



*SOUTH AUSTRALIAN CANINE ASSOCIATION Inc.*

*Guide for*

# **CLUB TREASURERS**



*Adapted for Dogs SA reprinted with permission of Dogs Victoria and Dogs West.*

## ***CLUB TREASURER***

### **INTRODUCTION**

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#### **A Treasurer is required to:-**

- ❖ To take care of and keep secure Club funds and assets.
- ❖ To be accountable to members for the funds and assets.
- ❖ To correctly record from where the monies came and to whom payments are made.
- ❖ To inform members of the Club's financial situation.
- ❖ To give guidance to members - e.g. to budget.

To carry out the above, the basic tasks are:-

- ❖ The recording of various receipts.
- ❖ The recording of various payments.
- ❖ The recording of Club assets.
- ❖ The preparation of Club reports.
- ❖ The preparation of Activity reports.
- ❖ The preparation of Annual reports.
- ❖ The preparation of budgets.

### **CARE AND KEEPING SECURE THE CLUB FUNDS AND ASSETS**

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A Treasurer basically holds the money and keeps track of Club property. He/She should immediately check and record all monies received and bank them as soon as possible. Record the category of receipts i.e. Subs, Donations, Entry Fee etc. If money is received by other members of the Club (Secretary, Show/Trial Secretary), the Treasurer is responsible to see that the recording and banking of these receipts are carried out correctly. The Treasurer should never allow payments without correct definition and accompanied by some form of documentation, even if that document is created by the Treasurer. Access to Club funds should be limited to two or three of the Office Bearers and Committee. Assets must be controlled. The recording of the asset and who has it is vital.

## ACCOUNTABILITY

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The Treasurer must reveal full details of the Books of Account, not only to Committee, but to the members. **The books must be brought to every meeting.** Never try to make a secret about information.

## CORRECTLY RECORD ACTIVITY

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For any Club President or Secretary to do their job correctly, they must have details of what has happened with Club funds **including electronic transactions.**

Always record payment details on the cheque butt even though you have an invoice: - to whom it is paid, date, dissection of amount and on the invoice record the cheque number.

## *THE BASIC TASKS*

### RECEIPTS & THEIR RECORDING

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The Treasurer and any other person authorised by the Committee should have a receipt book.

On all receipts has to appear:-

- ❖ Date
- ❖ From whom received
- ❖ For what received
- ❖ Amount in words and figures
- ❖ Signed by the recipient

Other authorised persons should summarize their receipts as follows with a copy of each receipt attached when handing money to the Treasurer.

The Treasurer should bank all monies so as to keep control.

For banking purposes you require a bank deposit book, with the provision of multiple deposit sheets so that you can always retain a copy. Providing the bank agrees, a computer generated duplicated pay-in sheet can be used.

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## **CASH RECEIPT BOOK**

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Each month compare the "Bank" amounts with the Bank Statements to verify your records.

## **PAYMENTS AND THEIR RECORDING**

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The same philosophy as for receipts is used for payments. Make sure you complete the cheque correctly:-

- ❖ Date
- ❖ To whom paid
- ❖ Amount
- ❖ Details
- ❖ Progressive total

It might be necessary to list details on the reverse of the cheque butt. Even though you have invoices or payment memos to refer to, the listing of details gives added protection and makes writing up the cash payment book easier.

**All payments must be approved or ratified by the Committee.**

## **ANNUAL REPORTS**

It is a requirement under your Club's Constitution and the Associations Incorporation Act 1985 to present audited financial statements to members at year's end. If you keep accurate records and books/reports as suggested, the preparation and auditing of reports is made much easier. At near year end, make sure you collect and bank all monies before the last day. Pay all known accounts