



Tips for Young Farmer Leaders



Running a Successful Club



Treasurer



Welcome to running **Successful Clubs – Tips for Leaders**

- a guide to help you run a strong and successful Young Farmers Club.

The first thing to be said is

THANKYOU

*for your willingness to put time into your local Club.
Your dedication to the job is greatly appreciated.*

We recognise that the Treasurer's job is very important to a successful club so we have put together this handbook which should help you in your leadership role. Please take the time to read the following guidelines and put into practice the suggestions.

The guidelines and advice compiled here are the collective wisdom of different members of successful Young Farmers Clubs, gained from making a Club work for the needs of the members.

Having fun is the core to a successful Club because people like participating in things they enjoy, so always look to run Club events that the members want to do!!

It sounds basic but this is a key to your Club's success.

Now it's over to you to run your Young Farmers Club to the best of your ability.

**Remember work as a team because we're all in it together....
enjoy!**

The Clubs are the Building Blocks of the Organisation

NZYF is a great organisation to be part of. It provides many opportunities: having fun, making friends, advancing your career, improving your skills, winning great prizes, traveling overseasjust to name a few.

These opportunities are huge, but most of the action happens at the club level. This is because the clubs are the engine room of NZYF. This is where people hang out, share a pint, yarns are traded and lifelong friendships are formed. The clubs are where the fun starts and people connect.



So, NZYF is all about fun and friends. Doing stuff that interests the members and having fun along the way. Doesn't that sound all too simple?

Well, it isand it isn't!

Things don't organise themselves so in order to have club activities somebody has to take the plunge and commit to organising them. This can be quite challenging for some and deadly simple for others, but rewarding for all.

So to make life as easy as possible for all, we have drawn up these guidelines for club organisers to fast track your learning and help you get into the organising groove without tears and stomping feet.

Basically each club needs someone where the buck stops. This is the Chairperson. They are the person who can be contacted about any general aspects of the club life. However, they do not do all the organising work in the club that is a group effort.



Then there is the secretary, who keeps note on the club activities. Next is the treasurer who does the banking and keeps control of the finances.

There are a few other people involved but these three are the main players in the clubs life.

It's not a complicated affair so look at the guidelines below, follow the tips and go for it!

CLUB TREASURER

The position of Treasurer is one of trust. You must build and maintain a reputable name for your Club/District by your handling of its finances. You must keep in close contact with your Chairperson and Secretary.

Duties of the Treasurer include:

1. Collection of membership subscriptions.
2. Payment of subscriptions to Head Office.
3. Payment of Club accounts.
4. Collection of outstanding accounts.
5. Keeping accounts in an orderly and legible manner.
6. Preparation of a Treasurer's report for each meeting.
6. Preparation of an annual balance sheet.

Receipts

Issue a receipt for all money received (including fines) noting the date, the amount written in full, whom the money was received from and a signature to acknowledge payment. Enter details in the cash book.

Paying Accounts

- All cheques must be signed by at least two signatories from the Club officeholders.
- Cross all cheques "*Not Transferable*" before issue.
- Pay no accounts without the account having been passed for payment by the Club/District committee. Ensure accounts passed for payment are recorded in the minutes.
- Never pay money in cash. All payments are best paid by cheque written out to a particular person, group or company.
- Never sign a blank cheque.
- If possible get a receipt when paying accounts.

Having written the cheque you now fill in the cheque butt or cheque form as follows:

The simpler you keep the accounts the easier they will be to manage.

Date	Chq No.	Particulars	Cheque	Deposit	Balance
22.10.XX		Affiliation Fees		\$100.00	\$402.37
25.10.XX	23214	Bus	\$150.00		\$252.37
27.10.XX		Bank Fee	\$ 3.00		\$249.37

Keep a balance in the cheque book as is done in the cashbook.

Book Keeping Procedure

All receipts and payments must be recorded in a cashbook, preferably on computer.

CASH BOOK OF TIMBUKTU YOUNG FARMERS CLUB

Date	Details	Receipt Chq No.	Affiliation Fees	Activities	Club Exp	Bank
01.10.XX	Balance B/F					\$302.37
22.10.XX	Affiliation Fees	568	\$100.00			\$402.37
25.10.XX	Bus	23214			\$150.00	\$252.37
27.10.XX	Bank Fee				\$3.00	
	Balance at 31.10.XX					\$249.37

Remember to deduct all payments from the bank figure.

- Remember to deduct all payments from the bank figure.
- Simpler accounts are the easiest to manage.

Preparing a Set of Accounts for the Meeting

1. Obtain a bank statement.
2. Check whether a bank fee has been deducted; if so, record this, the same as if you had paid a cheque in the cashbook and also record in your cheque book. Also record interest received the same as for a deposit.
3. Total your cashbook if necessary. In the example given the bank column figure should agree with the bank statement and no further totaling is required. The bank total should be the same as the balance in the bank on the bank statement. If not, re-check that:
 - a. Your addition is correct;
 - b. You have transcribed all the figures correctly from the cheque book;
 - c. You have deducted bank charges or added interest received and
 - d. You have had all the cheques presented.

A helpful way to check your accounts is to use the reconciliation form on the back of your bank statement.

The Financial Statement

- Present the Financial Statement to your Club or District at every monthly or bi-monthly meeting.
- Having completed your cashbook and bank statement balance you now prepare your monthly/bi-monthly written statement of account as follows:

**TIMBUKTU YOUNG FARMERS
Accounts for the period 1/10/XX to 31/10/XX**

INCOME		EXPENSES	
Opening Balance	\$302.37	Bus	\$150.00
Affiliation Fees	\$100.00	Bank Fee	\$3.00
		Balance as at 31/10/XX	\$249.37
	\$402.37		\$402.37

This is an example of clear and concise accounts to present to your Club/District.

Annual Balance

All accounts must be audited yearly at the time of the AGM and presented as a set of the years' accounts.

**RECEIPTS AND PAYMENTS ACCOUNTS OF TIMBUKTU YOUNG FARMERS
For the year ending 31 March 20XX**

To Balance Bank	\$376.10	Bank Fee	\$15.10
Bank Interest	\$25.00	Stationery	\$35.00
Social	\$400.00	Postage	\$42.00
Firewood	\$200.00	Donation	\$10.00
Affiliation Fees	\$2650.00	Bus	\$150.00
		Affiliation Fees	\$2650.00
		Investment	\$500.00
		Balance at Bank 31/3/XX	\$249.00
	\$3651.10		\$3651.10

This account correctly audited is sufficient for Club accounting; if a list of savings account investments is included on this page also, as follows:

		<u>SAVINGS ACCOUNT</u>	
Balance at 1.4.XX	Nil	Balance at 31.3.XX	\$500.00

Financial Management

Cheque Accounts - Most banks offer Club accounts free/reduced bank fees (excluding government cheque duty). The National Bank does and should be used if possible due to the significant sponsorship they give to NZ Young Farmers.

Savings Account - If your Club/District has excess funds extra revenue can be earned by placing these funds in high interest investment or savings accounts.

Membership Affiliation Fees

These are due on the first of January of each year.

All members must fill out the Membership Book, with their appropriate details.. This should be kept as a record of payment. The top white copy is returned to the Head Office, the yellow copy is given to the new member as a receipt and the book is retained by the club for your membership records.

Keep the members aware of their responsibilities by regularly announcing the names of members who have not paid their membership fee.

Budget

Periodically it may be necessary to arrange an event that requires financial budgeting to ensure costings. It is recommended that the Club/District Executive prepare a budget to be discussed with members at the next meeting following the AGM.

Auditor

Your Club or Districts must have an Auditor to whom your accounts are presented each year for checking and approving. The auditor may be a bank manager, an accountant or an auditor. They must be elected at every AGM for that year. It is essential to have your accounts audited prior to your AGM so you can hand over a correct, audited set of accounts.

Resources

Here is a list of the resources required to manage accounts efficiently:

- Receipt Book
- Invoice Book
- Cashbook/ Computer program e.g. Concept Cash Manager, MYOB

(A cashbook is still a useful tool as it provides a back-up tool for your computer and it is portable to take to meetings.)

Remember please ask your Advisory Members for assistance.

District Annual Reports

At District level a complete set of accounts is required which includes an Income and Expenditure Account, a Balance Sheet and the Trading Account as follows:

**TIMBUKTU DISTRICT COMMITTEE OF YOUNG FARMERS
Income and Expenditure for Year 1/4/XX - 31/3/XX**

EXPENDITURE			INCOME		
Outward Bound	\$200.00		Interest		\$5.00
less contributions	\$125.00	\$125.00			
			<u>Regional Activities</u>		
<u>Activities</u>			Social Proceeds	\$750.00	
Debating	\$2.50			\$600.00	\$150.00
Speech Contest	\$50.00				
Rifle Shooting	\$10.00	\$62.50	<u>YF Contest Social</u>		
			Proceeds	\$200.00	
<u>District Committee</u>			Less Expenses	\$105.00	\$95.00
Chairman's Ex	\$ 20.00				
Hall Hire	\$ 10.00		Car Rally		\$50.00
Bank Fees	\$5.00	\$35.00			
Excess Income over expenditure					
		<u>\$77.50</u>			
		\$300.00			\$300.00

**TIMBUKTU DISTRICT COMMITTEE OF YOUNG FARMERS
Balance Sheet as at 31st March 20XX**

LIABILITIES		ASSETS	
Accumulated Funds		<u>Bank Account</u>	-
		Trading	\$157.50
		-Term Deposit	\$500.00
Balance at 1/4/04	\$530.00		
Plus Excess Income over Expenditure	\$77.50	<u>Fixed Assets</u>	
		5 Trophies	\$50.00
	\$607.50		\$607.50

I have examined the above financial records and accounts of the Timbuktu District Committee of Young Farmers' Clubs. In my opinion the Balance Sheet set out above is true and correct view of the affairs of the Committee.

Jo Bloggs
Auditor
3 April 20XX



DairyNZ

beef+lamb
new zealand

 Sustainable
Farming Fund

Ministry of Agriculture and Forestry
Te Manatū Ahuwhenua, Ngāherehere