

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.
5. **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.