

At the end

- Draw up final accounts.
- Pass final accounts to auditor.
- Prepare and deliver a report at AGM.

After your year as Treasurer

- Ensure books are in order and hand over.
- Have a hand over meeting with the new treasurer.
- Help, advise, and support the new Treasurer.

Do's

- Receipts given for cash received.
- Receipts given for cash pay.
- Write everything down.
- Keep all records for six years.

Don'ts

- Never keep signed blank cheques.
- Don't turn cash receipts into cash payments.
- Store your personal money with club money.

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Office Bearer Guidance Club Treasurer

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Treasurer Manual Handout

Being responsible for clubs' finances and maintaining adequate records. Then preparing year-end accounts from these records.

Pay bills and collect various income from members and other sources.

Budgets for events, whether it's a dance, fund-raising event or club event.

In attendance at each event to collect any monies. It is the responsibility of the treasurer or assistant treasurer to do this.

Who does the treasurer work with – the treasurer should work with everyone on the committee. It is possible to delegate duties to other committee member, but the overall responsibility lies with you the treasurer.

The Treasurer also has to work with outside organisations such as the bank, auditor, and companies donating money.

Remember we have to comply with all OSCR regulations, as we are registered charities. You will find full notes on this in your CDP handbook.

Stages

In the beginning

- Never be scared to ask for help.
- Update the bank with changes to the committee.
- Obtain copies of all financial books and records.
- Organise a handover meeting with the previous Treasurer.
- Attend a CDP training session.

During the year

- Bank all cash/cheques received (record all transactions).
- Payments (always ensure receipt).
- Cash management (reconcile monthly).
- Reconcile all transactions in the 'ledger' versus bank statements (monthly).
- Book-keeping (keep up to date).
- Event Management (budget & review)
- Treasurers' Report (report to committee frequently).