

Officer  
Training

Treasurer

## Who is the Treasurer?

The Treasurer is someone who is elected to look after the club accounts. A person who is HONEST, ACCURATE and RESPONSIBLE and is ANSWERABLE to the CLUB.

## The Job

- To ensure the accounts are in order when you take them on.
- To Collect Money
- Pay Bills
- Record Keeping re Ledger Books
- Financial Reporting - regular reports to club at Business Meeting or the Annual Report at the AGM.
- Budget Control - Guiding the club in financial decisions ie spending or giving charity money away.
- End of Year Accounts - getting them prepared for Auditing for the AGM.
- Understand Legalities - i.e. change of signatories Age Restrictions etc.

## Reporting

### Regular (Usually a Business Meetings)

- Bank Account Balances
- Money owed my members etc (Name and Shame)
- What money is due to come and go out of the Accounts.
- The financial outcome of club events re dung sale etc.

## **Year End and AGM**

Make sure you have all the bookkeeping up to date.

Get it already to pass to the person who has been elected to prepare the Accounts. This person can be an Accountant or an independent person who is "reasonable believed" to have the "requisite Ability" and "practical Experience" to carry out a "Competent Examination" of the accounts for the year.

Make notes or explanations of anything they might need to understand while carrying out the examination. i.e. how you have dealt with money raised at a club event.

Give them your contact details so that they can contact you if you have any questions.

Make sure you do it in plenty of time for the AGM.

### **At the AGM**

- Make sure the visiting county officer has a copy of your year end accounts to take back to the county office, to be submitted to the charities committee.
- If the clubs incomes is greater the £10,000, the county will also need a copy of the Secretary's report.
- That there enough copies of the accounts for all members to look at.
- Stand up and speak clearly as you give you report guiding those attending through the accounts.
- You may be called on to help with suggestions regarding the resolution for subscriptions of the next club year.

## Subscriptions

Look at the following

- **How much is the club subsidising the members, Can it afford it?**
- **Do you need to bring them more in line with County and National? I.e. Every member is the same, or do the club still think that splitting it in age groups is fairer?**

## **Example of Year End Report for AGM**

Mr/Madam President, members and friends. This is my Treasurers Report for the financial year ending 31<sup>st</sup> August 2010.

Please ensure that you can see a copy of the accounts that I am now going to talk you through.

The first item is the Club Subscriptions which as you can see the club have had to subsidise the members by £100, I would like the members to keep this in mind when deciding on the subscriptions for the year 2011/12.

The club held a very successful dinner and dance early on the year, which was well supported by members, advisory and parents and friends. Thank you to the club leaders for organising the raffle.

Stock - is the purchase of a a tug o war rope by the club for our very successful teams to train with, also this also may bring the club some income in future years by hiring it out to other organisations.

Bonfire Night this is donations we received from members and guests for burgers etc.

Harvest festival - this is for room hire, and refreshments.

Competitions - cost of materials for Royal Cornwall Show, costumes for Pantomime.

National Competitions - materials for the fencing team, who went on to represent the county at National Level.

SWA/National - straight forward in and out.

Ticket Sales 08/09 - late payment of dance tickets

Ticket sales 09/10 - straight forward in and out.

Donations - £20 was for the poppy wreath for remembrance Sunday.

Savings Interest - interest received on the clubs reserve account.

Club Running expenses - The income is from prize money received from the entries at the local agricultural show. Expenses are the cost of stationery, money to cover some of the costs of phone bills of club officers.

Bank charges - bounced cheque charges received from member which was then promptly paid by cash.

As you will see below the accounts the balances of the clubs bank accounts, as you will see the clubs financial position is healthy, even though we have made a small lose this year. The club needs to continue in keeping a close eye on its financial situation ensuring that we don't continue to make a loss in future years.

The clothing of £300 is the sum of the white coats held by the club for members and a number of polo shirts, rugby shirts and training tops that have been purchased for members in the past few years but have not been paid for. We have been trying to get rid of them by offering them to members at a reduced price.

**\*I have not done up an Income & Expenditure Sheet for the Charity Account, but it should appear in the same way as the current account. But a lot simpler! Make sure you separate any donations to charity's by noting down which year the money was raised. As some times money is not presented to the charity's until the AGM which is usually a couple of months after the financial year end.**