

# Information Notes for the Treasurer

## What does the Treasurer do?

As Treasurer, you are responsible for looking after all the financial matters of the club. You need to monitor what comes into the club (income) as well as record what is going out (expenditure). This is to ensure that at the end of the financial year a set of accounts can be drawn up to view at the AGM and to pass to the Charities Commission, as a requirement of being a registered charity is to give them a set of accounts once a year.

## Accountant

Most Clubs will have an accountant that draws up the accounts at the end of the financial year. It is advisable to keep the name and address of the accountant, including any charges, easily available for reference.

When dealing with an accountant it is advisable to bear the following in mind:

- The financial year runs from the 1<sup>st</sup> September to the 31<sup>st</sup> August. At the end of the year, the books have to be audited ready for the AGM. As soon as the books are completed and everything is up to date, phone the accountant and arrange to take them in. Along with the books, the accountant also needs:
  - Bank statements
  - Receipts
  - Cheque book and stubs
  - Paying in book
  - Other information - Social event break downs  
People owing money to the club  
Any outstanding receipts to pay
- Once the books have been audited, a treasurer's report can be made at an AGM or EGM. One spare copy of the statement of accounts provided by the accountant must be given to the Minute Secretary and one must be sent to the Charities Commission (see later entry).



## **Bank**

It is advisable to keep a handy reference of the name and address of any banks that hold accounts for your club, together with the relevant account names, numbers and sort codes that may be required when making contact with them.

It is important to maintain the following procedures when dealing with any bank and club accounts:

- At every AGM, a new mandate must be filled out and returned to the bank(s). This determines who can sign the cheques. It is usual practice to have two signatures from a possible three, usually from the Chairman, Vice-Chairman and Treasurer. This makes obtaining a valid cheque slightly easier as they always require two signatures and everyone cannot always guarantee that they will be around.
- Whenever the Treasurer changes, the address for correspondence and statements to be sent to must be changed by sending a letter to your bank(s).
- Cash withdrawals usually have to be made at your registered Branch, however, if you want collection from another Branch, phone up and they can usually help.
- Any transactions made between accounts can usually be made over the phone.
- When phoning the branch, always have account details ready. If you have any queries ask to speak to the Business Banker.

## **Accounts held**

Accounts held will vary between Clubs but it is common to have the following:

### Current Account

- This account is the account that the chequebook and paying in book are for. The accounts written up by the treasurer will be concerning the transactions made through this account.
- It is worth noting whether there is an overdraft facility available and any charges involved.



- Check how many cheques can be cashed during a month as some banks do incur a charge if more than that number is written during a month.
- It is advisable to keep approximately £500.00 in this account. Any extra is better placed in a deposit account, as it will earn more interest.

#### Deposit Account

- The deposit account is where extra funds can be saved to gain a higher interest than in the current account.
- The interest rate available will depend on the type of deposit account held, as there are higher interest rate accounts available.
- It is advisable to check the requirements of every deposit account held, as some may have restrictions on the amount required to be held in the account, as well as restrictions on the number of days notice required to make withdrawals.

#### Charity Account

- Every year the chairperson nominates a charity to raise money for. Any money raised must be paid into the current account and then transferred into the charity account. By law this account needs to be cleared on the 31<sup>st</sup> August, every year. It therefore needs to go back into the current account, where a cheque can be written to the chosen charity.

#### Charities Commission

- As a registered charity the Charities Commission governs us. Their address is:  
Charity Database Division  
P.O. Box 245  
Liverpool  
L69 7HD  
  
Tel: 0151 703 1515  
Fax: 0151 703 1564
- When the statement of accounts comes back from the accountants, a spare copy of our accounts needs to be sent to them.
- Make a note of your registered charity number, as you will be required to give this when dealing with the Charities Commission.



## Completing the Club Account Books

- All payments into and out of the current account must be accounted for. When filling in the books, the date and details must be recorded. The total amount must be put in "total" with a breakdown of the amount put in the relevant columns.
- At the end of every month, all entries must be totalled. The amount in "total" must balance with all the separate totals added together.
- A total must also be done at the end of the page and at the end of the year. When the end of the page is reached, the totals recorded must be carried forward over to the next page. The end of page must not be halfway through a month.
- If any money is transferred into the current account from one of the other accounts, it must be recorded in the total column and on the receipts page.
- If any money is transferred from the current account into one of the other accounts, it must be recorded in the total column and the relevant column on the payments page.

Useful Points to remember when completing the accounts are:

- When writing a cheque, a receipt must be given to you. Exceptions are for WFYFC when paying levies and competition entries. The general rule is NO receipt, NO cheque given.
- Always write the accounts in pencil. Once a month has finished and is balanced correctly, then write over neatly in pen and rub out the pencil. It is much easier to correct mistakes when they are in pencil!
- Always write information down such as where money has come from and where the cheques have gone. It makes it easier when filling the books in.
- Try and do the books as often as you can. It is easier and quicker to do a little and often, rather than leaving it to do when there is a lot of work.
- When paying the club money from yourself, it is advisable to pay by cheque. This is a measure to protect yourself.



- Anything that goes on involving money, mainly discos and other social events, should be written down, so that it can be reported in the treasurers report.
- If tickets are ordered, it is advisable to obtain money from the members up front. Let's face it, to get money from a young farmer is a pain!
- If ever in any doubt, please phone or ask someone else. It is easier to sort out a problem before it gets into a mess.

### **Charity Account**

- It is advisable to keep details of the charity account at the back of the account books. This is very straightforward.
- On the receipts page, details of any money transferred into the charity account from money raising events should be recorded.
- On the payments page, details of any money transferred back into the current account should be recorded. Remember that this must be £0.00 on 31<sup>st</sup> August.

### **End of Year**

- It has already been stated in the accountant section what must be done to prepare for the AGM. It is best to make sure that all receipts are paid.

### **Membership**

- The membership year runs from 1<sup>st</sup> September to 31<sup>st</sup> August. Collection of new membership details and payments can be made after the AGM. A cheque must then be sent to WFYFC for the county levy charge.
- Full details on completion of membership forms and amounts charged at a County level, can be obtained from WFYFC. Decisions on amounts charged at a Club level, as some Clubs do subsidise membership, should be made and minuted at a committee meeting so that it can be referred to.
- If there are any queries regarding membership, phone County Office.
- It is a good idea to pass on the names and category (e.g. - Junior) of paid up members, to the Sports and Competitions Representative so that they can organise competitions more easily.



### Treasurers Report

- At every club meeting you will be required to give a report. The information you will need to give is:
  - Balances of accounts (from the last statement keep track of cheques written and money paid in)
  - Membership (how many)
  - People owing money
  - Money paid into the account
  - Cheques written out
  - Any events (e.g. - profit, etc)
  - Any other info

### The Final Word

If you get stuck or just need some help or advice, no problem, just ask someone. Other than that:

*Good Luck!*

