



THE ROLE OF CLUB TREASURER

AS CLUB TREASURER...

This is a position of responsibility and trust, carrying charity trustee responsibilities. Collectively with the other club trustees you are ultimately responsible and accountable for the management of the club and all its activities, ensuring it's legally run in line with the club's constitution and is a safe place for members. As part of this, you will be expected to successfully complete the NFYFC online safeguarding course within 4 weeks of your appointment into your role.

You will be someone who is trustworthy and honest, accurate and responsible for managing the club's finances. You'll be answerable to the club members for the financial affairs of your YFC. Some clubs do ask for some assistance from a leader who can offer advice as often there is a large turnover of money.

To be a charity trustee and legally able to take financial decisions, to operate online banking or sign cheques on behalf of your club, you must be aged 18 or over. The responsibilities of charity trustees should be read and understood before accepting the nomination into this role.

As a trustee of the club (as a charity) you should expect to complete the NFYFC online Safeguarding course as well as having the safe recruitment processes to be applied to your nomination to this role.

THIS WILL INCLUDE:

- Completing a Position of Trust form

- A self-declaration

- A request to supply the names and contact details of two people who can be approached for independent references (one may be from the YFC community and another independent of the YFC)

- And that a DBS check at enhanced level with barred lists will be carried out.

If you fail to supply the names of two referees and information required for a DBS within the first four weeks, you should consider yourself to be 'stepped down' or 'removed' from the role.

Please note that you must also undertake the online safeguarding course within 28 days of being elected and once again, if you fail to do this, you will be asked to step down or removed from the role as this is crucial training that is necessary to help protect you and your club. More details of the course can be found in this section of the handbook. In this instance the club can hold a new election for the position at their next club meeting.

YOUR RESPONSIBILITIES INCLUDE:

As a charity trustee, accepting responsibility and accountability for the management of the club's finances and the wider club activities, including risk and upholding the reputation of a youth organisation.

- Safeguarding the club's money, making sure club finances are up to date and under control.
- Budgeting for events, so that they are properly costed to break even at the very least.
- Producing regular financial reports for the club committee and advisory. This should include the current cash balances and forthcoming expenditure. This is an informal report, which doesn't require formal acceptance.
- Recording all transactions that go through the club accounts using a cheque book or paying-in book, online banking etc. Remember to keep all receipts.
- Ensuring cheques are signed by at least two club officers; either treasurer, chairperson, secretary or leader. Where electronic banking transactions are used, ensuring similar dual authorising measures are put in place.
- Paying bills, levies, invoices, insurance, rents etc approved by the committee.
- Collecting and recording subscriptions from your members at the beginning of the YFC year in September.
- Collecting and recording other money raised, for example, from club dances and events.
- Banking all money promptly and keeping money not banked in a lockable cash box.
- Keeping members informed of club finances by reporting at each club meeting.
- Ensuring that any spare funds are deposited into a savings account at the best interest rates.
- Understanding the legalities of operating a charity bank/building society account.
- Working with other committee members, leaders and advisory to identify suitable sponsorship for events.
- Following Charity Commission reporting guidelines if they apply to your club.
- Preparing and presenting the accounts at the club's AGM (previously being audited prior to the meeting). This is a formal report and will need formal acceptance by a vote at the meeting. Be prepared to answer questions.
- Ensuring the books are up to date for the next treasurer.
- Knowing where all past records are kept and keeping financial records for six years.



- Taking up training opportunities when they are on offer (including safeguarding and treasurer training).
- Working with the club officer team to ensure the healthy, safe and legal running of your YFC.

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TOP TIPS FOR YOUR ROLE...

The role of treasurer is essential for managing the finances of the club. Here are a few things to try.

FRESH START

Arrange a handover to ensure all accounts are in order. They should have been examined by an independent person. Inform the bank of any changes.

RECORD KEEPING

Always make notes that can be referred to before you set up a system for keeping records on a PC or in a cash analysis book. Use receipts, cheque book, paying-in book and bank reconciliations to assist you.

COLLECTION OF MONEY

Record the club's income and remember to give receipts. You may need to organise floats, money bags and safe storage at events. Any cash should be stored in a lockable cash box

SEEK ADVICE

If you are unsure of how to do something, such as preparing the accounts, then ask your leader, advisory members or county office for advice.

CASH FOR OTHERS

Money raised for other charities should be clearly itemised in the accounts or kept in a separate bank account.

