

# **Rotaract in Great Britain & Ireland**

# **Club Treasurer's Training Pack**

**July 2006**



# Rotaract Club Treasurers Training Pack

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### 1. Introduction

This guide has been produced by Rotaract in Great Britain & Ireland (RGI) to provide advice on being a Rotaract Club Treasurer.

This pack is not a definitive guide to being a Club Treasurer and you should always work closely with your predecessor to ensure that the books are completed correctly.

If at any point during your year as Treasurer you have problems, speak to your Club President and they will be able to advise you who is best to speak to.

### 2. The role of the Treasurer

The Club Treasurer is the collector and distributor of Club funds. They are responsible for the Club's solvency and financial stability and must keep accurate, up to date accounts.

### 3. Responsibilities

The responsibilities of the treasurer include:

- Setting a budget for the year with the assistance of the previous treasurer and club President
- Collection of Club subscriptions
- Depositing Club funds regularly into a Club bank account & keeping records of these transactions
- Making payments in accordance with Club procedures and keeping full records of such payments including receipts
- Thorough checking of bank statements on receipt and follow up of any discrepancies
- Payment of District and/or RGI subscriptions
- Giving a report of the Club's financial status at every meeting
- Ensuring that the accounts are audited promptly at the end of the Rotaract year

## **4. The Beginning of the Rotaract Year**

### **4.1. Meet with the previous years Treasurer**

We recommend that you meet with the Treasurer you're taking over from to familiarise yourself with the accounting procedures used by your club.

### **4.2. Contact the bank**

Complete the mandates in order to change the signatories for the account and ensure that the bank correspondence will be sent to your address, not that of the previous treasurer.

### **4.3. Previous years Accounts**

Before taking over as Treasurer ensure that the accounts for the previous year are written up and have been sent for auditing by one of your sponsoring Rotary Clubs.

### **4.4. Club Budget**

Set the Club budget in consultation with the President by considering:

- The expenditure in the previous year compared to the budget and subscriptions for that year
- The cost of hire of your meeting year, per year, if any
- Club expenses such as postage, stationery, telephone bills, badges, regalia, website etc
- Publicity materials
- District subscriptions (or subscriptions to Rotaract in GB&I if you're the only club in the district)
- Sponsorship for members to attend meetings, conferences etc, if any
- Speaker's fees, if any
- Any Club assets that may need replacing
- Club T-shirts

Try to keep the budget simple, it is not necessary to have a budget for each individual post-holder e.g. photocopying and postage expenses should be dealt with as an expenditure as a whole for all post-holders throughout the year.

## **5. Subscriptions**

### **5.1. Club Subscriptions**

It is up to each club to set their own subscriptions, but in RGBI generally they range from £10 – £25 per member for one year. When setting your Club subscriptions calculate the income from these and check to ensure that your income meets the expenditure you set in your Club Budget.

If subscriptions work out to be too high as a result, re-visit your budget and remove some of the least essential expenses.

Remember to keep a record of those members who have paid subscriptions, and aim to collect all by September.

### **5.2. District Subscriptions**

At the start of the Rotaract year, your District Treasurer will set the budget for the year, this will include the District Chairman's expenses throughout the year, subscriptions to RGBI, and general expenses e.g. postage, website etc. This budget is then voted on at a District Meeting by your Club President; if you get the opportunity you should discuss this with your club and raise any of their questions at the District Meeting.

Your Club will be charged District subscriptions based upon the number of members in your club, and normally range from £4 - £6 per member per year. The District Treasurer will send your Club an invoice, and it is your responsibility to pay this invoice as soon as possible.

### **5.3. What are subscriptions used for?**

They are used to cover the running costs of the club, District and Rotaract in Great Britain and Ireland (RGBI). These include travel expenses, room hire, postage, website hosting etc. They may also be used as a float to cover potential losses on events.

At an RGBI level subscriptions are also used to subsidise the cost of promotional materials available to all clubs throughout Great Britain and Ireland.

#### **5.4. Do members have to pay subs if they join part way through the year?**

RGBI does not charge for members who join part way through a year. Districts generally do not charge either. Clubs may charge a reduced cost, depending on the club.

## **6. Banking Procedures**

### **6.1. Bank Accounts**

Two separate bank accounts are required, one for the Club's funds and the other for Charity funds. It is vital that you keep the bank accounts separate. The charity account should only be used for fundraising events and paying out the money to your chosen charities.

It is a good idea to have 4 signatories – the President, Vice-President, Treasurer and Secretary – so that if one of them is unavailable, there is always somebody to sign the cheques, with 2 out of the 4 always signing cheques.

The bank may require a copy of the Club's Constitution and Bye-Laws, some may even require copies of audited accounts, and a copy of the Club's Minutes when the Club's Officers were appointed as signatories.

### **6.2. General Information**

- Ensure you have all books and cheque books at the start of the year. Inform the bank of change of Treasurer and ensure regular monthly statements for each account are sent to the correct address.
- Never sign a blank cheque or a cheque payable to your or your partner.
- Confirm that the wording used on the cheque book is "for and on behalf of", otherwise the signatories could be held responsible for that particular cheque if there are insufficient funds in the account to honour it.
- Extra large size presentation cheques may be obtained from the bank for special occasions e.g. charitable donations.
- Cheques take between three and four working days to clear, ensure that cheques are not written for amounts over the cleared balance.

## **7. Bookkeeping**

Firstly, use the sample spreadsheet, an appendix to this manual, to record all bookkeeping activities.

### **7.1. Deposits**

- Keep books neat and tidy so that they are easy to follow and so they could be taken over by anyone.
- A cheque which bounces on the Club will be shown on the bank statement as a receipt on the day it was banked, followed by a payment out a few days later when the cheque will be termed as "unpresented cheque". In most cases, the bank will inform you that the cheque was unpresented by letter, and will re-present it for you, at which point it will again appear as a receipt.
- For unpresented cheques, it is the immediate responsibility of the treasurer to recover the money, speak to the person who gave you the cheque. The unpresented cheque will be sent back to the treasurer, keep hold of it as this is proof that it has been rejected by the bank.
- Cheques are valid for 6 months from the date on the cheque. Ensure you ALWAYS pay cheques in promptly, and ensure that cheques written by the club are also cashed.
- Cross check statements received to entries made in your accounts, this way you will be able to ensure that all cheques have cleared.
- Update your Club accounts at least once a month and double check the balance on your monthly statement matches the balance on your accounts.
- Prepare balances on each account held by your Club to report to each Club meeting.

### **7.2. Expenses**

- Inform the Club at the beginning of the year which expenses incurred may be reclaimed by Club members (e.g. postage) and ensure that all claims are suitable. Encourage Club members to claim expenses, as these have been budgeted for and it is not fair for certain members of the Club to subsidise the Club's activities!
- Always insist on receipts for reimbursing Club members. These serve as proof that the expenditure has been incurred and will be required by the auditor at the end of the year.
- Always pay expenses with a cheque and not cash.

- Complete the Account Income/Expenditure form, recording all details possible and attach receipts to this form. This will help to keep your books up to date and clear for auditors to review. You can view the form in the appendix of this document.
- Till receipts and invoices must be kept for seven years.
- If a float for an event is required, the cash needs to be controlled carefully. At the end of the event, the float money should be taken into account in calculating the profit made, and should be returned to the account from which it was drawn in full, as a separate entry so the books will record that the money withdrawn was replaced.

### **7.3. Charitable Funds**

Money must not be transferred from the charity account into the Club account or used for any other means except for those charities. This includes money raised through interest on the charity account.

When holding an event you must make it clear what you are raising money for – charity or Rotaract Club funds, and put all money raised into that cause. It is recommended you pay the proceeds of a charitable event to the charity as soon as possible so that money is put to good use where it is needed.

If your event makes a loss, this must be covered by money from the Club's account, not the charity account.

## **8. Insurance**

It is important that all your members and the general public are adequately protected by insurance policies. Ensure your Club keeps a list of all members and their details so that in the event of a claim, proof of a person's membership can be given easily. You will be covered for public liability insurance (i.e. injury caused to a member of the public) under the scope of the Rotary insurance.

Check thoroughly if you are in any doubt about cover for a particular event, even call the Rotary insurance company if it is a particularly risky event. You should be able to obtain this information from your Sponsoring Rotary Club.

## **9. Auditing**

- Complete the writing up of the books as soon as possible at the end of the Rotaract year and get them all in order, including corresponding receipts and monthly bank statements
- Complete the end of year analysis (income & expenditure) sheet as seen in the accounts example
- Auditing should be done by a member of your sponsoring Rotary club
- He/she will simply review the records of the charity account and club account
- Rotary have a duty to do this, so if you have any problems you can contact the district Rotary representative to assist you

## **10. End of Year Procedures**

- Pay out all remaining money assigned to charities during the year before the next Treasurer takes over
- Request a bank mandate form from the bank to change over your signatories for the new year
- Hand over all accounts to the new Treasurer

## **11. Charity Commission Annual Return**

- If your club is a registered charity the Charity Commission will send you this automatically each year.
- You do not need to send in the main annual return as that is only required for charities with income of over £10,000
- You will need to complete a database update form, which simply asks you how much you raised and spent in the year (from the charity account) and for a list of the trustees of the charity, which should be the members of your club council



**HIGH WYCOMBE ROTARACT**



**Account Name:**  
**Account Number:**  
**Account Sort Code:**  
**Account Branch:** Lloyds TSB - High Wycombe  
  
**Year:** 2006/07

**INCOME:**

DATE	DESCRIPTION	RAFFLE	BURNS NIGHT	SOCIAL	MEMBERSHIP	CLUB (regalia etc)	OTHER	Total Banked
	<b>TOTAL BANKED</b>	£ -	£ -	£ -	£ -	£ -	£ -	£ -

**HIGH WYCOMBE ROTARACT**



**Account Name:**  
**Account Number:**  
**Account Sort Code:**  
**Account Branch:** Lloyds TSB - High Wycombe  
**Year:** 2006/07

**CASH EXPENDITURE:**

DATE		DESCRIPTION	RAFFLE	DONATIONS	SOCIAL	DISTRICT DUES	CLUB (regalia)	OTHER	TOTAL SPENT
		<b>TOTAL CASH SPENT</b>	£ -	£ -	£ -	£ -	£ -	£ -	£ -

**CHEQUE EXPENDITURE:**

DATE	CHEQUE NUMBER	DESCRIPTION	RAFFLE	DONATIONS	SOCIAL	DISTRICT DUES	CLUB (regalia)	OTHER	TOTAL SPENT
									£ -
		<b>TOTAL CHEQUES SPENT</b>	£ -	£ -	£ -	£ -	£ -	£ -	£ -

HIGH WYCOMBE ROTARACT



Account Name:  
Account Number:  
Account Sort Code:  
Account Branch: Lloyds TSB - High Wycombe

Year: 2006/07

**END OF YEAR ANALYSIS:**

Starting Balance at 01/07/2006

Total Banked	£	-
Less Cheque Payments	£	-
<b>SUB TOTAL</b>	<b>£</b>	<b>-</b>

Plus Interest		
Less Uncashed Cheques		
<b>SUB TOTAL</b>	<b>£</b>	<b>-</b>

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<b>TOTAL IN ACCOUNT</b>	<b>£</b>	<b>-</b>
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Closing Balance at 30/06/2007



Sponsored by the  
Rotary Club of  
High Wycombe

## THE ROTARACT CLUB OF HIGH WYCOMBE

*Great Britain & Ireland Club of the Year 2006*

We meet the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month at 8.00pm

Venue: Score Bar, Adams Park, High Wycombe

E-mail: [highwycombe@rotaract.org.uk](mailto:highwycombe@rotaract.org.uk)

[www.rotaract.org.uk/highwycombe](http://www.rotaract.org.uk/highwycombe)



12 July 2006

Dear Rotaract Club Member,

### **RE: Rotaract Club Subscriptions**

The Rotaract year runs from July 1<sup>st</sup> until June 30<sup>th</sup>, this means that it is the start of a new Rotaract year and Club subscriptions are due.

Club subscriptions help to pay for all club running costs such as postage, website hosting, telephone calls, publicity materials etc, enabling the Club to organise events and gain new members.

This year Club subscriptions have been set at £20 per member for 1 year. Therefore we ask that you pay these subscriptions by the end of September.

Please make cheques payable to "Rotaract Club of High Wycombe General Account" and hand it to Club Treasurer Lisa Burnett as soon as possible.

If you have any questions regarding Club subscriptions please speak to me.

Kindest Regards

A handwritten signature in blue ink, appearing to read "Lisa Burnett".

Lisa Burnett  
High Wycombe Rotaract Club Treasurer

# Confirmation of Insurance

## TO WHOM IT MAY CONCERN

23 May 2006

**Our Client: Rotary International in Great Britain and Ireland**

We act as Insurance Brokers for the above named Insured and can confirm that the following cover has been arranged on behalf of our client for a period of 12 months from 1<sup>st</sup> July 2006

Sutton Winson Limited  
St James House  
Grosvenor Road  
Twickenham  
Middlesex TW1 4AJ  
t 020 8891 4021  
f 020 8891 3756  
w www.suttonwinson.com

**Legal Liability Insurance** – Rotary, Rotaract, and Interact Clubs including Interim Clubs, the General Council and the District Councils of Great Britain & Ireland

### Employers' Liability

Insurers: Ecclesiastical Insurance  
Policy Number: CM01000149  
Limit of indemnity: £10,000,000 any one occurrence  
Including: Indemnity to Principals

### Public Liability

Insurers: Ecclesiastical Insurance  
Policy Number: CM01000149  
Limit of indemnity: £2,000,000 any one occurrence  
Including: Indemnity to Principals  
Contingent Motor Legal Liability  
Indemnity to Voluntary Helpers  
Loss or damage to property in the custody, possession or control of the Insured, up to £250,000  
Excluding: Setting off Fireworks

### Products Liability

Insurers: Ecclesiastical Insurance  
Policy Number: CM01000149  
Limit of indemnity: £2,000,000 any one period of insurance

### Public/Products Liability – Excess of Loss

Insurers: ACE Europe  
Policy Number: 46UKA13546  
Limit of indemnity: £8,000,000 any one occurrence in excess of £2,000,000 any one occurrence, **so providing a total limit of £10,000,000 any one occurrence.** Extensions follow the underlying policy

This document is provided for information only. It does not make the person or organisation to whom it has been issued an additional insured, nor does it modify in any way the above policies. Any amendment can only be effected by specific endorsement.

No obligation is accepted by Insurers or the undersigned to inform details of any amendments to the above policies subsequent to the date of issue of this document.

Yours faithfully



Elaine Redington (Miss)

Authorised and regulated by the  
Financial Services Authority