

## **MCG Treasurer- Jobs process and timetable**

The MCG currently holds a number of different bank accounts and it is the treasurer's responsibility to monitor these accounts and ensure the financial stability of the club. The treasurer is required to produce an annual report and ensure that the accounts are balanced and audited.

The current bank accounts are as follows:

### Account

HSBC – Community - Active  
HSBC – BMM - Active  
Santander - Active  
A&L – Inactive  
COIF - Active

The Group also holds a number of investments which are currently administered by Ben Cooper.

## **Monthly Process**

### At the Cottage

- Empty shower box (Key required), count cash with another club member if possible, and put it in a numbered money envelope, recording amount collected on envelope
- Empty Kitchen Donations Box (Key required), count cash with another club member if possible, and put it in a numbered money envelope, recording amount collected on envelope
- Take all completed cottage bed sheets and cash, count cash with another club member if possible, and put it in a numbered money envelope, recording amount collected on envelope
- Collect Post for Treasurer and receipts/ invoices from Committee In-tray

### At cottage or at home

- Check envelopes and money received, against the sheets and record on hut fees spreadsheet, in the Hut fees tab.
- Send emails to any people that have stayed but not paid
- Transfer balance to petty cash
- Reconcile bank statement to spreadsheet and file in folder
- Record expenses paid in relevant bank or petty cash pages and file paperwork
- Chase for any paperwork not received

### When Paying a Bill/Person

- Follow instructions on HSBC for paying a new or existing payee
- All payments over £100 require authorisation, so set the payment date a few days ahead to allow time for this. A max of £3000 can be paid from the account on one day. So bigger costs, may need to split up or another payment method used
- Save the invoice/ paperwork.
  - Either scan or take a photo
  - Name the file so it can easily be matched to the relevant line in the bank account

- The convention YYYYMMDD (that the payment was made) followed by a name or business name, works well
- Record on the paperwork the date the bill was paid and keep the paperwork in chronological order
- If invoice is electronic or email, save the file. Name the file so it can easily be matched to the relevant line in the bank account
- The convention YYYYMMDD (that the payment was made) followed by a name or business name, works well

#### Annual Process

- Reconcile Subs and BCA. Compare monies collected for previous year from previous years and this year's accounts, (TAR Summary will help with this) against membership spreadsheet totals.
- Reconcile Hut fees sheet
- Send Accounts for examination
- Print and complete Waste Transfer Notice (Currently Veolia)
- Write Treasurer Report
- Set up new year accounts spreadsheet
- Set up new member spreadsheet as the starting point of renewal
- Monitor GDPR, keep privacy notice up to date

#### BCA timetable

- November- check with BCA for renewals information for next year. Update membership spreadsheet with membership numbers and details.
- By 1 December- Treasurer/Secretary- Send all renewal notices to members by email/post
- When Payment is received in bank account. Record payment amount and date in membership spreadsheet and change the entry on the accounts spreadsheet to reflect payment split between BCA and MCG subs.
- 31 January- Cut off for first membership renewal batch. Send email and form to BCA with payment
- 3 March- BCA notification
- 3 June- BCA notification
- 3 Oct- BCA notification