

VIEW CLUBS TREASURER'S CHECKLIST 2017



Club name _____

Instructions for completion:

- ✓ *Current Club Treasurer to complete this form.*
- ✓ *If a box is not ticked, please refer to it in the comments section.*
- ✓ *Upon completion the Treasurer is to sign and date the checklist.*
- ✓ *Mail or email completed form to National Office by **31 March** and keep a signed copy with Club Financial Records.*

Club account:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Ensure that the club bank a/c has a minimum of 3 signatories, and most importantly that 2 signatories must sign each cheque or withdrawal form. |
|--------------------------|---|

Treasurer's reports:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Ensure that the Treasurer's Report is read at each Committee and General Meeting. |
| <input type="checkbox"/> | Ensure that the Treasurer's report is tabled within the Minutes of each Committee and General Meeting. |

Collecting money:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Money is counted by 2 people and amounts are recorded in the Club cash book BEFORE leaving meeting or function. |
| <input type="checkbox"/> | A VIEW Club receipt must be issued for all monies received and recorded in the Clubs' Cashbook. |
| <input type="checkbox"/> | VIEW Club receipt books are kept up to date and are used in sequence. |
| <input type="checkbox"/> | Annual Membership Subscription is collected at the AGM and banked into the club's bank a/c as with all other VIEW income. These funds should then be remitted to The Smith Family by <u>31 March</u> . |

Drawing cheques and making other payments:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Cheque butts must be completed at the same time as each cheque is written – include the date the cheque was written, the name of the payee and the purpose for payment. |
| <input type="checkbox"/> | All monies received through club activities must be banked and any funds surplus to club running costs must be forwarded to The Smith Family as a “general donation” or used to purchase Joy Spreader gifts. VIEW Clubs must not use club funds to purchase other goods for The Smith Family or to make payments to other organisations without specific approval from National Office. |
| <input type="checkbox"/> | Ensure that documentation is available to support all bank a/c transactions. This may include invoices and/or receipts from suppliers, copies of VIEW Club receipts for funds received which can be reconciled to bank deposits, etc. |

Keeping your Club’s financial records for future Audit

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Cashbook (if the electronic cashbook is being used please email to view@thesmithfamily.com.au) |
| <input type="checkbox"/> | Bank Statements from January to December (12 calendar months) |
| <input type="checkbox"/> | All donation receipts from The Smith Family |
| <input type="checkbox"/> | All Tax Invoices |
| <input type="checkbox"/> | Deposit book (used butts only) |
| <input type="checkbox"/> | Cheque books (used butts only) |
| <input type="checkbox"/> | VIEW Club receipt books (yellow copies only) |
| <input type="checkbox"/> | Petty Cash Recording Form with attached receipts |
| <input type="checkbox"/> | Any supporting documents |

