

Club Treasurer Cash Record Information Sheet

Steps

1. In the 'Budget' worksheet enter the Club Name and Year – This will then copy on to all the other worksheets
2. At top of Bank Account 1 and 2 worksheets (see bottom of document to change tabs) enter name of bank and account details
3. Enter the opening balance for petty cash, account 1 and account 2 (if applicable)
4. When a transaction occurs under appropriate cash sheet (petty cash/bank account 1/bank account 2) enter the information correctly.
5. From the drop down menu under 'Account Code' select the most appropriate description for the transaction. Please note that the **top options are types income** and the **lower options are types of expenses**.
6. Number the hard copy of the receipts for reference
7. Refer to Report to see cash movement, total expenses and income and current balance of all accounts. This is helpful when analysing the overall income and expenditure

Remember

- You still need to keep copies of all receipts. This is best done through an online drop box to allow for easy handover of Treasurers.
- Make sure the transaction goes under the **correct cash sheet** e.g. Petty cash expenses go in the petty cash spread sheet
- When depositing or withdrawing money between the bank account and petty cash be sure to record it in **both** the bank account and petty cash records
- **Count petty cash** to ensure it is the same amount that is recorded in the cash record
- Use **budget** worksheet for your own convenience of estimating income and expenses for the year - this is not compulsory to use but may be beneficial to the club.
- Not all accounts may be applicable to your club e.g. Bank Account 2 - therefore, just leave blank
- **Blue** sections are for you to enter data/information, **yellow** sections is where you need to select something from a drop down menu and **white** sections is where data is entered automatically.

You still need to keep copies of all receipts. This is best done through an online drop box to allow for easy handover of Treasurers.

Please see example scenarios and cash records for more information

Example Scenarios

Starting Bank Balance Account 1: \$1000

Starting Bank Balance Account 2: \$500

Petty Cash: \$100

- 1st Jan club buys \$25 worth of lollies for market day from Woolworths with petty cash
- 2nd Feb Mary Smith transfers \$10 to bank account 1 for 2015 membership
- 17th Feb O Week Markey Day new memberships \$150 paid in cash
- 3rd March sponsorship from the Lighthouse Pub of \$500 into bank account 2
- 24th of March \$123.75 paid to Coles for BBQ Food and Drinks from Petty Cash
- 30th March \$334.95 made from BBQ fundraiser
- 4th of April internal reimbursement transferred to President John Jones for equipment hire for an event, \$250 from bank account 1
- 23rd of April \$100 was withdrawn from the club bank account 1 into petty cash
- 31st of April the club bank account 2 received 10c of interest
- 5th of May \$45 worth of tickets were sold for ice skating in cash
- 6th of May \$90 was paid in cash for ice skating hire fees to Phillip ice skating centre
- 18th of May \$985.75 affiliation reimbursement was deposited into bank account 1 from UCU from claim put in on the 3rd of April
- 7th July \$200 was deposited from petty cash into club bank account 1



Examples of Cash Records from above transactions:

UCU Limited								
Club:			Example Club					
Cash Sheet			Bank Account 1	Name of Bank:	Commonwealth	Account #:	123456789	
Date	Month	Ref - Receipt Number	Paid to / Received from:	Reason/Event	Account Code	Expenses	Income	Balance
								\$ 1,000.00
2/02/2015	Jan	Bank Statement	Mary Smith	2015 Membership	Membership fees		\$ 10.00	\$ 1,010.00
4/04/2015	Apr	Internal Reimbursement	John Jones	Event Equipment Hire Reimbursement	Event Equipment Hire	\$ 250.00		\$ 760.00
23/04/2015	Apr	Receipt 3	To Petty Cash	Bank Withdrawal	Transfer to Other Account	\$ 100.00		\$ 660.00
18/05/2015	May	Bank Statement	UCU	Reimbursement Affiliation 3/4/2015	UCU Grants		\$ 985.75	\$ 1,645.75
7/07/2015	Jul	Receipt 5	From Petty Cash	Bank Deposit	Receipt from Other Account		\$ 200.00	\$ 1,845.75
								\$ 1,845.75

UCU Limited								
Club:			Example Club					
Cash Sheet			Bank Account 2	Name of Bank:	Westpac	BSB	Account #:	123456789
Date	Month	Ref - Receipt Number	Paid to / Received from:	Reason/Event	Account Code	Expenses	Income	Balance
								\$ 500.00
3/03/2015	Mar	Bank Statement	Lighthouse Pub	Sponsorship	Sponsorship		\$ 500.00	\$ 1,000.00
31/04/2015	Apr	Bank Statement	Westpac Bank	Interest	Bank Interest		\$ 0.10	\$ 1,000.10
								\$ 1,000.10

UCU Limited								
Club:			Example Club					
Cash Sheet			Petty Cash					
Date	Month	Ref - Reciept Number	Paid to / Received from:	Reason/Event	Account Code	Expenses	Income	Balance
								\$ 100.00
1/01/2015	Jan	Receipt 1	Woolworths	Market Day	Event Food	\$ 25.00		\$ 75.00
17/02/2015	Feb	Recipet Book	2015 Members	2015 Membership	Membership fees		\$ 150.00	\$ 225.00
24/03/2015	Mar	Reciept 2	Coles	BBQ Food and Drinks	Event Food	\$ 123.75		\$ 101.25
30/03/2015	Mar	Till Count	Fundraising	BBQ Fundraiser	Fundraising		\$ 334.95	\$ 436.20
23/04/2015	Apr	Receipt 3	From Bank Account 1	Bank Withdrawal	Receipt from Other Account		\$ 100.00	\$ 536.20
5/05/2015	May	Reciept Book	Event Attendees	Ice Skating Tickets	Event Ticket Sales		\$ 45.00	\$ 581.20
6/05/2015	May	Recepit 4	Phillip Ice Skating Centre	Ice Skating Cost	Event Equipment Hire	\$ 90.00		\$ 491.20
7/07/2015	Jul	Receipt 5	To Bank Account 1	Bank Deposit	Transfer to Other Account	\$ 200.00		\$ 291.20

UCU Limited													
Club Financial Report			Club Name:		Example Club					Year:		2015	
TOTAL		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Opening Cash:		\$ 1,600.00	\$ 1,585.00	\$ 1,735.00	\$ 2,446.20	\$ 2,196.30	\$ 3,137.05	\$ 3,137.05	\$ 3,137.05	\$ 3,137.05	\$ 3,137.05	\$ 3,137.05	\$ 3,137.05
- Movement for Month		-\$ 15.00	\$ 150.00	\$ 711.20	-\$ 249.90	\$ 940.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Cash		\$ 1,585.00	\$ 1,735.00	\$ 2,446.20	\$ 2,196.30	\$ 3,137.05	\$ 3,137.05	\$ 3,137.05	\$ 3,137.05	\$ 3,137.05	\$ 3,137.05	\$ 3,137.05	\$ 3,137.05
Receipt from Other Account	\$ 300.00	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer to Other Account	\$ 300.00	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -
s/b Nil	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Income													
Membership fees	\$ 160.00	\$ 10.00	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Event Ticket Sales	\$ 45.00	\$ -	\$ -	\$ -	\$ -	\$ 45.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Event Revenue - Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sponsorship	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fundraising	\$ 334.95	\$ -	\$ -	\$ 334.95	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bank Interest	\$ 0.10	\$ -	\$ -	\$ -	\$ 0.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
UCU Pool Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
UCU Grants	\$ 985.75	\$ -	\$ -	\$ -	\$ -	\$ 985.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Deposits	\$2,025.80	\$ 10.00	\$ 150.00	\$ 834.95	\$ 0.10	\$ 1,030.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses													
Membership Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Event Food	\$ 148.75	\$ 25.00	\$ -	\$ 123.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Event Entertainment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Event Equipment Hire	\$ 340.00	\$ -	\$ -	\$ -	\$ 250.00	\$ 90.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Event Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Printing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Stationery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Marketing Collatoral	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Digital Media	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transport	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accommodation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expense # 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expense # 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expense # 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expense # 4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expense # 5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expense # 6	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Payments	\$ 488.75	\$ 25.00	\$ -	\$ 123.75	\$ 250.00	\$ 90.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cash Movement for Month	\$1,537.05	-\$ 15.00	\$ 150.00	\$ 711.20	-\$ 249.90	\$ 940.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -