

Clubs and Societies – Finances

In regards to the financial duties of committee members, whilst there is no expectation to have formal financial qualifications, the Club/Society must still act within the standards of financial competence.

The James Cook University Student Association (JCUSA) is incorporated under the James Cook University Act 1997 (Qld) and as such affiliated Club/Societies are to adhere to the Financial Accountability Act 2009 (QLD).

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Accounting stationery &/or software

The Treasurer may need the following accounting stationery:

- Cheque book(s) (particularly if the Club/Society constitution does not allow for electronic payments);
- Bank deposit book(s);
- A cash book or a general ledger (for computer programs). JCUSA recommends the use of Form 169 Club/Society Recordkeeping Template which is available on our website under Clubs.
- Payment authorisation (for electronic or cheque requisition) vouchers;
- A numbered receipt book with carbon copy page;
- Account forms for members' subscriptions;
- A petty cash payment book and petty cash vouchers;
- A file for accounts payable;
- A file to store receipts from accounts paid;
- A file of orders placed with suppliers;
- A file to store bank statements;
- An electronic folder for the storage of all scanned copies of documents, e.g. invoices, quotes, receipts etc.;
- A secure computer/laptop if software is being used; and
- An efficient and secure back-up facility for the software and files.

Clubs Financial Records:

1. The financial year of the Club/Society is from 1 January to 31 December.
2. Clubs/Societies must not accept any form of monetary payment other than Australian Dollars in a form payable into the Club/Society bank account;
3. When taking over from the previous Treasurer or if you are the first Treasurer of a Club/Society ensure you have:
 - Minutes of a meeting stating who the new or incoming bank signatories will be and confirmation that the account will be "2 to sign" to reduce fraud;
 - Change signatories with the bank. This may include a 100 point check of identification for each signatory and may require you to make an appointment with the financial institution.

You will need to take the minutes of the meeting referred to above and your Club/Societies constitution to the financial institution so they can make a copy for their records.

It would be prudent to contact your financial institution to find out what their process is to open a bank account and/or change signatories. Each financial institution operates differently and you may need the signatures of the previous signatories.

- Access to the bank accounts, including online access (if available) and bank statements;
- Access to any recordkeeping system being used to track financial transactions;

- Any cheque books, receipts books and deposit records.
4. Clubs/Societies are required to maintain financial records of all the financial transactions that the Club/Society makes.
 5. You will need to keep a record of **every**:
 - Receipt;
 - Tax invoice issued to the Club/Society for expenses incurred;
 - Ticket stub/receipt for income such as membership fees or event tickets; and
 - All other income deposited into the Club/Society bank account.
 6. Each time your Club/Society receives income or spends money, this is to be recorded in your recordkeeping system.
 7. You can choose to use the JCUSA supplied recordkeeping template which is located under Templates.
 8. At least once a month you should cross reconcile the cashbook with your bank statements to make sure that the amounts correspond.
 9. Overview of managing income and expenses:

Income

1. Collect cash/cheque and issue receipt

2. Record total in the recordkeeping system

3. Bank the cash/cheque

4. Deposit will show on the bank statement and match the recordkeeping system

Expenditure

1. Money is spent and receipt is collected

2. If reimbursing a member, ensure receipt meets the requirements listed on the following page.

3. Pay expenses via EFT/ Cheque if possible so the transaction is on your bank statement

4. Record the expense in the recordkeeping system

5. Bank statement should match the expense

Capital Items – Assets

10. All assets that belong to the Club/Society are to be recorded on Form 167 Club/Society Capital-Asset Register which is located on the JCUSA website under Clubs.
11. It is important to document details of capital/assets and to track their value and ensure the club/society knows where they are located.
12. Document any reusable capital item/asset that will be maintained for at least five (5) years. This includes small items such as storage boxes, tables, pull up banners.
13. All assets that were obtained via a grant from the JCUSA remain the property of JCUSA and must be added to Form 167 Club/Society Capital-Asset Register.
14. In the case of the Club/Society being dissolved any excess assets, property, funds or money remaining after all debts and liabilities are paid shall not be given to members but shall be given or transferred to the JCU Students' Association. This should be clearly noted in the Clubs/Societies constitution.

Bank Reconciliation

15. A bank reconciliation will be completed monthly.
16. The Treasurer will need to cross-reference the income and expenditure with the Club's/Societies bank statement.
17. It is important to ensure that all banks fees and interest income for the relevant period is recorded in the recordkeeping system that the Club/Society is utilising.
18. This process will ensure that financial information is up to date and figures can be reported to the Clubs/Society's members.
19. A copy of a bank reconciliation template is located in Form 169 Club/Society Recordkeeping Template/Bank Reconciliation Tab.

If your reconciliation does not balance, check the following:



- Has the bank account received interest and has it been recorded in the financials?
- Check petty cash balances.
- Are there any cheques that have been written but have not been presented for payment and therefore have not been debited from your bank account?
- Is there cash still to be deposited into the bank account?
- Are any members yet to be reimbursed for money that has been spent?
- Are there receipts missing?

20. Whenever a member purchases an item on behalf of the Club/Society, they must be reimbursed immediately from the Clubs/Societies bank account after supplying a valid receipt or proof of purchase.
21. It is good practice for the member to request reimbursement in writing (email will suffice).
22. If a member is reimbursed using cash, ensure they sign a record to confirm they have received the money. It is better to send an electronic funds transfer (EFT) payment from the Clubs/Societies bank account to the member's bank account so this is a recorded on the bank statement, or if a small amount, reimburse using Petty Cash.
23. The Treasurer must keep a copy of the receipt and the request (if applicable) with their financial records

Receipts - Outgoing

24. A receipt book must be used when money/payment is received by a Club/Society for memberships, donations etc.
25. The Treasurer must record what the income was for, the date the income was received and the amount received.
26. Every time the Club/Society receives income Form 169 Club/Society Recordkeeping Template, or equivalent, must be updated.
27. Bank all income received immediately to ensure it is safe.

Receipts - Incoming

28. All incoming receipts/tax invoices, must include an itemised list of what was supplied. Below is an example of an itemised receipt/tax invoice and what it must include:

Sample Receipt:

ABN: 96 799 820 080
James Cook University Student Association
 Student Services Mall
 Angus Smith Drive
 Townsville QLD 4811

Print Copy

Qty	Description	Extend
1	International Event	20.00
1	International Event	20.00
	Subtotal	36.36
	Taxes	3.64
	Total	\$40.00
	Paid Debit Card	\$40.00

Receipt# 6190

Date: 16/08/2019, 4:27 PM

Thank You for Shopping with us!

What must be on a receipt

ABN is included
 Store name is clearly identifiable

Item and price individually listed

GST is identifiable
 Total cost is identifiable
 Receipt number
 Date of the transaction

29. JCUSA will not accept the following:

- EFTPOS slips;
- Receipts that don't show the amount as having been paid;
- Ticket stubs;
- Screenshots of bank transfers/direct deposits; and
- Receipts from overseas must be in English and be from a registered business in the appropriate country.

Tax Invoices

The below information must be on tax invoices received by the Club/Society:

- a. The title "Tax Invoice".
- b. Supplier name.
- c. Supplier ABN.
- d. Supplier business address.
- e. Supplier contact phone number.
- f. Supplier email address.
- g. Invoice date.
- h. An appropriate name/description for each line item
- i. The total amount.
- j. Whether or GST has been added.

Prohibited methods of accepting payment/funds/compensation:

- Gift cards (Prepaid or reloadable)
- Store credit
- PayPal® or similar
- Digital currencies or currency analogues, including cryptocurrencies such as Bitcoin

Donations

30. Donation money received should be banked as soon as possible to ensure it is kept safe.
31. Conversely if the Club/Society is making a donation then this money should be banked into the other parties' bank account in a timely manner.

Cash Floats

32. It is not irregular for a Club/Society to have small amounts of cash on hand for events to provide change to members or attendees.
33. This cash is a 'float' and can be withdrawn from your bank account.
34. You will need to ensure that the float amount is recorded as an expense in your recordkeeping system.
35. After the event, the float as well as any profits will be banked together, however you should list the income in your recordkeeping system as two separate amounts - one for the float and; one for profit/income.
36. Be sure not to count the float as part of your overall profit at the end of the event.

Petty Cash

37. A petty cash system is a convenient and cost-effective way to reduce paperwork and minimise account fees that would have to be paid if a cheque was drawn for every item of expenditure.
38. Petty cash can be issued in exchange for a receipt as a means of reimbursing members who have used their own money to purchase small items (e.g. less than \$50.00) on behalf of the Club/Society.
39. To initiate a petty cash system, a 'cash' cheque is drawn on the Club/Society bank account for a small amount (e.g. \$100.00) and entered in the cashbook.
40. When presented with a valid claim supported by a receipt the Treasurer completes a petty cash voucher, has the claimant sign the voucher, reimburses the claimant, records and retains the receipt.
41. Petty cash expenditure should be recorded in a petty cash receipt book and the petty cash page in the Recordkeeping template JCUSA has supplied, Form 169 Club Society Recordkeeping Template.
42. As a means of control, at any given time the amount of cash plus retained receipts should tally with the total in the petty cash fund. When the petty cash funds run low a 'cash' cheque is drawn to the total of the receipts paid

Monthly Financial Reporting

43. Monthly reporting: The profit and loss statement (sometimes referred to as the income & expenditure statement) is a summary of a Club's/Societies income and expenses over a specific period of time. It is prepared at regular intervals (usually monthly and at financial year end) to show the results of operations for a given period.
44. This statement is important for Clubs/Societies, as it shows how received funds have been allocated against operating expenses during the reporting period, providing information to all donors and the management committee.

Annual Financial Review

45. As a that is affiliated with JCUSA, the Treasurer is to produce financial paperwork for review each year, at the time of the Clubs/Societies AGM.
46. The annual review of your financial position will allow the Club/Society and its current and potential members a status of the financial situation. This will include income and expenses amounts. The information you will need to produce includes:
47. Completed recordkeeping system – which must include a balanced reconciliation (or an explanation as to why the reconciliation does not balance);
48. Capital Items list via an Asset Register;
49. Income evidence such as any receipt books, raffle books, etc. that may support income that is listed in the recordkeeping system that the Club/Society is using;
50. Expenditure evidence such as invoices/receipts (that have not previously been provided for SSAF acquittals); and
51. SSAF acquittal evidence for grants that you may have received from JCUSA.

Audit by JCUSA Clubs and Societies Committee or General Manager

52. JCUSA has the right to conduct an internal audit at any time on any Club/Society.
53. The Club/Society will produce all financial records as requested.
54. Failure to comply can result in affiliation being cancelled.