**Treasurer Guide**

So, you’ve just been elected Treasurer of your club and have no idea where to start? Hopefully the outgoing Treasurer will be able to conduct a handover with you to at least make sure that you are on the right track but we’ve compiled this little guide trying to outline some key considerations and things you need to make 100% sure you are doing throughout your term. The Clubs Admin team are always available by email (well, Monday-Friday at least) if any questions crop up – the general rule is the more information you save and record the better.

Funds from club bank accounts are only to be used for the benefit of the club, not for the benefit of individuals. YouX clubs are not-for-profit organisations and no club members or executives or volunteers receive payment.

**Duties as a Treasurer**

* Prepare a budget for the year, documenting any outgoing and incoming expenses
* Oversee the financial side of all club/society/association activities including social and fundraising events
* Manage the application of any grants with the AUU and/or other bodies
* Ensure that any invoices or payments are processed quickly and professionally
* Keep thorough records and receipts of all transactions
* To provide the incoming treasurer a thorough handover at the end of your term
* Provide accurate and detailed financial records and reports on request from AUU professional staff
* Provide a Treasurers Report at the AGM at the end of your term

**Our top hints/recommendations:**

* Even if the outgoing Treasurer can’t facilitate a full handover (which they should!) Make sure you pick their brains about their struggles and successes over the previous year. It is really important to make sure you know passwords/access for any documents and accounts.
* Get and utilise a google drive. This means that multiple people can access the documents, edit documents and also provides an additional level of security than remaining spreadsheets back and forth.
* You need to be keeping receipts for ALL reimbursements that are made to club members. We recommend scanning these straight in as soon as you can and saving them on your drive.