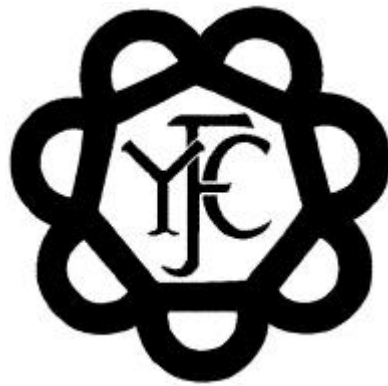


National Federation of Young Farmers' Clubs



Club Officer Profiles

Club Treasurer

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1. INTRODUCTION

The purpose of this booklet is to outline the role of Club Treasurer for those who are either considering taking on the role or who have recently been elected.

This booklet can be used as:

- An overview of the role for those considering taking on the role.
- An aide memoir to those who have been elected.
- The basis for a training course for new Club Treasurers.
- A discussion document for the outgoing and incoming treasurers.
- As a gift to every new Treasurer on election.

2. WHY DOES A CLUB NEED TO KEEP ACCOUNTS?

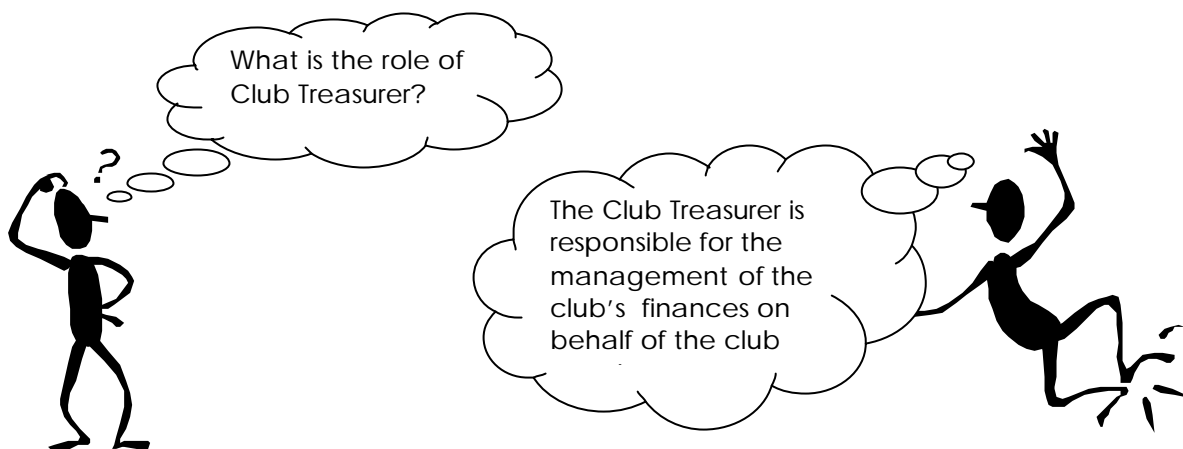
If your club has a gross annual income of over £1,000 it should be registered as a charity and this will require the club keeping accounts – speak to your county office if you require assistance with this.

Charities are much more in the public eye and the Charity Commissioners, who are the ‘watchdogs’ are taking a much more active role to ensure that charities are being properly managed and their resources used in a charitable manner.

A registered charity is required by law, to file an annual report and financial statement with the Charity Commission. The legal requirement is most simply met by publishing your accounts, in the style recommended, with the associated annual report (Paper 193/92/A). There is not a legal requirement for smaller charities (that is, charities in England and Wales with incomes of under £10,000 a year) to have a professional audit. However, the standard YFC constitution (A5000) says that an independent audit should always be carried out before club accounts are adopted by the Annual General Meeting.

Remember if you are unsure, ask County Office to help.

3. WHAT IS THE ROLE OF CLUB TREASURER?



Every group needs somebody to look after the money: a treasurer. This person is likely to be someone who is trusted to be honest, accurate and responsible. The Treasurer is at all times answerable to the club members (of membership age) for the financial affairs of the club. A club treasurer can be aged under 18. However, they are not legally able to make financial decisions on behalf of the club, nor sign cheques.

4. WHAT ARE THE MAIN ACTIVITIES OF A CLUB TREASURER?

The Club Treasurer's main activities during the year of office include:

- Ensuring accounts are in order at the beginning of the year
- Collecting money
- Paying bills
- Record keeping
- Financial reporting
- Budget control
- End of year accounts
- Understanding legalities

5. WHAT WILL YOU NEED?

- A day book – for keeping notes of all transactions
- The book of accounts/cash analysis book (e.g available from stationers)
- The cheque book(s) (N.B only designated signatories aged 18 and over can sign cheques)
- The paying-in book
- The file of bank statements
- The file of receipts and vouchers
- A receipt book for money paid to you
- A property book
- The file of correspondence
- Past financial records

6. GUIDELINES FOR CLUB ACCOUNTING

6.1 THE BEGINNING OF THE YEAR

Your initial tasks as Treasurer will include the following:

- Your first task as the new Club Treasurer should be **to ensure that the accounts you are about to become responsible for are in good order**. The accounts should be audited, balanced and up-to-date. If they are not, then your job will be made more difficult throughout the year.
- Having been elected, **arrange a time to sit down with the outgoing treasurer and go through the accounts** to ensure they are in good order before you take them over. If in doubt, seek help immediately – ask your club leader, county organiser, bank manager or auditor to help.
- Advise your bank/building society of **change of address and change of signatories**. Some clubs have more than one bank account (e.g. current account and charitable account); make sure that all bank account details are up to date. If you are unsure how to do this, ask the outgoing treasurer, a club leader, a member of the advisory committee, county office or the bank.

6.2 COLLECTION OF MONEY (INCOME)

The level of activity within your club will determine the amount of money you will need to collect. All money received should be banked. You will at least need to collect the following:

6.2.1 Subscriptions from members

You will be responsible for:

- Prompt collection of membership subscriptions and completed and signed membership forms (it is very important to have an accurate record of membership as it will affect the levy you pay to your County).
- Issuing each member with a receipt and a temporary membership slip or membership card.
- Recording paid-up members. You may already have a club system for this but if not please use the example below.

Date	Name	D of B	Age	Category	Amount Paid	Membership Card No.
1 Sept 03	J. Sharp	08/11/90	13	Junior	£10* csh	100 01 01
2 Sept 03	A. Harp	24/05/81	22	Senior	£20* chq	100 01 02
3 Sept 03	H. Hand	17/07/86	17	Intermediate	£15* chq	100 01 03
3 Sept 03	K. Hand	22/02/74	Over 26	Associate	£15* csh	100 01 04

The subscription amount will vary depending on what your club decides at the AGM.

- Informing your county office of paid-up members as soon as possible.
- Ensuring members are aware of insurance cover.

6.2.2 Money raised from social events

You will be responsible for:

- Checking/setting budgets for the event with the support of the club.
- Organising floats.
- Organising something to collect the money in.
- Organising money bags and to count/bag cash for the bank.
- Organising responsible parties to oversee the collection and counting of cash.
- Organising a night safe for larger events.
- Checking the correct licences for liquor or lotteries (raffles) have been acquired, with the help of other club members.

6.2.3 Money raised from fundraising events

Points to bear in mind:

- Street collections are subject to local council and police regulations.

- Raffles are also subject to strict guidelines – draws must take place during your event and all tickets must be sold during your event on the premises. It's also much easier to raise £1 by selling five tickets for £1 than selling raffle tickets for £1 each. (For further information contact your local county council, YFC county office or NFYFC)
- Before fundraising check that the fundraising activity is covered by insurance.
- When raising money for other charities, it should be made clear to all participants and donors that this is what you are doing and for which charity or charities.
- Any funds raised for another registered charity must be paid over in full in the year in which the funds were raised. For example if an event was held in aid of a Children's Hospice and it raised £99.99 that is what you must donate, you cannot round the figure up using club funds.
- All money raised for YFC and other charities should be clearly itemised in the club accounts. It is also recommended that a "Other Charities" bank account be opened. As a charity you can only spend money on meeting the objects of the constitution. So no personal gifts or treasurer's pleasure trips!

For further information, please refer to paper number 42-05-A 'Guidance notes on YFC clubs and YFC county federations on raising money for charity'.

6.2.4 Money to cover extra trips/activities

As part of the club's programme trips to theme parks, ten pin bowling, wall climbing etc often require a deposit in advance as well as knowing exactly how many people want to attend. As treasurer, you will be involved with the planning of these trips. It is sometimes difficult to get commitment and payment from members, so one way to tackle this is to write to each member attaching a parental consent form (for those under 18) and stating in the letter that a deposit needs to be handed in with the parental consent form by a certain date. You will then have a commitment from members and a record of those who have paid. You may wish to enrol other committee members to help you do this.

For some events it may be necessary to pay for tickets in advance e.g your county ball. When doing this make sure you receive the money from the members before ordering and purchasing tickets with a club cheque – i.e no money no ticket – otherwise you may be left with a number of tickets and be out of pocket if members decide not to go!

6.2.5 Other Income

Always ensure that anyone who gives you money is issued with a receipt. This can be a hand written note detailing who paid, when, how much and what for; a till receipt; or a formal letter detailing the amount paid on headed paper.

6.2.5 Receipts

Official receipts should be recorded in a duplicate receipt book. If cash is received at a club meeting the Treasurer must be equipped ready to give a receipt on the spot. If it is a temporary receipt it must be recorded in the day book and then entered officially in the receipts book.

6.2.6 Bank pay-in book

It isn't necessary to go rushing off to the bank with each small cash item as it comes in, but it is necessary to 'pay-in' at regular intervals. Every large cash receipt should be paid into the club's bank account immediately.

Make sure you:

- Record when the money has been banked.
- Make use of stubs and serial numbers.
- Detail each amount.

6.3 PAYMENT OF BILLS (EXPENDITURE)

Throughout the year, there will be a number of different bills to pay, depending on the circumstances of your club. These could include:

- Annual Levy.
- Meeting place costs e.g. rent, hire of hall.
- Event expenses e.g. disco, room hire, publicity, licences.
- Activity costs e.g. transport, bowling alley hire.
- Administration costs e.g. secretary's costs of correspondence.
- Any deposits required for county competitions if applicable.

6.3.1 The cheque book

- If it is possible, pay bills and invoices by cheque.
- Remember to fill in the counterfoils with as much information as possible.
- Record the cheque serial number on the invoice you keep and in the accounts/cash book.
- Cheques should only be signed once they have been written out completely.
- You also need to be aware of the number of cheques per month you can issue as some bank's and building societies accounts have limits.
- Always keep the cheque book in a safe place.
- Ask your bank for a signature mandate if you need to change the signatories – e.g. following the AGM.
- NEVER HAVE BLANK SIGNED CHEQUES IN THE BOOK.

All expenditure paid out of the accounts should be by cheque or by receipted cash payment. A receipt can be in the form of a formal letter headed account of the sum paid, a till receipt or even a signed piece of paper detailing the sum, date, supplier and description. If someone does not provide a receipt, do not pay them. Once you have a receipt, record and file it in the income receipt file.

6.3.2 Signatories for the cheque book

As written in the *Standard Constitution for an Open Club* under section 15. FINANCE:

'The club accounts shall be administered by the club, and all cheques drawn on the account shall be signed by the Club Treasurer* and countersigned by the Club Leader or a named member of the club committee.' (* the club treasurer can only sign cheques if he/she is 18 or over.)

The main purpose of having two or more signatories is to ensure that proper control is maintained over: (1) to whom the money is being paid; and (2) how much is being paid. The word 'PAID' should be hand-written on the invoice by the signatory and preferably initialled so that that person can later be satisfied that they checked the cheque.

6.4 PETTY CASH

6.4.1 Use of petty cash

- Petty cash payments should be kept to a minimum.
- They should not be used for payments of wages or salaries.
- Petty cash should not be borrowed or used for personal purposes, nor for the cashing of personal cheques.

6.4.2 Safekeeping

- The amount of float should be agreed, i.e. £100.
- The petty cash float should be kept in a locked box and stored in a secure place.
- It is important to ensure that insurance covers the amount of cash you are holding.
- Ideally, only one person should have access to the box and be responsible for its safekeeping.

6.4.3 Procedure for payments

- A voucher should be completed for each petty cash payment. This should give details of the item being purchased and who the money is being paid to. It should be signed by both the person receiving the cash and the person authorising the payment.
- Where possible proper VAT receipts should be provided for all items purchased and attached to the back of the petty cash voucher.

6.4.4 Reconciling petty cash

When the float is low, a reconciliation should be carried out, e.g.

Total of vouchers paid out	_____
Cash in hand	_____
Total	_____

The total should equal the amount of the original float. Cash can then be drawn to the value of the vouchers paid out to make up the float.

6.5 RECORD KEEPING

'It is best not to rely on memory alone. When there are lots of members handing you cash before, during and after the club meeting, it can get very confusing as to who has paid, especially if you do not have a proper recording system in place.' (Charlotte, YFC Treasurer)

6.5.1 Day book

This is very important to keep notes in especially during club meetings. These notes can then be written up into the analysed cash book.

6.5.2 Analysed cash book

This is a pocket book to record all transactions in. When using a cash book make sure you record the amount accurately and give a brief description including date, amount paid to/from and remember to record all transactions immediately. The cash book will help you keep a record of transactions made throughout the year and is also used to carry out

'bank reconciliations' (checking the bank statement against the cash book to make sure one squares with the other).

6.5.3 Recording Income

Example of Analysed cash book – income:

Date	Receipt no.	Details	TOTAL	BANKED	Subs	Sponsorship	Ticket sales	Dances
08/12/03	1243	Subscription – J Bloggs	20		20			
10/12/03	1244	3x tickets – Mr X	45				45	
15/12/03	1245	The Supporter – sponsorship	50			50		
22/12/03	1246	Christmas disco	500					500
TOTAL			615	615/statement no.	20	50	45	500

You should total the transactions every month.

6.5.4 Recording expenditure

Example of an analysed cash book – expenditure

Date	Cheque no.	Details	TOTAL	BANKED	Stationery	Hall hire	Trips	Printing
10/09/03	050	X village hall - Hire for Sept	30			30		
12/09/03	051	Secretary's expenses (stamps, envelopes)	5		5			
16/09/03	052	Ice Dome -Ice skating	60				60	
20/09/03	053	Print R Us - Dance Tickets	45					45
TOTAL			140	140/statement no.	5	30	60	45

You should total the transactions every month.

It is important to spend time at this stage recording details as it will save time when it comes to auditing.

6.5.5 Bank statements

You need to:

- Ensure that bank statements are sent directly to you.
- File the bank statements. Current and deposit accounts should be kept separate.
- Enter any bank interest or changes into the cash book.
- You may be able to check the club's bank statement on-line. Ask the bank how to do this.

6.5.6 Bank reconciliation

A bank reconciliation is a simple way to check the bank's records against yours.

Reconcile as follows:	
Balance per bank statement	X
Less outstanding cheques	(X)
Add deposits not shown on bank statement	X
	<hr/>
Balance per cash book	<u>X</u>

You need to:

- Tick off cheques detailed as being paid in the statement against the cheque stubs.
- Tick off deposits made detailed in the statement against the paying-in book stubs.
- Make a list of outstanding cheques – still not presented at the bank.
- Make a list of deposits not yet shown on statements.

A bank reconciliation for all accounts should be prepared each month to ensure that your accounts remain up-to-date. This will make the annual accounts easier to prepare. Any difference found should be resolved immediately.

6.5.7 Maintaining good/decent return on money held on deposit

Most clubs will hold the majority of their money with a high street bank. They may not necessarily give the best rate of interest on deposit accounts. The Treasurer should monitor the rate of interest and look to other banks/building societies to hold money that is not required for the day-to-day running of the club. Clubs may also wish to consider investing in a charities deposit fund such as COIF (CCLA Investment Management Ltd).

6.6 FINANCIAL REPORTING

In your role you should:

- Attend club meetings and be prepared to give a report on the financial situation of the club. This will be most appropriate before or after an event.
- Produce Treasurer's reports for each committee meeting, showing the current status of the club's finances.
- Keep the report simple.
- Tell the club or committee what it needs to know (bank balances, profits on recent events etc rather than a list of bills paid since the last meeting).
- Help in the decision making (here you bring in the costing, the investment, level of subscriptions etc).

6.7 BUDGET CONTROL

When you begin to plan an event it might be helpful to draw up a forecast of the costs that are likely to be incurred. This will ensure that you control costs and expenditure, and are realistic. It will highlight whether further income is required to off-set expenditure and it will also help you assist in deciding the price of tickets.

6.8 END OF YEAR ACCOUNTS

What is required:

The club committee shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regard to:

- (i) The keeping of accounting records for the charity.
- (ii) The preparation of annual statements of accounts for the charity.
- (iii) The auditing or independent examination of the statements of account of the charity.
- (iv) The preparation of an annual report.
- (v) The transmission of the statements of account of the charity to the Charity Commissioners.

6.9 ANNUAL GENERAL MEETING (AGM)

- The AGM must be held within three months of the club's financial year-end. The statement of accounts (audited or independently examined) must be presented at this meeting for adoption. Remember that it takes time to audit the accounts so do not book the AGM too early.
- At the AGM the annual subscription to the club will be set and agreed upon.
- A report from the Auditor, or an independent examiner, should be presented along with a report detailing how the club has performed over the last year.

7. UNDERSTANDING LEGALITIES

- If your club has a gross annual income of over £1,000 it should be registered as a charity – speak to your county office if you require assistance with this.
- You must fill in the Central Register of Charities Annual Return Form (some county offices do this on behalf of their clubs so be sure to send in your accounts as soon as they are adopted).
- State your registered charity number on all correspondence and cheques (banks will print this on your cheque books for you).
- Take care to provide an even balance of activities. YFC is meant to provide a wide range of activities based on a social and educational programme. So ensure you spread the costs – sport is a worthwhile element of any club but should not receive an inordinate proportion of funds.
- Lastly keep all records for a minimum of six years.
- As a registered charity, you may get cheaper advertising rates such as with the local paper.

8. GLOSSARY OF TERMS

Auditor: A qualified accountant who inspects the accounting records and practices of a business or other organisation.

Charity trustees: Trustees are defined as members of the club management or executive committee who make the policy – these could be ordinary members in a club situation.

Constitution: the fundamental principles and laws of a social group that guarantee certain rights to the people in it.

Charity Commission: The Charity Commission for England and Wales is established by law as the regulator and registrar of charities in England and Wales.

Independent Examiner: Independent examination is for unincorporated charities below the £250,000 threshold. It is a less onerous form of scrutiny than an audit, both in terms of the depth of work which is to be carried out, and the qualifications necessary to undertake it. The trustees are required to choose an independent person who is "reasonably believed" by them to have the "requisite ability" and "practical experience" to carry out a "competent examination" of their accounts for that year.

Signatory: someone who signs and is bound by a document and is over 18 years old.

9. FURTHER INFORMATION

Some resources which you might find helpful:

NFYFC Recruitment and Retention Pack

Club Constitution

County office

NFYFC office (Tel: 02476 857200, email: post@nfyfc.org.uk)

Skills for Life Programme

NFYFC/County Health and Safety Policy

NFYFC/County Child Protection Policy

Competitions programme

NFYFC Website – www.nfyfc.org.uk

Countryside Challenge

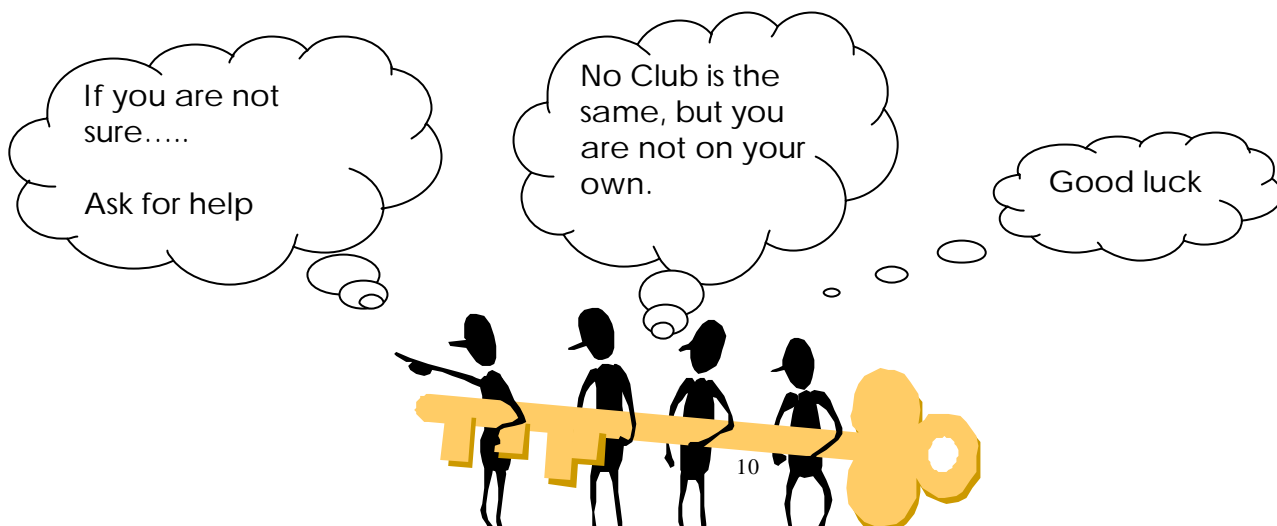
Leadership Development

Training Techniques courses

Checklist and sample agenda for a club AGM (Available from NFYFC)

And Finally.....

Ask people for help. The treasurer will have to work closely with the committee members. The role of the treasurer does not involve sitting on the door at every disco and event!



NFYFC CLUB TREASURER – SUMMARY



WHY DOES A CLUB NEED A TREASURER	WHAT NEEDS TO BE DONE	HOW CAN I DO IT EFFECTIVELY	WHO TO INVOLVE
<ul style="list-style-type: none"> ➤ Because someone has to be responsible for all monies collected. Also, Members need to know who collects their subscriptions. ➤ Because someone has to take responsibility to pay bills, levies, rents etc. and to budget for future events. ➤ To safeguard the Club's money. ➤ Because a record of all transactions needs to be kept, and financial statements produced. ➤ To ensure finances are kept under control. ➤ Because members need to be kept informed of club finances and someone must be in a position to tell them. 	<ul style="list-style-type: none"> ➤ Collect subscriptions from members promptly after the club AGM. Make sure that income from subs covers Club, County and National levies. ➤ Collect other monies raised (from dances, events etc.). ➤ Report state of Club's finances to Club, Committee and Advisory meetings on a regular basis. ➤ Pay invoices and bills (levies, rents, insurance etc.) as approved by the Committee. ➤ Bank all money promptly and keep all money not banked in a lockable cash box, kept in a safe place and always separate from personal money. ➤ Keep records of all transactions (day book, cheque book, paying-in book, accounts book, receipts etc.) and know where all the past financial records are. ➤ Make sure that individual events are properly costed to at least break even and are properly and adequately insured. The club is responsible for obtaining the proper licences (lotteries, liquor etc.) ➤ Ensure that all surplus funds are invested at the most favourable interest rates. (Seek independent advice if necessary). ➤ Plan, with the auditors, and other club officers, for the preparation of the accounts so that they are ready for the club AGM. ➤ Present the accounts to the club at the 	<ul style="list-style-type: none"> ➤ <u>Keep a Day Book</u> Make sure you record the amounts accurately. If you rely on your memory rather than a simple day book to record all transactions, you will be heading for disaster, so note everything (date, amount etc.) in the book <u>immediately</u> ➤ <u>Keep all Receipts</u> It is absolutely essential that you keep receipts for all cash you receive and all monies you pay out. <u>Never</u> make cash payments from cash income. Wherever possible, pay by cheque. ➤ <u>Use the Cheque Book effectively</u> If possible, pay bills and invoices by cheque. Remember to fill in the counterfoils with as much information as possible. Record the cheque serial number on the invoice you keep and in the accounts book. All cheques should be signed by at least two people (the Treasurer and one other - Chairman, Secretary, Club Leader, Trustee etc.) Cheques should only be signed once they have been written out completely. <u>Never</u> have blank signed cheques in the book. You also need to be aware of the number of cheques per month you can issue as some bank and building society accounts have limits. Always keep the cheque book in a safe place. ➤ <u>Use the Bank Paying-in Book effectively</u> There are several types of paying-in book. Make full use of all recording features, e.g. stubs, serial numbers. If serial numbers are not printed, number the stubs yourself. ➤ <u>Use the Deposit/Building Society Book effectively</u> Ensure the book is regularly updated with earned interest, and return it to a safe place (which is known also to the Club Leader). ➤ <u>Keep an Accounts Book</u> 	<ul style="list-style-type: none"> ➤ <u>Financial Statements for members</u> A brief statement of the financial position of the Club should be given at each Committee Meeting. It should include current cash balances and forthcoming expenditure. This is an informal report and does not require formal acceptance. All payments need to be authorised by your Committee. ➤ <u>Auditor or Independent Examiner</u> Know who your Auditors or independent examiner are, they will have been appointed at the last AGM. They will usually help you prepare the end of year accounts if you are unsure how to do it. ➤ <u>AGM</u> Present an audited Balance Sheet to the Membership at the AGM. (Ensure sufficient copies are available). Be prepared to answer questions on the accounts. The presentation of accounts is a formal report and as such requires formal acceptance by vote at the meeting. ➤ <u>Delegation to others</u>

	<p>AGM and make sure all the books and accounts are in order for the next club treasurer.</p> <ul style="list-style-type: none"> ➤ Understand the legalities of operating a charity bank/building society account. ➤ Together with Committee members, actively seek sponsorship for club activities - if you don't ask, you don't get! ➤ Contact your County Office to find out when the next Club Officer Training event is and <u>make a commitment to attend.</u> 	<p>The most important record of club finances, it needs to be kept up to date with full details of Income and Expenditure. Record the amounts and cheque or invoice number of every transaction.</p> <ul style="list-style-type: none"> ➤ <u>Keep a Documents File</u> Used to keep all receipted invoices/bills, membership card details, bank and building society statements, events sheets etc. ➤ <u>Keep a Petty Cash Book</u> Not as elaborate as the accounts book, but just as important, so keep it up to date and accurate. . ➤ <u>Use an Event Sheet</u> You may wish to design a simple sheet to use for each Club event (e.g. raffle, disco, coach trip). Each Report Sheet should have its own document number and be kept on file. Include notes on what was banked or transferred to petty cash together with any other details which will help your Auditors (and your own verbal reports to Club Meetings!) ➤ <u>Prepare the Balance Sheet</u> This is prepared every year and presented to the Membership at the AGM. It is the basis for the following year's accounts, so when there is a new Treasurer elected at the AGM, it gives a sound starting point. ➤ <u>Arrange the Annual Audit</u> The new Treasurer must not be asked to accept the Account Book or other financial items until completion of the Annual Audit. The incoming Treasurer should check that all monies are accounted for, and balance with the records. 	<p>Tasks can be delegated, but not all the responsibility! Neither can book keeping nor payments by cheque be delegated. The object of delegation is not only to ease your workload, but to involve others. Ensure that whoever is delegated tasks, they know exactly what is expected of them. Do not let them fail for want of a little guidance.</p>
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ANNUAL REPORT

..... YOUNG FARMERS' CLUB

1. TRUSTEES' NAME (Only if separately appointed to hold assets.)
Note that the Club committee members are Trustees in law. They need not be listed here.

2. COMMITTEE MEMBERS' NAMES AND OFFICE

- e.g President
- Chairman
- Vice-Chairman
- Secretaries
- Treasurer
- Other

3. REPORT ON THE YEAR'S ACTIVITIES

(6 to 10 lines is adequate and should say what education provision your Club has made for young people in your district. A balanced statement about learning, leisure, community and environmental activities adding up to social education is needed.)

4. COMMENT ON FINANCIAL ACCOUNTS

(3 to 6 lines is adequate to state how the overall financial picture enabled the Club to achieve its programme of activities.)

Signed:.....

CLUB SECRETARY

.....

CLUB CHAIRMAN

Date:.....

NB. The main purpose of the report is to give relevant information, financial and non-financial about the activities and resources of the Club.

Note	RECEIPTS	£
2	Programme income	
	Members subscriptions	
3 (a)	Donations	
5	Social events	
6	Investment income	
	Club supplies	
7	Other income	
	Income	
1	Opening balance	
	a. At bank	
	b. At building society	
11	The club has the following investments:-	
AUDITORS' REPORT I have examined the above account. In my opinion they are in accordance with the records and explanations given to me. Signed _____ Date: _____		

Note	PAYMENTS	£
2	Programme expenditure	
3 (a)	Donations	
4	Payments to County Federation Payments to National Federation	
5	Social events	
6	Investment expenditure	
7	Club supplies	
8	Other expenditure	
	Income	
8	Closing balance	
	a. At bank	
	b. At building society	
10	Outstanding transactions at year end:-	
	The club owes (creditors) £	
	The club is owed (debtors) £	
Signed: _____ Date: _____ HONORARY TREASURER		

1. Ensure opening figures agree with last year's closing figures.	7. Include small items - most transactions should be under other headings. (specify if significant or exceptional.)
2. All programme transactions - refreshments, speakers expenses, raffles, competitions, events, hire of hall, printing, stationery, officers expenses, postages, visits out on Club night	8. Ensure figures agree with bank statements, passbooks etc. Cash in hand should always be kept to a minimum.
3. Note the exclusion of wedding presents and charitable donations when spending charitable money. Sport should be itemised separately.	9. Money raised by the Club in association with or for another organisation should not be included in the Clubs published accounts. Separate accounting arrangements should be designed for this type of event.
4. Include County and National affiliation fees and national insurance.	10. A receipts and payments account can be misleading if there are sums remaining unpaid or uncollected at the date of the financial statement. Therefore, show these in total by way of note.
5. Include profits/losses on dances/discos.	11. List any investments held ie. National Savings, shares etc.
6. Include investment income, bank interest, bank charges.	3.a Spending on sports equipment must be shown to have come from a specific fundraising event for that equipment.

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