

ACCOUNTING GUIDELINES for CLUBS

- Talk to your school about how they want your Club to operate it's bank account
- They may want to run your Club account within the Schools main bank account or if they are happy for you to open a new bank account it should be opened at: **The National Bank**
- Mandate Name: **NZYF – XXX Young Farmers**
- Cheque Book Name: **NZYF - XXX Young Farmers**
- All accounts should be **Tax Exempt** (take IRD exemption certificate into Bank).
- There should be two out of three people to sign all cheques. The Chairman should keep an eye on the bank balances and cheques written out.
- All club accounts to be audited and a copy sent out with your club AGM minutes and to your REO/Field Officer.

DONATIONS

- Many clubs give annual donations to charities.
- This is a lovely gesture but charity should begin in your club. Many clubs are fundraising just to survive, so what is the point in giving your money away to various charities. People should be donating to your Club!!!
- How many local sports or school clubs do you see making a donation??? NONE! Young Farmers is no different.
- Paying subs is a bone of contention in many clubs. Use some of this money you would be giving to charity to subsidise your members subs!
- The recommended amount for a club to donate is \$100 per year to a charity that is helpful to farmers in your community such as: local fire brigade, St Johns, Westpac helicopter.

You do not have to give donations, just because your club has done it in the past.

