



Flowe Clubs of Mercia and North Wales

nafasmnw.org.uk
Charity Number 518603



GUIDELINES FOR CLUB TREASURER

The following guidelines are based on the document issued by NAFAS in 2008.

Key responsibilities for a Club Treasurer normally include:

- Managing club finances by :
 - Receiving income and paying bills via appropriate use of bank accounts
 - Keeping proper records of money coming into and out of the club
 - Arranging for the club accounts to be checked and certified annually by a competent independent examiner and presenting these to the club AGM
- Ensuring Financial Viability of the club and reporting current status regularly to the rest of the committee
- Paying Affiliation Fees to the Area Treasurer annually when due
- Recording Charitable Donations and advising the Area when due
- Ensuring appropriate financial Insurance is in place
- Encouraging Fund-Raising and Cost-Cutting activities to boost financial reserves if necessary

Managing Club Finances

All clubs must maintain a bank account. All income and payments should go through the bank apart from small items of petty cash. Apart from keeping a small cash float, all cash should generally be banked. Treasurers should keep a record of cash transactions – ideally at the time as it may be very difficult to remember later. On-line banking may be used if agreed by the committee.

Treasurers must keep a full record of income and expenditure. This could be done in any way which maintains clear accounts. It could be a manual ledger, a spreadsheet or accounting software. Free accounting software is available online for not-for-profit organisations, or may be available from your bank.

Invoices and receipts should be retained for checking by the auditor

Financial records must be maintained for seven years after which they can be destroyed.

When paying NAFAS judges, demonstrators, speakers or teachers the programme secretary should have a record of the contract on Part B of the Blue Form. This should be passed to the treasurer at the time of payment. NAFAS recommends that the HMRC approved rate of 45p per mile is the minimum offered to and claimed by presenters.

Ensuring Club Financial Viability

Treasurers are responsible for ensuring the club maintains sufficient reserves to keep going for one year. This should take into account expected outgoings for venue hire, demonstrator/teacher fees, travel and flower allowances, and any other expected expenditure. It is particularly important to liaise with the Programme Secretary to ensure the club does not overcommit expenditure on demonstrations – particularly when flower and travel costs are increasing rapidly.

Treasurers, along with the Club Chairman or management team, should manage the expectations of members in terms of what can be provided for the level of subscriptions being charged. Explain what the membership fee and affiliation fees provide.

Paying Affiliation Fees

Affiliation fees are payable **annually by end of September**. A form will be sent out from the Area Treasurer/Area Secretary. The total payable is based on the highest number of signed-up club members during the year. Payment may be made via cheque or direct bank transfer. For more information and details please see Affiliation Fees Form.

Insurance

The Club should have current and up-to-date insurance, including Public Liability. There are several brokers and companies offering this, including PolicyBee and Zurich Insurance.

Encouraging Fund-Raising and Cost-Cutting

To boost financial reserves clubs should consider one or more of the following:

- Set **membership and visitor fees** at realistic levels, and manage member expectations in terms of what can be provided for the level of subscriptions being charged. Explain to members what their fee and affiliation fees provide.
- Demonstrator fees, flower and travel costs are expensive so **encourage cheaper activities in the programme**, such as in-house workshops.
- Consider coffee mornings, tea parties, garden parties etc as fund-raisers.
- **Open meetings** with a national demonstrator can be good fund-raisers if well-advertised and the venue can take a large number of visitors. However they can also be loss makers if you don't get the expected numbers. Consider joining forces with a neighbouring club to boost numbers and income.
- **Run raffles** at club meetings. The following legal requirements from the Gambling Commission website specifically referring to raffles or 'incidental lotteries' for fundraising at small clubs & organisations:
 - You must provide physical tickets to those taking part. There are no set requirements for what must be printed on the tickets, as long as you can identify which ones are the winning tickets. For example, you can use cloakroom tickets.
 - There is no limit on how much you can charge for a ticket, and you can apply discount tickets for multiple purchases, such as buy one get one free.
 - You can sell tickets for an incidental lottery to children.
 - Tickets can only be sold at the location of the event and whilst the event is taking place. You can't sell tickets online (which includes social media) or in advance of the event.
 - Raffles fall under the terms of the Gambling Act 2005. Prizes in a raffle should be awarded purely on chance. When drawing the tickets, each ticket holder must be given the same chance of winning. Each ticket should be drawn completely at random; they must not be picked according to ticket colour.
 - Different rules apply if you are selling to the general public or online.

Recording Charitable Donations

A number of clubs raise money for charity. This is entirely optional, but if donations are made the Treasurer must keep an appropriate record, and inform the Area of such donations on the Affiliation Fees Form.