

## **POSITION: Treasurer and Assistant Treasurer**

### **OVERVIEW**

The Club Treasurer is accountable for and manages club funds.

The duties and responsibilities are -

- Collect all joining and membership fees, meal payments and other payments;
- Issue receipts for all money received (except meal payments);
- Keep accurate accounts of all monies received and expended;
- Pay all accounts authorised by the club committee;
- Forward club contributions to The Smith Family as approved by members;
- Prepare and present a full Treasurer's report at each committee and monthly club meeting;
- Respond to annual audit requests from VIEW National Office at the end of each calendar year;
- Maintain accurate membership and financial records, **liaising with the Secretary.**

### **CLUB BANK ACCOUNT**

- One account only to be held, in the name of the relevant VIEW Club.
- 3 signatories are required, so that in the event that one of the signatories is absent, outstanding accounts and invoices are still paid.
- All cheques must be signed by 2 of the registered signatories who must be VIEW members, but not necessarily committee members.
- Should the bank require, a letter of introduction can be obtained from National Office.
- VIEW is not excluded from paying bank charges. Check with banks/building societies as most offer special "not for profit" accounts.
- Treasurers and others are covered by The Smith Family insurance whilst transporting money to bank.
- Monies should be deposited within 3 working days of receipt.
- Treasurers hold the club cheque book and are responsible for payment of all outstanding monies following receipt of invoice and Committee approval.
- No account is to be paid in cash.

### **CLUB INCOME**

- Income includes raffles, membership subscriptions, donations and monthly meals.
- All income is banked into club bank account and remitted to The Smith Family as donations when the club's balance is surplus to its needs.
- All monies banked into club's account must be receipted.

### **TYPES OF INCOME**

- Club donations are recorded in the "Donations" column of the cashbook noting the name of the donor in the "Comments" Column.
- **Annual Membership Subscriptions**  
Membership subscriptions are banked into the club's bank account and forwarded to The Smith Family on or before 30 April.
- It is recommended that the annual membership subscription be collected from each member at the Annual General Meeting, the first club meeting of the year.

- Members pay an annual subscription to each club if they belong to more than one club.
- Keep Secretary informed of names and addresses of all financial members, informing Secretary of anyone who has not paid after the renewal date, enabling Secretary to forward follow up letter.
- **Function Monies**  
These are individually receipted so that there is no misunderstanding. The amount is deposited into the club account and a club cheque drawn for payment. Amount is recorded in the function column.
- **Member purchases**  
Money paid for these items is entered in "Miscellaneous" column of cashbook with a note in the "Comments" column.
- **Cash donations by individuals.** Individual VIEW Clubs are not registered for GST and therefore do not have an ABN. Donations to VIEW are not tax deductible donations. Cash donations made by an individual through a VIEW Club should be included in the cashbook. An official receipt should be issued and donation forwarded to National Office with a note requesting a Smith Family receipt be issued to the individual.

## EXPENDITURE

Every item of expenditure must be supported by an account and/or receipt marked with the item purchased. Cheque butts must be completed including the name of the payee and reason for payment.

## TYPES OF EXPENDITURE

### Club donations to The Smith Family –

- **All VIEW Clubs' funds are donated to The Smith Family.**
- Clubs are asked to forward donations to The Smith Family at least twice a year, however donations should be sent as soon as the amount held in the club account is surplus to the operating needs of the club.
- All cheques sent to VIEW National Office are payable to The Smith Family and sent to GPO Box 10500 Sydney NSW 2001.
- All donations are to be recorded in the "donations" column with a note in the "comments" column explaining the purpose.
- *Learning for Life* – this program provides support for students whose families meet eligibility criteria of low income and commitment to their child's education.

Special purpose fundraising Support for *Learning for Life* sponsorships is optional.

### Refunds

- Any money refunded must be recorded in the cash book, a cheque issued and details of the refund recorded in the "Miscellaneous" column with a brief description.

### Petty Cash

- The Treasurer is responsible for petty cash and maintains copies of all receipts and records all expenses.
- The Secretary is provided with a petty cash float up to the value of \$50 as reimbursement for small expenses eg. stamps, envelopes.  
The amount may be topped up as required by the Secretary. The Secretary must keep receipts for all petty cash purchases. Club members authorised to make small purchases on behalf of the club must present the Treasurer with receipts before being reimbursed.

Petty Cash form is to be used to record all transactions using this float. Treasurer to retain this as part of regular Club financials.

- Accounts should be approved for payment at a committee meeting prior to payment.
- **Delegates** may claim the actual expenses to attend Delegates' meetings from her club eg petrol or travel at the rate of 20 cents per kilometer.

#### **Ordering from National Office**

- The Treasurer should be conversant with VIEW Order forms. Treasurer and Secretary are responsible for ordering and payment of club resources. **It is imperative that Treasurer and Secretary liaise over this.**
- Purple "Stock Order" forms to be used for ordering stock and replacement name badges.
- New Member form to be completed for each new member with 2 cheques (1 for New Member Joining Fee/s and 1 for Annual Subscription/s) forward together to National Office.
- Green "Changes to Database" forms are used to advise National Office of changes to the database including transferring members, second club members and changes to the club address.
- **Do not combine donations or membership subscription payments with any stock orders or new member fee.**

Subscription payments and donations are processed by The Smith Family's donations team whereas stock orders and new member fees are processed through the VIEW Stock Order system.

### **CASH BOOK**

Printed in pad form, with self explanatory notes on the front page.

Use only columns already printed – do not create additional columns.

Treasurers are encouraged to use Electronic cashbook. A Cashbook Liaison has been appointed and is available for answer questions.

#### **Explanation of Cash book columns**

- **Lunch/Dinner etc.** -- Record income and expenditure for monthly meetings. Ask for an invoice or receipt from venue. Payment is recorded in the "Lunch/Dinner" column on expenditure page. Record total income received from members for lunch or dinner in the "Lunch/Dinner" column on income page.
- **Functions** – For special functions. Always request an invoice or receipt when paying any accounts. Payments are recorded on expenditure page. Total income received for members is recorded on income page.
- **Raffles** – If an item is purchased for a raffle, an account should be presented to Club Committee for approval. Payment is recorded in the "Raffles" column on expenditure page. A receipt is written for the total raffle monies banked in any one deposit and record this amount in "Raffles" column on income page.
- **Members Subs and/or joining fee** –Records the club's income from members for the annual membership subscriptions or for payment of the one-off joining fee.
- **Donations** – record all donations to The Smith Family in the "Donations" column on expenditure page. Amount is drawn from the funds surplus to Club's needs in the club bank account, and includes income from sources as raffles, membership fees or meals. **Miscellaneous** –Used to record all other income or expenditure not covered in any other column, eg. Income

and expenditure relating to purchases of stock from National Office. When using this column, always enter a description against the line in the "comments" column.

- **Comments** – Any message relating to a line in the cashbook can be written in this column. This may include clarifying type of donation (eg. *Learning for Life*) or itemising stock purchases.

### **ANNUAL AUDIT PROCESS**

- Books are audited at the end of the VIEW financial year, 31 December. A reminder is sent each year.
- **After receipt of final bank statement for December**, fill in the income and expenditure statement for the year by adding together total monthly receipts and payments for the period. On completion, send the cashbook, monthly statements and all supporting documentation to National Office for audit.
- **Keep a photocopy of the December bank statement** before forwarding documents to National Office so that you may commence the New Year's financial reporting. Be aware that it takes over 4 months for the audit to take place.
- If the Treasurer has any queries or problems, contact your Zone Councillor for advice.
- Audit Instructions from National Office are very explicit and should be followed.

### **MEETINGS AND FUNCTIONS**

- Treasurers and Assistants are normally the first to greet members on arrival.
- If Zone or National Councillor is officially attending meeting, ensure that relevant note is made on attendance sheet eg. guest of club.
- It is not necessary to issue individual receipts for members' meal money. A receipt is written for the total number of attendees and meal monies banked in one deposit.
- If the Treasurer is required to meet expenses for club functions, accounts or receipts are to be provided prior to cheque being drawn.
- If committee member is collecting money for an event she should keep a list of attendees and provide to Treasurer for receipting.

### **TREASURER'S REPORT**

At each meeting the Treasurer provides a financial report which states total income and expenditure and the balance of the account for the month. This report is moved by the Treasurer for adoption, seconded by a member and voted on for acceptance by the membership and noted in the minutes.

All accounts submitted in the report must be passed for payment by the members. Where payment has already been made, this payment must be approved by members and Treasurer's action endorsed.

At each meeting a copy of the reconciliation statement for each month is provided to the Secretary to attach to minutes and to the President for her records. **The Minutes should include a full and detailed report, not just the summary.**

**Pro-forma balance sheet****Income**

Lunches	\$2000.00
Raffle	<u>80.00</u>
	<u>\$2080.00</u>

**Expenditure**

Catering	\$1950.00
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Bal. b/fwd.	\$1500.00	
Plus income	<u>\$2080.00</u>	
	\$3580.00	
Less expenses	<u>\$1950.00</u>	
	<u>\$1630.00</u>	as per bank statement 30/06/10

Held for function in advance	\$550.00
Held for LFL in advance\$	\$400.00
Available funds	<u>\$680.00</u>
	<u>\$1630.00</u>

**RAFFLES**

VIEW is legally obliged to follow State gaming legislation.

Raffles held within a club can be conducted using inexpensive coat check tickets (available from supermarkets and newsagencies.)

Printed raffle tickets should only be used for raffles sold to the general public and are to be requested from National Office.

**POSITION: ASSISTANT TREASURER**

1. The Assistant Treasurer should be conversant with the responsibilities of the Treasurer so that she could take over the role if the need arises.
2. It is customary for the Assistant Treasurer to organise the club raffles, including obtaining suitable prizes, either by requesting donations or purchasing if necessary. This also includes ticket selling. If tickets are being sold to the general public, official VIEW tickets must be used. These can be obtained from National Office along with official raffle seller badges. Allow sufficient time for the delivery of these items.
3. The raffle proceeds should be counted, preferably with another member, and handed over to the Treasurer for banking.

**Optional duties**

- ❖ Assistant Treasurer to complete new membership application forms.
- ❖ Keep members' historical records updated (with help of Assistant Secretary, Secretary or Treasurer) enabling personal milestones to be easily recognised.
- ❖ Assist the Program Officers