

Financial responsibilities of the Treasurer

Records

The Treasurer is the Officer responsible for the financial management of the Club and must keep up to date books of account, a complete record of assets and a register of members. These records must be available to the designated Auditors on demand and the books recording the financial transactions of the Club, together with the register of members must be open to inspection by any member provided reasonable notice is given. The number and extent of the accounting records kept will depend mainly on the size of the Club but the minimum requirement is that a cashbook showing all receipts and payments is maintained.

All books of account and records must be supported by documentary evidence in the form of receipts, vouchers, invoices, etc. If the finance of the Club appears unsound, the Treasurer (or other Officer identifying the problem) must immediately report the fact to the Committee. The Treasurer must regard the Club's finances as unsound if the outstanding liabilities exceed the cash held including at the bank or in other realisable investments.

Annual General Meeting

An annual statement of accounts must be prepared for formal presentation to the members at an Annual General Meeting (AGM) to be held according to the constitution of the Club, but not later than 2 months after the end of the financial year.

Generally, the statement should comprise the following:

- A Balance Sheet
- An Income and Expenditure Account – or
- A Receipts and Payments Account – or
- Trading and Profit and Loss Accounts.

The statement must be signed by the Treasurer, certified by the official Auditors and copies with any necessary reports, circulated to the membership not later than 7 days before the date of the Annual General Meeting (AGM). A copy of the audited and approved Accounts must be sent to the HASSRA regional office and the relevant Sponsor, not later than 14 days after the date of the AGM.

If the accounts are not received on time, a reminder will be issued to the Club Chair and the local Sponsor. If no response is received within 14 days of the reminder, the relevant responsible manager will be informed and no further distribution of subscriptions will be made to the Club until the accounts have been provided and a satisfactory explanation has been received.

It is the Treasurer's responsibility to safeguard, at all times, the funds of the Club. You must:

1. Keep proper financial records which are correct and up to date at all times. These must include a list of Assets, a Cashbook, Receipts and Payments details and a Membership list.
2. Receipts for cash or cheques received should be issued within one working day. Wherever practicable, cheques or cash should be paid into your Club's bank account within one working day of receipt.
3. Make prompt payment of all bills and invoices received (according to supply terms).
4. Issue a receipt from a pre-printed receipt book on each occasion that you receive any money, cheques, etc.
5. Make certain that you have a voucher or invoice, duly authorised by a Club Officer, before making any payments.
6. Prepare a written financial statement for every meeting of the Club's Management Committee.
7. Balance your accounts at least every month.
8. Have your accounts audited at least once a quarter.
9. Prepare an annual financial statement and have it audited for presentation to the Committee within 2 months of the year-end. The annual financial statement must comprise the following:
 - A Balance Sheet
 - An income and expenditure statement – or
 - A Receipts and Payments Account – or
 - Trading and Profit and Loss Accounts.
10. Ensure that a copy of your audited annual financial statement is sent to the Treasurer of your HASSRA region within 14 days of the date of the AGM.
11. Have your own copy, or access to a copy, of the Staff Clubs Guide and ensure that you understand it.
12. Advise your Club Chair immediately if you are having any problems of any kind with the accounts, no matter how minor.
13. If the finances of the Club appear unsound, you must immediately report the fact to the Committee.
14. You must regard the Club's finances as unsound if the outstanding liabilities exceed the cash held, including at the bank or in other realisable investments. If the situation cannot be readily remedied (e.g. by increased prices) the Chair must advise the local Sponsor who will inform the relevant personnel section. In the case of HASSRA affiliated clubs, the regional Chair must also be informed.

15. Attend any available, relevant training courses.
16. Circulate financial statements to members.
17. Do not pre-issue cheques and never issue BLANK cheques.
18. Avoid making corrections to cheques. If unavoidable both signatories must initial the alteration.
19. Avoid making payments in cash. If cash payments have to be made always demand a receipt.
20. Record details on counterfoils for all payments and cheque payments.
21. Always use a lockable cash box, and obtain a receipt when it is handed to another person (e.g. an office cashier for overnight storage).