WVYFC GUIDELINES FOR CLUB TREASURERS

- 1. The Treasurer is answerable to the Members for the Club's finances; must be available to receive and pay out on the behalf of the Club, and must keep complete records of the handling of money.
- 2. 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.
- 3. 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.
- 4. Use:
- a) **Receipts** a receipt must be given for all cash you receive.
- b) **A Pocket Notebook** use as a reminder for all transactions never rely on your memory.
- c) A Cash Analysis Book NFYFC produces a standard cash analysis book, which includes some guidance on the method to use.
- d) A Cheque Book pay by cheque on all possible occasions; remember to fill in the counterfoils.
- e) A Bank Paying-In Book remember to fill in the counterfoils.
- f) A Cash Box keep your own money separate from Club money.
- NEVER turn a cash receipt into a cash payment. It is the short way to a book-keeping disaster.
- 6. Be certain to collect **all** members' subscriptions promptly. Encourage the Club to set subscriptions to cover outgoings of each member otherwise your Club could become one long fund raising effort.
- 7. Keep the job of Treasurer as simple as possible.
- 8. Encourage the Club to carry out an annual budget and to budget each event. This is a valuable exercise to see that the Club's finances are on target.
- 9. Financial records must be held for at least 6 years.
- 10. Ensure that proper licences have been acquired when needed; (Lotteries), also make sure that Club activities are properly insured and premiums have been paid.
- 11. Read the literature written to help you and consult your bank manager for advice.