

- 1 The Treasurer is responsible to club members for the club's finances. He or she must be available to receive and pay out on behalf of the club, and must keep complete records of the handling of the 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 General Meeting.
- 3 If your club is a registered charity, follow Charity Commission reporting requirements or liaise with your county office.
- 4 Use:
 - a) receipts – a receipt must be given for all cash you receive;
 - b) a pocket notebook as a reminder for all transactions – never rely on your memory, eg claims to come;
 - c) a cash analysis book – you can buy 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 and 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.
- 5 NEVER turn a cash receipt into a cash payment. It is a short way to book-keeping disaster.
- 6 NEVER keep signed blank cheques.
- 7 Be certain to collect all members' subscriptions promptly. Encourage the club to set subscriptions to cover outgoings otherwise your club could become one long fundraising effort.
- 8 Keep the job of Treasurer as simple as possible.
- 9 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.
- 10 Financial records must be held for at least six years.
- 11 Ensure that proper licences have been acquired when needed eg lotteries.
- 12 Make sure that club activities are properly insured by checking unusual activities with our YFC insurers.
- 13 Read the literature available and attend club officer training to help you. You can also consult your bank manager for advice.
- 14 If in doubt seek assistance immediately, a mistake in a financial matter is usually made worse by time, not better. Your Club Leader, County Organiser and your bank manager can help.
- 15 Be aware of the levy structure.
- 16 Any monies raised for other charities should be clearly itemised in the accounts.
- 17 Keep signatories for all accounts up to date.
- 18 Check bank statements.
- 19 Read the Club Treasurer Profile for more information.
- 20 Live the values of YFC – fun, learning and achievement.