the club to carry out an Annual Budget
- \* Do ensure that proper licences are acquired when needed: (Lotteries, raffles etc.)
- \* Do make sure that the Club activities are properly insured and premiums have been paid (check with County Office)
- \* Do read the literature written to help you and consult your bank manager for advice.