CLUB AND SOCIETY ACCOUNTS

Managing and controlling expenditure during the year

The Club/Society must determine who is authorised to spend money on behalf of the club and what they may spend it on. This is usually done by preparing a budget for income and expenditure which must, anyway, be submitted to the CCRFC if a request for CCRFC funding is made in the allocations round, which takes place in March/April for the following year. The CCRFC funds come from fee income and so there are some rules on what the money can be spent on. In particular, funds may not be spent on alcoholic refreshments or food unless this is incidental to the activity of the club/society. Also, membership fees should not be charged without the express permission of the CCRFC: this is sometimes allowed where, for example, there are substantial fees for use of external facilities such as hire of courts.

The financial year for the College and CCRFC funding is July – June, so Clubs/Societies should operate their accounts to match this.

The treasurer or responsible officer should:

1) Keep a record of every transaction

This can be done in a spreadsheet but a hard copy should be kept in case of systems failure and to hand on to successors. This is a “cash book”.
Each transaction should get a sequential reference (numerical usually)
The evidence to support the transaction (eg receipt or invoice) should be kept and numbered to match the transaction reference.
Bank statements must be kept and transactions checked off each month.

Ideally, for simplicity, all transactions should go through one bank account. However, there may be some income paid in cash and some expenditure in cash. These must be recorded as well and the movement of cash accounted for.

2) Bank accounts

The Club/Society should have its own bank account if it is handling more than about £300 in turnover each year.
Otherwise, it is permissible to use a personal bank account but the statements must be kept as evidence and the balance owned by the Club/Society must be handed over to new officers at the end of June each year.

If the Club/Society has a bank account, the bank must be informed of change of signatories at the end of the summer term or start of Michaelmas Term. If the previous signatory is leaving Cambridge they must provide a letter to the bank and sign the necessary forms from the bank before they leave.

3) Preparation and form of Annual Accounts

Ideally the accounts should be prepared at the end of the academic year (ie the end of Easter Term, particularly if the Treasurer is a finalist.

The Accounts need to be presented as an income and expenditure statement and Balance sheet. A dummy set of accounts for a mythical club, the Judo Club, is attached as an example.
The income and expenditure statement should summarise under useful headings the different types of income (e.g., CCRFC grant, members’ contributions, sale of surplus equipment) and expenditure and give the net income or expenditure at the end of the year by taking one from the other.

The balance sheet should state the balance brought forward at 1 July from the previous year (split into location – cash and bank). Any net income from the current year’s activity (from the I & E account) is added back in, plus debtors (those who owe the club/society money) and then the creditors (to whom the club/society owes money) are deducted to give the closing balance at 30 June of that year. This should be able to be reconciled to the bank account statement.

There remains a duty to get the money out of debtors and pay creditors! If debtors do not pay up, consult the accounts department about recovery of the money from them. If it is impossible you will have to write off the debt on the balance sheet in a subsequent year – but the club/society must decide to do this and minute it.

4) Signing off the Accounts

The Senior Treasurer is tasked by the College with signing off Club or Society Accounts.

The accounts should be presented to the Senior Treasurer as soon as possible after 30 June, together with the supporting evidence:
- The cash book (or spreadsheet printed out)
- Bank statements
- Receipts/invoices

The Senior Treasurer should sign the I & E Account and Balance sheet only after they have satisfied themselves that:

1) that the statements in the I & E account are true – by taking a small number of areas of income and expenditure and verifying that they are accurate – by checking against the cash book, bank statements and receipts/invoices.

2) That the opening and closing balances reflect what is in the bank statements.

3) That proper records are being kept

4) That any CCRFC funds have not been spent on inappropriate things (i.e. against CCRFC regulations – usually food and drink when not incidental to the main activity).

5) That expenditure is in line with the budget proposed to the CCRFC and if not, the reason for this.

March 2014
## CHURCHILL COLLEGE JUDO CLUB

### Accounts – 2012-13

#### Income £

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCRFC Allocation</td>
<td>500</td>
</tr>
<tr>
<td>Sponsorship</td>
<td>150</td>
</tr>
<tr>
<td>Members’ Payment for kit</td>
<td>250</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>900</strong></td>
</tr>
</tbody>
</table>

#### Expenditure

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hire of sports hall</td>
<td>450</td>
</tr>
<tr>
<td>Cuppers entry fees</td>
<td>150</td>
</tr>
<tr>
<td>Purchase of kit</td>
<td>350</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>950</strong></td>
</tr>
</tbody>
</table>

**Surplus/(deficit)** £(50)

### Balance sheet

**Opening balance in account:** £120 (checked against bank account) at 1 July 2012

**Movement in funds** £(50)

**Closing balance in account:** £70 (checked against bank account) at 30 June 2013