

Treasurer tool

Contacts: Kevin.harper@yfcu.org
Kirsty.barr@yfcu.org Ruth.megahey@yfcu.org



September

- New Treasurers take on their role
- Need to update bank mandate
- Ensure all financial accounts are in club name (not personal names)



This is the list of who is authorised to access & manage the club bank accounts
This is essential to be able to sign cheques for payment
The Auditors ask HQ for this information

September - November **Quarter 1**

- Bank reconciliation needs to be completed monthly
- Need to update club excel with transactions & have all receipts/ invoices for transactions
- Club excel to be utilised at every club committee meeting



HQ can ask for these to be submitted so it's best to keep on top of all transactions every month
The excel should be used at all committee meetings to be in line with the YFCU Articles of Association

December - February **Quarter 2** 6 month accounts due

- HQ require 6 months accounts from all clubs
- Items that need to be submitted are:
 - Updated club excel with transactions from 1st September - 28th February
 - Bank statements from the same time frame
 - All receipts & invoices for any transactions
 - The letter of offer (If your club has received a grant)
 - Confirmation letter for donations to a charity (can be a letter, card, email of thanks etc.)



HQ need to check & confirm the true bank balance on statements reflects the excel data to minimise the risk of fraudulence and ammend any errors

March - May Quarter 3

- Similar to Q1, continuing to update club excel
- Keeping records of bank statements, invoices & receipts for end of year submission
- Committee members take on their new roles in April
Treasurers will be appointed however, each Treasurer is responsible for submission of accounts until 30th September & the new Treasurer assumes their role on 1st September

August - September 12 month accounts due

- All club accounts must be submitted by 30th September
- Items that need to be submitted are:
 - Complete club excel with transactions from 1st September - 31st August (**which must balance for all accounts listed**)
 - Monthly bank statements inclusive of the dates above
 - Complete bank reconciliation for all bank accounts, including accounts with no transactions
 - All receipts & invoices for all transactions including payments made to other club member for any expenses incurred
 - All letters of offer of grants received (If applicable)
 - Letter of receipt for donations to a charity (can be a letter, card, email of thanks etc.)
 - Confirmation of any investments held by the club & supportive documentation (e.g. NFU statements)
 - Copies or photos of bank lodgements & cheques for August & September
 - Signed Solicitors Letter of Authorisation (for clubs which own their own hall)
 - Update to HQ with full details of **all** bank signatories

The Auditors will check all club accounts are balanced & may request further info throughout the audit process