

# **Yourimbah Clubs Treasurer's Toolkit**

This Toolkit is designed to assist Club Treasurers to operate a simple financial system in order to manage Club funds effectively and efficiently.

All Executive Committee members should ensure that they are familiar with the contents of the Toolkit as although it is the Treasurer's role to manage the finances of the Club, the entire Executive Committee is equally responsible.

For a Club to operate successfully it is imperative that financial records are up-to-date and maintained regularly throughout the year. By adopting this as a regular practice the Treasurer will be able to effectively:

- Present the Annual Financial Report at the Annual General Meeting (AGM)
- Create the projected Annual Budget
- Create the Financial Statement for the Annual Report
- Provide accurate and up-to-date information to the Executive Committee when requested
- Plan for and ensure there is sufficient funding for upcoming events

The Toolkit provides a detailed look at the Treasurer's responsibilities and outlines good financial management and bookkeeping practices that will ensure the success and longevity of your Club.



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# Part 1: Introduction

## Key Responsibilities

As Treasurer it is your responsibility to:

- Maintain and update the Club financial records;
- Hold and be responsible for all receipt books, cheque books, bank card and petty cash;
- Receive and bank the membership fees of all members;
- Issue receipts for all money received and keep receipts on record;
- Collect all receipts, invoices and record all expenditure;
- In conjunction with the Executive Committee, prepare an Annual Plan & Budget for the Club at the beginning of each calendar year;
- Prepare a Financial Statement for the membership at the AGM;
- Prepare an Annual Financial Statement at the end of the calendar year for the President to include in the Annual Report to Yourimbah;
- Prepare a Financial Statement if requested by the Student Engagement and Events Team;
- Be the main signatory for the Club bank account; and,
- Be responsible for applying to Central Coast Campus Union Ltd (Yourimbah) for funding.

## The 10 Commandments

A Treasurer has a duty to act honestly and with due care and diligence at all times. By assuming the role of Treasurer, the members of the Club have entrusted you with the responsibility of handling Club funds solely for the benefit of Club Members and to ensure the Club continues to function successfully.

There are 10 Golden Rules to assist Treasurers and if you abide by these basic rules, your role as Treasurer will be simplified, as well as rewarding.

1. The funds are only used for the benefit of the Club and all its Members, as well as being in line with the aims and objectives outlined in the Club Constitution;
2. Payments are decided and authorised by the Executive Committee;
3. The Club Financial Journal is to reflect all financial transactions;
4. Deposit all cash into the Club bank account promptly upon receipt;
5. Ensure all deposits/cheque amounts match the amounts per bank statements;
6. Issue a receipt for all income/funds received;
7. Maintain legible copies of all expenditure receipts;
8. Obtain and scan a tax invoice for all expenses and payments wherever possible. Credit card and EFT receipts are not acceptable documents because of the lack of information on the receipt;
9. Fill out funding grant applications at least two (2) weeks in advance of requiring funding for an event.
10. Prepare monthly (recommended) bank reconciliations to determine current balance of funds. This avoids the risk of the bank account going into overdraft with the added bonus of knowing if there is enough money for upcoming events.

## Handovers

It is essential to get all the important documents from the out-going Treasurer to ensure all the financial processes are made clear to the new Treasurer. Make sure that a meeting is held as soon as possible upon your appointment to the position.

You will need to receive the following items:

- The Key card, Cheque book(s), Receipt book(s);
- All documents supporting the income and expenses;
- Bank Statements;
- Club Financial Journal – year to date record of all transactions (an excel document in which all income and expenditure is recorded);
- List of the Club assets;
- Procedure Manual (if applicable);
- Any other financial records from the previous year.

You will also want to discuss:

- An explanation of the financial position of the Club and how it operates;
- Discuss any problems encountered by the previous Treasurer;
- View and discuss the files and procedures used;
- Discuss any recommended actions to be taken by the out-going Treasurer.

The handover meeting is vitally important. Additionally, it is good practice to get the contact details of the out-going Treasurer in case you need information in the future. If you can't get in contact with the previous Treasurer, you can contact the Student Engagement and Events team for more assistance.

## Signatories

As per your Club Constitution, your Club must have its own bank account. This account must have at least three signatories for the bank account from the Executive Committee, one of which must be the Treasurer. If you wish to withdraw cash from the account you will usually need a minimum of two signatories present to make the withdrawal.

Changing the signatories of the Club bank account requires a little coordination, as depending on which bank you have an account with, the new signatories must all be present at the same time to make the changes. Make sure everyone brings 100 points of ID to the bank. This is usually photo ID, passport, bank cards or a proof of address.

The out-going Executive Committee member does not need to be there **if you have** the official AGM minutes which states who was voted into each Executive Committee position. This *should* be enough evidence for the bank.

## Procedure Manual

The Treasurer's responsibilities include the development and maintenance of a Procedure Manual, which covers all the financial activities of the society. This will help ensure consistency and accuracy of accounting records, smooth handover between Executive Committees and an efficiently managed Club.

The Procedure Manual should cover the day to day workings of the Club including:

- How to receipt membership and any merchandise;
- What resources are needed for particular events;
- A list of contacts for suppliers and venues;
- Lessons learnt from previous Treasurers and tips etc.

## Part 2: Basic Bookkeeping



Bookkeeping is maintaining records of all financial transactions for your Club. This means keeping track of all income and expenditure in your Club Financial Journal. You can use the Club Financial Journal template, which can be downloaded from the Yourimbah website.

It is important to back up the Club Financial Journal regularly i.e. to save data in two different places. All hard copy historical documentation should be held in a secure location where it will not be subject to damage or loss. It is also good practice to take digital scans of all receipts and invoices as printed receipts can fade over time.

We recommend that at least once a month you should cross-reference the Club Financial Journal with your bank statements to make sure that the amounts correspond. Keeping on top of this will mean that at the end of the financial period, your Club's finances should be in order. Don't stress yourself out by leaving everything until the end of the year!

### Income

Income means all money received from any source, including payment for goods or services provided by the Club. This includes but not limited to; membership fees, collections at BBQ's, Balls, dinners and other events.

Income may be received in the form of cash, cheque or by direct credit into the bank account. If received by direct credit, the reference should include details of the person and the event.

All money collected must be banked directly into the Club bank account promptly upon receipt.

### Issuing income receipts

All money collected, including membership fees, must be recorded in a receipt book, with one receipt given to the individual, and one copy for the Treasurer to keep for accounts. A simple receipt book can be purchased from newsagencies.

For small amounts (under \$5) you may use a raffle ticket book or a spreadsheet to record income. However, you must always record what the income was for, and list the date and amount. When taking income for membership, always record the name of the individual and the date paid.

### Recording Income

It is best practice to record your overall income in the Club Financial Journal immediately after you receive the cash. Your Club Financial Journal should match the bank statements and include all income and expenses. If there is a discrepancy, this should be reported to the Executive Committee and investigated immediately.

If income is received from any other source, such as sponsorship, an accompanying letter or remittance advice should be issued by the sponsor. This document should be retained as evidence of income and recorded in the Club Financial Journal. No receipts need be issued to sponsors unless requested.

| Income Journal              |                                       |  |                                | Change headings to reflect your activity/event        |                   |             |
|-----------------------------|---------------------------------------|--|--------------------------------|---|-------------------|-------------|
| Date                        | Details                               | Reference  | Total Deposit                  | Member Fees   | Yourimbah Funding | Fundraising |
| 05/03/17                    | Orientation                           | Receipt book   | \$230.00                       | \$160.00  |                   | \$70.00 BBQ |
| 05/03/17                    | Start-up Grant                        | Application #168   | \$200.00                       |   | \$200.00          |             |
| The date money was received | Events relating to the money received | Receipt #,<br>Ticket #,<br>Ticket book #,<br>Remittance advice | Total bank deposit for the day | Allocation of deposit across relevant events/ columns |                   |             |

## Online Payment Systems

If your Club is considering the use of an external online system or a third party to sell event tickets, the following should be considered:

- How would problems be detected and addressed? e.g. website issues, incorrect detail, refunds;
- When the funds will be transferred to the Club? If you require the income prior to an event you may not receive the ticket funds in time;
- The commission/booking fees chargeable to the Club and/or the attendees;
- The business reputation of the online system third party - is it transparent, accountable and responsible in its dealings?
- Whether the currency is set in AUD?

## Expenditure

Any money the Club spends on goods and services is referred to as expenditure. Examples of expenditure might include:

- Any catering or venue costs that require payment by the Club;
- The Club pays for a graphic design for a banner and posters;
- Merchandise from a supplier.

The Executive Committee must approve all proposed expenditure before any purchases are made by passing motions at Executive Committee meetings. In addition, all financial transactions require at least two (2) signatories when signing cheques and withdrawing funds from the bank.

## Drawing Cheques (if applicable)

Payments for items must be made by using the Club cheque book and all cheques require two authorised signatures to be valid.

Treasurers should never pre-sign blank cheques for future use or hand-over blank cheques to anyone.

## Collecting Tax Invoices

Treasurers are required to obtain a valid receipt or tax invoice to support all payments. A tax receipt, or invoice, is a receipt that details the supplier's business name, ABN, address and itemises exactly what has been purchased.

Obtain and scan a tax invoice for all expenses and payments wherever possible. Credit card and EFT receipts are not acceptable documents because of the lack of information on the receipt.

## Recording Expenses

Just like recording income, all expenses should be recorded.

The first step is to edit the column headings in the Club Financial Journal to represent the activities and events of your Club. Some common examples have been entered in the Club Financial Journal template to assist you.

| Expenditure Journal      |                            |          |                                    |                    | Change these headings to suit your Club's activities/events |          |       |
|--------------------------|----------------------------|----------|------------------------------------|--------------------|---|----------|-------|
| Date                     | Details                    | Cheque # | Reference (only used if necessary) | Total              | Orientation   | T-shirts | BBQ   |
| 26/02/2017               | T-shirts                   | 52       |                                    | 500.00             | 20.00   | 420.00   | 60.00 |
| Date cheque is written   | What was the purchase for? |          | Write a reference on the invoice   | Total cheque value |   |          |       |
| <b>Total Expenditure</b> |                            |          |                                    | <b>500.00</b>      | 20.00   | 420.00   | 60.00 |

## Assets

Assets are items and equipment that the Club owns and can be used for a year or more. Examples of assets include; banners, signs, storage boxes or administrative equipment. Assets do not include t-shirts or other merchandise.

A list of these assets must be retained by the Club and forms part of the Club Financial Journal. This must be maintained so you have a clear record of all items owned by the Club. Whenever you purchase a new item, ensure you record the information on this tab.

The Student Engagement and Events Team may request to view the list of your Club's assets, so make sure it is kept up to date.

## Reimbursement Systems\*

If the Club cannot pay for any expenses because cheques may not be accepted by a supplier or the signatories are unavailable, a member may personally pay the expense, and subsequently be reimbursed by the Club. The member must be reimbursed immediately from the Club's bank account, after supplying a valid tax receipt and requesting a refund in writing (an email is sufficient).

Never reimburse a member using cash from event income.

Payment details should be recorded in the expenditure journal. The Club member being reimbursed should retain their tax invoices or receipts relating to the original purchase in case of subsequent enquiries scan and kept for Club records.

Note: Credit card receipts and EFTPOS receipts are **not acceptable** forms as evidence of payment. Should a credit card be used to pay Club expenses, members should ensure that a tax invoice is also obtained. Treasurers should ensure that they advise Club members accordingly before they make the relevant purchases.

\*Reimbursement to individuals is **NOT** encouraged. This should only be used in a last resort situation.

## Cash Floats

Small amounts of cash on hand may be required to provide change to members attending Club events.

This cash is referred to as a float.

You will need to remember not to count this float amount as part of your overall profit at the end of the event. The float amount must be recorded as an expense. After the event, the float plus any profits made will be banked together. At this stage you must record the amounts separately so that it is clear the float has been returned to the account, with the profit clearly recorded.

**Note: Cash should not be held over from one event in order to provide a float at another event.**

E.g. Expenditure Journal

| Date              | Details             | Cheque #  | Total Expenditure \$ | Membership | T-shirts | Float        |
|-------------------|---------------------|-----------|----------------------|------------|----------|--------------|
| 26/02/2017        | T-shirts            | 52        | 420.00               |            | 420.00   |              |
| <b>27/02/2017</b> | <b>O-Week Float</b> | <b>53</b> | <b>50.00</b>         |            |          | <b>50.00</b> |

E.g. Income Journal

| Date              | Details                  | Reference         | Total Deposit \$ | Membership | BBQ     | Float        |
|-------------------|--------------------------|-------------------|------------------|------------|---------|--------------|
| <b>05/03/2017</b> | <b>Orientation Float</b> | <b>Cheque #52</b> | <b>50.00</b>     |            |         | <b>50.00</b> |
| 05/03/2017        | Orientation              | Receipt book      | \$230.00         | \$160.00   | \$70.00 |              |

## Bank Account Records

There are three main types of bank records:

### Bank Statements

The bank statement is the most important external record and an integral part of any audit.

File all the bank statements in statement number sequence. If they are misplaced, a transaction listing from the bank may be used in the event of an audit.

### Cheque Books

It is compulsory that all bank accounts have at least two cheque signatories, one of which must be the Treasurer. Ensure that the cheque counterfoil is properly completed with the date, amount, payment details and payee.

Treasurers should never pre-sign blank cheques for future use or give a blank cheque to anyone.

### Deposit Books

It is recommended that a deposit book is obtained and used when depositing money – many Clubs find this useful. If a number of cheques or cash from various events or sources are deposited together, write on the back of the deposit slip the amount of each cheque deposited and the money received from each separate event.

## **Financial Statements**

At the end of the academic year the Treasurer is responsible for delivering an Annual Financial Report which includes an income and expenditure statement for the financial year, however we recommend that these are also completed monthly.

These statements are a summary of the Club Financial Journal and should form the basis of the Treasurer's report to the members of the Club at the AGM. The Club Financial Journal Excel spreadsheet has a tab that automatically creates these statements, but the Treasurer should check that the total income and expenditure is correct.

After the financial review you will have a clearer idea of your Club's financial status and you will be in a position to report back to your members on the following:

- Grants that have been used to promote social and cultural activity on the Central Coast (Ourimbah) campus
- Whether or not the Club has been operating on a financially sound basis
- Whether the Club has been operating within its Constitution and general standards of accounting

## **When to organise the financial review paperwork**

Each Club will require a financial statement to present at the Club AGM. The date of this will vary between Clubs. If you do not have the result ready by your AGM, you should report on the current state of the Club's finances based on your Club Financial Journal, bank statement and income for the year along with a reason why they are not ready.

Each Club should submit an Annual Report by the conclusion of Semester Two (2) – one component of this is the Club Income & Expenditure Statement. It is your responsibility to ensure it is submitted to the Club President so that it can be incorporated into the Annual Report.

## Club Income and Expenditure Statement

This is a summary of all the income received and expenditure incurred for the year. This should reflect the totals for each category already recorded in detail in the Income or Expenditure journals. This should be included in the Club's Annual Report and submitted with a scanned copy of your most recent bank statement.

Example:

| INCOME AND EXPENDITURE STATEMENT<br>FOR XXXX CLUB<br>FOR THE PERIOD 01/01/2019 TO 31/12/2019 |  |                 |
|--|--|-----------------|
| <b>INCOME</b>  |  | <b>\$</b>       |
| Membership   |  | 150.00          |
| T-shirt Sale   |  | 150.00          |
| BBQ  |  | 115.00          |
| Annual Ball tickets  |  | 500.00          |
| Yourimbah Funding  |  | 2000.00         |
| <b>Total Income</b>  |  | <b>2,915.00</b> |
|  |  |                 |
| <b>EXPENDITURE</b>   |  |                 |
| BBQ Expenses   |  | 100.00          |
| Orientation Expenses   |  | 60.00           |
| T-shirt printing   |  | 420.00          |
| Annual Ball  |  | 1000.00         |
| <b>Total Expenditure</b>   |  | <b>2,080.00</b> |
| <b>Net Cash Movement</b>   |  | <b>835.00</b>   |

## Executive Declaration

When submitting the Club Income & Expenditure Statement as part of the Annual Report, the following declaration should be signed by either the President or the Treasurer and included in the document:

We, the Executive Committee of *Club name* accept responsibility for the Club Income & Expenditure Statement for the period ended dd/mm/yy.

We declare that, at the date of this Statement:

- No Executive Committee has bound any future Executive Committee to any long term financial outlays, except to the extent noted in the Club Income & Expenditure Statement;
- To the best of our knowledge the activities of *Club name* have not given rise to any liabilities;
- All income and expenditure has been declared in full; and
- All activities undertaken by *Club name* in the period have been included in the Club Income & Expenditure Statement.

Signed

Treasurer / President

On behalf of the Executive Committee

Date:

## Part 3: Financial Management

### Budgets

As a Treasurer, it is your responsibility to ensure that your Club doesn't become insolvent. The bank account should never become overdrawn, and it's important to budget to ensure that the Club can hold events throughout the year for its members without experiencing financial problems.

The following steps can help you budget efficiently:

- Plan a yearly budget for all the events your Club plans to hold for the year with your Executive Committee.
- For each event, determine what the likely expenses might be and what income might be generated.
- Aim to charge attendance in order to cover your costs and produce an income for the Club that can be put back into member services/benefits.
- Ensure your Club has enough funds to cover the event without relying on income.
- Consider any risks for each event, e.g. the impact of low attendance, sponsors cancelling etc.
- NEVER allow members to shoulder costs without immediate reimbursement prior to the event.

As a Treasurer, it's important to provide sufficient funds in the balance for the coming financial year. Clubs are encouraged to organise events so that a profit is made in order to assist with the funding of future events for members.

If you are concerned over the financial performance of your Club at any stage, please contact the Student Engagement and Events Team.

## **Collaboration**

Collaborations are a great way to benefit from potentially larger crowds, greater exposure, higher income and larger sized events that may not be possible when organising alone.

When organising collaborative events, the Clubs involved should properly document the division of income and expenses between their Clubs in advance of the event. Clubs must work together to produce a budget for the overall event, and ensure that all parties have provided feedback regarding this budget. Where possible communicate in writing so that there is evidence of any financial agreements.

## **Donations**

Some Clubs may hold events to raise funds for a charitable cause.

The accounting of these funds is no different to other income. All monies or income collected should be banked in the same manner as all other income. The funds paid to the charity should be supported by a formal letter or receipt from the charity with the amount and purpose clearly recorded.

Donations should not exceed the amount of profit made at a fundraising event.

## **Sponsorship Agreements**

A sponsorship is a valuable way for a Club to receive financial support.

It is important that appropriate agreements are prepared to support the amount of the sponsorship and any accompanying obligations of both parties.

## **Funding Grant Applications**

Yourimbah offers various types of funding for Events & Activities, Special Projects & Publications funding. These types of funding are all subject to Yourimbah's discretion. For detailed information please consult the Guidelines for Yourimbah Clubs SSAF Subsidies in 2019 on the Yourimbah website

To make an application:

- Submit via the online Funding Grant Application form on the Yourimbah website at least two (2) weeks in advance to allow sufficient time for the application to be approved and funds deposited in the Club's account.
- After submitting an online Funding Grant Application you will receive an email with a summary of the application. It is important to keep a copy of this for your records.
- You will be notified by email to advise if your subsidy application has been successful or not.
- Keep all receipts/invoices for all expenditure incurred for the event and update your Journals to reflect income and expenditure.

Receipts are required for both Club funding applications and for maintaining accurate records in your Journals.

When submitting any documents to the Student Engagement and Events Team ensure you attach clear/legible photocopies or scans of any receipts to support your application. Keep original receipts for your own records.

## Glossary of terms

|                                      |   |
|--------------------------------------|---|
| Assets and Capital Expenditure Items | Purchased items that are not consumable items and will be used over more than one year by the Club. Assets or capital items have a useable life beyond a year. E.g. banners, laptops, laminators, badge making machines etc.  |
| Club Financial Journal               | An Excel template is available on the Yourimbah website This is used to record all Income and Expenditure with Excel linked formulas that facilitate the completion of the Income & Expenditure Statement.<br><br>The Club Financial Journal should be classified by events and activities held during the year.<br><br>The Journal also includes an Asset diary. |
| Collaboration                        | Social or specific gathering events held between two or more Clubs.   |
| Events                               | Refers to the activities of the Club e.g. BBQs, balls, cruise, cake stalls, social gatherings, morning teas, competitions, trivia nights, meetings.   |
| Executive Committee                  | Club members who have been elected to key managerial (Office-Bearer) positions such as President, Vice-President, Secretary and Treasurer. The Constitution defines the Executive Committee positions.  |
| Expenditure                          | All money spent on behalf of the Club in order to facilitate the activity of the Club. This may also include reimbursements to Club members who have been authorised to purchase a service or goods on behalf of the Club.  |
| Handover Meeting                     | Held between the Incoming and Outgoing Treasurer in order to transfer all the financial information to the Incoming Treasurer. It is recommended all Executive Committee members are present  |
| Income                               | All money collected from Club members and non-members for social events, charity events, merchandise sales, inventory sales, donations, sponsorship etc.  |
| Online Systems                       | Websites designed to sell event tickets using the Internet.   |
| Referencing                          | Written Letters or Numbers that tie two documents together forming the conduit or link between the Source Documentation and Club Financial Journal  |
| Source Documentation                 | All documentation that generates/ creates an inward or outward flow of Club monies e.g. till tapes, invoices, receipts, remittances advice, bank deposit slips, sponsorship agreements, cheque butts, bank statements etc.  |
| Student Engagement and Events Team   | Staff at Central Coast Campus Union Ltd T/A Yourimbah who can assist Club Office-Bearers.   |
| Yourimbah Website                    | The Yourimbah Website has helpful Club information and resources. <a href="http://www.yourimbah.com.au">www.yourimbah.com.au</a>  |
| Treasurer                            | Responsible for all financial matters including budgeting, systems for collecting and spending money on behalf of the Club and being a custodian for the money collected and spent on Club activities. Provides a Treasurer's Report which includes the Income & Expenditure Statement and Bank Reconciliation at the Annual General Meeting.                     |