

So you want to be treasurer?

Things you'll deal with weekly: cash box, attendance sheet, receipts.

Things you'll deal with semi-weekly: accounts spreadsheet, receipts/bank statements book, cheque book.

Things you'll deal with once or twice: paying-in book, accounts book, bank statements.

Cash box: You'll drag this around with you every Tuesday/Wednesday you attend. Inside are coins, bills, some random things, receipts, and anything else you want to store in there (such as attendance sheet, a pen, cheque book, paying-in book, etc.). Cash coming in or leaving should always be documented and put into the cash box, cash coming in written on attendance sheet, membership sheet, or some other sheet and cash coming out should be replaced with a receipt (or a piece of paper stating what money was given for what purpose). Receipts are removed and put away once they have been added into the accounts spreadsheet. All activity this box sees should have an obvious way to document it on the spreadsheet. This is easier and more straightforward than it sounds, do not worry.

Attendance sheet: I've made up a fee sheet (just a sheet that states what OUSDS is currently charging—you'll have to go over this as a committee if you want to keep the same charges as this year), attendance sheet, and membership sheet for you and included it in the accounts.ods file.. So, there is a separate membership sheet for you to add in who is a member, when they paid, how much they paid, and how long their membership is. The attendance sheet I've renamed to the fee sheet since I think it is not worth recording all attendance and it seems better to record just those who paid that week. In this sheet there is space to put names and 9 other columns, 7 of which are named weeks 1-7 with two blanks for other use (such as if you collect the fees for EoT dance or hoodies or etc.). I did not include a member or student column, I recommend just putting down how much they paid for each week and this should make things simple—cash gained that week is just the sum of that column. If you wish to collect all attendance then go ahead and keep the members on the sheet and just put a check in their box instead of amount paid, but it will clutter it up a bit and will require you to use more sheets. Again, I rambled on, it will be quite obvious once you look at the sheets.

Receipts: People will come ask you for money, you ask for a receipt in return. You should make sure the amount you paid them is visible on the sheet, otherwise put it on the receipt. Pay them what they ask then put the receipt in the cash box. Until you next update the accounts.

Accounts spreadsheet: There is a file on the treasurer's memory stick file that includes the spreadsheets, made up for you to use (edit as you wish). You add the (approximate) date in, describe what you are adding, put in a reference, and then write the amount into the appropriate column. The references are just that you use AS if it is membership payment or weekly subscription, [x] if it is a receipt (you'll number these starting with [1] since it is a new year), NR if other, or if it is a cheque and you know the cheque number put in OC xxxxxx (with the x's being the number), but I usually put in NR because it was easier. You'll add to this the weekly subscriptions and memberships quite straightforwardly. For paying-in to the back do not forget to put the amount into both the "cash out" column and the "bank in" column. For receipts, you'll put them into the accounts spreadsheet then take them from the cashbox and put them into the receipts/bank statements book.

Receipts/bank statements book: In the black 2 ring binder is all the past bank statements, newest first. Once you are given bank statements, you just add them to the front (after you make sure there is nothing on there that isn't on your accounts). Receipts should be put in a sheet protector after they have been added to the accounts.

Cheque book: Two people are required to sign each cheque (for obvious club money stealing purposes). Probably best to make a note to yourself of how much you just signed cost and put that in the cash box to later reconcile with accounts, or you/next treasurer can do it when the appropriate bank statement comes in.

Paying-in book: With the book are some bags for coins, on the bags it tells you how much you should put in the bag depending on the coin type (for instance, you put in 20 1 pound coins, 10 2 pound coins, etc.). Bring the coins, bills and paying-in book with you to a co-op bank (the one I've went to was across from the Westgate). Probably best to keep around 200 pounds in the cash box for emergency use? Also make sure you have coins for change. You can do this as much or as little as you like/feel comfortable, but I think you'll probably want to put some money away once the box starts to hit around 600-700 pounds.

Accounts book: Just a book with past accounts in it, going back to 1986; lately they have just been printed out and taped in. Use this if you're curious about any old accounts, and you'll need to tape your account into here once the term is finished. It also has a list of almost every treasurer since 1986.

Bank statements: Just look over to make sure the amount and charges match up with your accounts sheet, then add it to the bank statements/receipt book. These are mailed in the post to Jamie on a monthly basis.