

Young Farmers' Clubs of Ulster

County Treasurer
Role Description and Guidelines

Revised September 2007

Introduction

As County Treasurer you have overall control over the financial well being of your County so a lot of responsibility rests on your shoulders.

Role Description

As County Treasurer you need to do the following:

Leadership Role:

- Make sure you attend all County and sub committee meetings.
- Assist Club Treasurers with help and advice and facilitate Club training evenings for clubs in your County.
- Support a teamwork ethos, at all times
- Remember 60% of your work is done outside County meetings; the other 40 % is spent communicating, encouraging debate or gaining feedback at the meeting.

Be informed

- Read the Association's Policies & Guidelines, implement them and be in a position to inform others.

Motivate:

- As part of a team encourage other members of the County committee and acknowledge their work especially during fundraising activities
- Avoid criticising others at meetings and be constructive at all times.

Promote Planning:

- As one of the key office bearers in your County committee. You should initiate and play a strong part in the planning for the year and ensure that it happens.

Promote Teamwork:

- Encourage fellow officer bearers and members of the County committee to communicate with each other and help one another during busy periods. Encourage officer bearers to involve their assistants.

Delegate:

- Make sure tasks are divided clearly and fairly. Make sure there is enough help at fundraising events. Everybody must be clear in what they have to do.
- Be careful that you yourself or other office bearers do not become burnt out during the course of the year.

Think Long Term:

- The YFCU always needs a constant supply of new leaders, new members and new clubs. Recognise that you are a role model and that your attitude and actions can influence others
- The main hallmark of a leader is if the organisation is stronger when they finish their term than when they started. Make sure that development is always a priority in your County. The key is not to just focus on money in the bank but on how to use the County's resources wisely and productively, leaving it stronger.

Be Objective:

- Do not allow your opinion or the opinion of others to colour your opinion of their ideas or suggestions and in so doing be mindful of the aims and objectives of the organisation and your role thereon.

Avoid Burn Out:

- While it is important to be committed to your role you must avoid becoming 'burnt out' by trying to do too much.

TASKS LIST

What does being County Treasurer involve?

- Overall Financial Controller.
- Accurately account for the money, which passes through your County.
- Plan County finances so that the County can always meet its bills.
- Devising methods of raising money.
- Be an active member of the County committee.
- Involve others in fundraising activities and be willing to delegate tasks.
- Investigate funding/grant opportunities for the County.
- Set a good example by attending meetings and functions.
- Train your successor and offer help and advice to club treasurers in your County
- Getting accounts audited early.

Tools of the trade:

Item	Where to get it!
Cheque-book	Last year's Treasurer or get a new one from the Bank
Lodgement book	Last year's Treasurer or get a new one from the Bank
Duplicate receipt book	Last year's Treasurer or get a new one from a Stationary shop
Bank statements of the County	Last year's Treasurer and the Bank
Last years accounts and accounts book	Last year's Treasurer
Small Note-book	Get a new one Stationary shop
Form to change signatories	The Bank (Please note only members over 18 years of age can be a signatory)
Treasurers annual return form	YFCU Headquarters

Making Financial Reports

1. Why make reports and who to?

- To inform the County committee about some given financial problem or situation that may exist in the future.
- To try to convince members to adopt a certain course of action in relation to a given problem.
- To indicate the likely affects of a propose course of action.
- To analyse and evaluate the results of work that has been carried out e.g. fundraising event.
- To provide an accurate record of a sequence of financial transactions

Rules for writing reports

A	Accuracy
B	Brevity
C	Clarity
S	Simplicity
E	Effectiveness

2. Making a Report or Presentation at a Meeting

Reasons for giving a report:

- To keep the County informed of the on-going financial status the county.
- To transfer responsibility and delegate tasks by informing members and permitting them to approve or have a role in the counties affairs.

What should the report contain?

- Opening balance for the period since the last meeting
- Bills paid, to whom, for what
- Money received. From whom for what
- Profit and loss running events

- * Closing balance period since the last meeting.
- * Fundraising recommendations and ask for ideas.
- * Matters arising from report.

Note

1. The treasurer should have the necessary information to hand in order to answer queries.
2. Reporting should be done from the top table and preferably standing up.
3. Your voice should be loud and clear enough for everyone to hear.
4. The report should be proposed and seconded and recorded in the minutes.

3. AGM Reports

Preparation for AGM reports:

- * Pay all outstanding bills.
- * All outstanding money due should be collected.
- * Obtain a copy of up to date statement giving final balance.
- * Total all amounts under headings e.g. hiring meeting rooms, total receipts, total expenses given to members etc.
- * Bank balance and book balance should be reconciled including savings etc.
- * Highlight differences between ordinary and AGM Report.
- * Always be ready to answer questions from the floor.

Recommended AGM report format

- Have typed and copies available.
- Make sure it is accurate and understandable
- It must be complete and have nothing missing.
- State clearly the financial position at the beginning and the end of the year.
- All functions social, sports, competitions, etc should have an accurate profit and loss account drawn up. The balance must be clearly shown. (If a profit is made and money divided up state where the money goes)
- A deposit account must be presented showing opening balance, total cheques lodged, interest received, withdrawals, and closing balance.
- A current account must be presented showing opening balance, lodgements, withdrawals, bank charges and closing balance.
- A receipts and payments account with total receipts and payments for events shown opposite to each other. A column in the middle of the page should give profit from the profit and loss accounts previously drawn up.
- You should briefly explain if and why losses were made.
- Make recommendations as to how to reduce these losses.
- Compare the closing balance of debit and current account with last years closing balance.
- Note any improvements in interest in savings.

Budgeting

Importance of Budgeting:

- Budgeting is all about planning the County finances for the coming year and all events run by the County.
- How much money will it take to administer the County and carry out the programme of activities planned for the coming year?
- Where will this money come from?
- What are the fundraising implications?
- How can you plan each event that the County takes part in so that there is a profit?
- How much do I plan to make?

Steps to take:

- At the start of the year examine last years' accounts and note all expenses incurred
- Note all sources of income
- Examine the profitability of all events organised
- At the start of each three-month planning cycle estimate what costs will be incurred and ensure that sufficient fundraising activities are planned to meet these costs

Overall Annual Budget

- Using last years figures make projections for this year:
 1. What are the regular sources of income?
 2. What are the expenses?
 3. What is not applicable to this year?
 4. Have prices changed?
 5. Will we need more money?
- All projections should be as realistic and practical as possible.
- Add up all expenses and income then subtract
- The answer represents a good estimate of the sum of money that is required run the County activities for the year ahead.

Budgeting for a Specific Event

There is little point in having a very enjoyable fundraiser if it loses money:

Example Dance

<i>Item</i>	Estimated costs
Hire of band/disco	£400.00
Hire of venue	£200.00
Ads in paper	£50.00
Letters-clubs	£8.00
Texts to members	£35.00
Posters	£20.00
<u>Sundries</u>	<u>£20.00</u>
Total Expenditure	£733.00

Income required to cover costs make profit

Estimated attendance = 200

Cost @ 200 attending is $733/200 = £3.70$

@ £5.00 profit = £267

@ £6.00 profit = £467

@ £5.00 we need 147 to break even

@ £6.00 we need 123 to break even

Note

- It is possible to price yourself out of the market. So as a rule keep the entry price within reason.
- Raffle or sell refreshment once crowd is in.
- Budgeting sometimes leads to caution and reluctance to take on activities because of the work/risk involved. However when the homework is done it should lead to confidence.

Fundraising

Where to get ideas?

- Successful events run by another County recently.
- Fundraising events used by other organisations.
- New / innovative events.
- Popular events, which may not have been run recently

The Treasurer should:

- Constantly watch out for opportunities.
- Ask for ideas and help.
- Learn what's successful for other counties or organisations & investigate these events thoroughly.

When Organising a Fundraising Event

- Book venue (May need to book some venue 6-12 months in advance)
- Agree financial details e.g. fee, insurance details etc.
- Ensure adequate publicity (in conjunction with PRO).
- Investigate possibility of sponsorship (whole or partial).
- Keep a checklist of duties on day/night of event.
- Have petty cash available
- Have a rota of County officers/delegates to carry out various functions
- Keep an accurate record of all transactions
- Make arrangements for security
- Do a profit /loss account to assess financial success of event.
- Thank all people who helped out and send letter of thanks to sponsors
- Work with County Chairperson, Secretary and PRO to make the County aware of what level the Club Treasurer is at.
- Shop around for the best quotations.

Minimising Expenses

Reducing Charges

- Avoid over drawing always plan to have funds to cover expenses.
- Minimise bank charges; you as co treasurer discuss various banking options available to the County. Discuss the possibility of reduced or zero charges with your bank
- The cost in operating a current account can vary greatly depending on where the account is held and how it is operated. The main banks no longer apply identical charges or interest rates.

Bank Service Charges

All of the following transactions may incur charges from the bank:

- Automated transactions e.g. direct debits or standing orders.
- Non automated transactions e.g. processing cheques and lodgements.
- Duplicate statements.
- Cheques

Sponsorship

Sponsorship:

- Sponsors are concerned about amount of money and how good its return will be.
- Expect a press release on launch of the sponsorship
- Want good PR coverage, before during and after the event
- Want to put money into successful events
- Target a specific type of consumer

What Sponsors want to know:

- How much sponsorship and in what form?
- The audience potential of the event?
- Details of the organisation?
- The return in the money given?
- What you need to know about sponsors?
- How much money did they give?
- Are they satisfied with the returns?
- Would they give more money?
- Are you really offering them a return for their money?
- Will the image of the YFCU enhance their firms' image in the public eye?
- Have you enough convincing information about the audience make up and PR to help them make a decision?
- Has this worked before, where, what did the sponsors get?

Where to find Sponsors:

- Sponsors in the agri-related field
- Banks/financial institutions
- Companies who have changed their advertising campaign
- New companies to the County/region
- Those who don't traditionally advertise

How to approach Sponsors

- Personal contact (if any)
- Send a typed letter on your counties headed paper which is addressed personally to the sponsor. This could be the

Owner,
Marketing manager,
Financial manager,
Chief Executive or Managing Director

- The letter should contain the following
 1. Information on the event, size, duration, number of people involved.
 2. Purpose of event, the PR given to the event and sponsor.
 3. If it is an established event or not.
 4. How much money you require (don't undersell yourself, aim as high as possible).
 5. Also include a brief background on the YFCU
- The letter should be followed up by a courteous telephone call a week later.
- Make sure to keep a copy of the letter for use in the telephone call and supplement the information

Remember

- Be professional in approach at all times
- Understand the sponsors needs
- Deliver on your promises
- Have clear objectives
- Monitor your success
- Do not under sell yourself/know your limits

When sponsorship is Granted:

- Write a suitable letter thanking the sponsor and reinforcing your commitment.
- Brief the sponsor on progress, keep them up to date at all times.
- Invite sponsor to the launch of the event / to present the award on the night.

Note

You don't have to do all the preparatory work yourself to ensure a successful event. Learn to share tasks with others. Give good exposure to the sponsor in all the Public Relations surrounding the event as this will enable your County to approach the same sponsor again and let other potential sponsors see what they could gain from sponsoring your County events. This will assist you in getting new sponsors.

Keeping Accounts

Always try and pay by cheque. Never pay bills by cash as this will always lead to problems when suitable receipts are not obtained and retained.

Also people who insist on being paid in cash usually do it to avoid paying tax. Why should we help them do this?

Never keep money at home for more than a few days. Always lodge cheques or cash immediately.

Never get your personal money and YFC money mixed at any point or for any reason! This will without doubt lead to problems.

1. Cheque Journal

<u>Date</u>	<u>Cheque No.</u>	<u>Event Title</u>	<u>Description</u>	<u>Amount</u>
1/10	002	County sports night	Trophies	£250.00
5/10	003	Secretaries Expenses	For the period June/Sept 04	£25.00
5/10	004	County sports night	Posters	£25.00
6/10	005	County Dinner	Glen Jewelers for gift re Guest	£50.00
10/10	006	County Dinner	Printing of tickets	£20.00
20/10	007	County sports night	Hire of hall for disco	£80.00

2. Receipts Journal

<u>Date</u>	<u>Cheque or cash</u>	<u>Event Title</u>	<u>Description of money received</u>	<u>Amount</u>
1/10	Cheque	County sports night	entry fees	£25.00
2/10	Cheque	Efficiency Competition	Sponsorship from Greens	£100.00
10/10	Cheque	Junior Day Out	sponsorship from Andrew Smyth & Son	£75.00
15/10	Cash	County Dinner	200 pre-sold tickets for	£1000.00
20/10	Cash	County sports night	cash taken at door for disco	£350.00

*Where possible always pay by cheque but if you have to pay by cash ALWAYS make sure a receipt is received and issued to your County marked 'Paid and signed by the person receiving the cash. When paying by cash without a receipt it is only your word against that of the person receiving the cash – so try and pay by cheque

3.Profit and Loss account for a Specific Event:

This account which is generated from the information held in the Cheque and Receipts journals shows the following:

- The transactions for a specific event.
- The income gained from a specific event.
- The expenses incurred during a particular event.
- The surplus income over expenditure for a particular event

A profit and loss account should be created for each County event in the Calendar.

Example

Profit and Loss account held for disco held in October

<u>Event - Christmas Disco (DATE)</u>		
<u>Expenses</u>		
<u>Date</u>	<u>Details</u>	<u>Amount £</u>
5 th Oct	Posters	25.00
10 th Oct	Advertising	40.00
10 th Oct	Printing of tickets	20.00
20 th Oct	Hire of hall	80.00
20 th Oct	DJ	200.00
	<i>Total Expenses</i>	365.00
<u>Receipts</u>		
10 th Oct	Sponsorship	75.00
15 th Oct	Pre-sold tickets	500.00
20 th Oct	Tickets on door	350.00
	<i>Total receipts</i>	925.00
	<i>Excess profit over Exp.</i>	£560.00

4. *Income and Expenditure Account*

The income and expenditure account which is also generated from the information held in the Cheque and Receipts journals shows the following:

- The expenses paid during a particular period e.g. one month/three months/ one year.
- Expenses incurred and unpaid.
- Total income during a given period.
- The balance on this a/c represents a profit or loss for a given period

Example

Income and expenditure A/C for month ending 31 st October.		
<u>Date</u>	<u>Details</u>	<u>Amount</u>
Expenses		
1 st Oct	Trophies	250.00
5 th oct	Secretary Exp	25.00
6 th Oct	Glen Jewellers	50.00
10 th Oct	Entry fee for sports night	50.00
31 st Oct	Total exp. From disco	365.00

	Total expenses	740.00
Income		
1 st Oct	Entry fee for debating	50.00
2 nd Oct	Sponsorship for debating	100.00
31 st Oct	Total rec. from disco	925.00

	Total receipts	1075.00
	Surplus Income over Exp.	335.00

5. Receipts and payments account

This account shows the following

- A balance at the beginning of a given period.
- Each financial transaction the County makes during a specific period.
- All receipts received, including those from a previous period.
- A record of numbers of each cheque used.
- A balance at the end of each month so that one is aware of the financial well being of the County.

Example

Receipts and payments A/C for October

Date	Chq. No.	Details	Expenses (DR)	Receipts (CR)	Balance £
1/10		Balance (CR)			600.00
1/10		Trophies	250.00		350.00
1/10		Entry fee for debating		50.00	400.00
2/10		Sponsorship for debating		100.00	500.00
5/10		Secretary Expenses	25.00		525.00
5/10		Posters for Disco	25.00		500.00
6/10		Glen jewellers	50.00		450.00
10/10		Sponsorship (disco)		75.00	525.00
10/10		Printing of tickets	20.00		505.00
15/10		Pre-sold tickets (disco)		500.00	1005.00
20/10		Hire of hall	80.00		925.00
20/10		DJ	200.00		725.00
20/10		Takings on door (disco)		350.00	1075.00
31/10		Balance CR			1075

6. Bank Reconciliation:

This is done to ensure that your books agree with your bank statement. You reconcile your books and bank statement as follows

Bank balance per bank statement –when in credit:
Deduct cheques outstanding i.e. not yet presented to the bank. Add cash, cheques etc on hands/or for lodging. Result is the actual bank balance.

To check against your books:

Closing balance in receipts and payments account for month, deduct bank charges and standing orders/direct debits (if any). Add lodgements that appeared on the bank statement but not in the receipts and payment s account. Both figures should agree.

The following example illustrates the point:

Bank reconciliation £

<u>From Bank Statement</u>		<u>Check against books</u>	
Balance shown	1000	Opening balance	955
Deduct cheques outstanding	10	Add lodgements	120
Add cash on hand or Cheques for lodging	50	Deduct cheques paid and bank charges	5
	1070		1070

7. Sample Statement:

STATEMENT OF ACCOUNT

<i>Young Farmers Clubs of Ulster</i>	BANK OF BUCKNA
<i>Antrim County Committee</i>	Grattan St. Raloo
<i>Current Account</i>	Tel Raloo (071) 11111

YFCU Antrim County Committee,	90-19-77
C/O Mr. Joe Soap,	<i>Branch Code</i>
Some Where,	31/10/2004
Some Place,	<i>Date of statement</i>
Co. Antrim.	96335942
	<i>Account Number</i>

DATE	DETAILS	DEBIT	CREDIT	BALANCE
1/10/YY	Balance forward			600
1/10/YY	Lodgement		60	660
1/10/YY	Cheque 002	250		410
2/10/YY	Lodgement		100	510
5/10/YY	Cheque 003	25		485
5/10/YY	Cheque 004	25		460
6/10/YY	Cheque 005	50		410
10/10/Y	Lodgement		75	485
10/10/YY	Cheque 006	20		465
	Account maintenance	5		460
15/10/YY	Lodgement		500	960
20/10/YY	Cheque 007	80		880
21/10	Lodgement		150	1030

8. Annual Return Form

Guidance notes on the completion of the Annual Return Form

All YFCU treasures must complete and return a copy of the Annual Returns Form to Headquarters by a specified deadline each year. This deadline is normally at the end of October however all treasures will be notified well in advance of the exact date. All accounts must be verified and signed by an independent auditor before being sent to Headquarters.

Opening balances and closing balances (Appendix B)

- Ensure the opening balance agrees with previous years closing balance.
- Ensure that all bank/building society accounts are detailed here.
- If the club has several current accounts or deposit accounts, each account should be shown as a separate line.

Income (Appendix B)

Income from events

- This section should detail all income received by the club for each event/activity held during the year.

Grants

- Detail should be shown of all grants received during the year including a brief note of **from whom** received and **for what purposes** grant received.

Other receipts

- Any income not already disclosed should be listed with appropriate detail in this section.

Expenditure (Appendix C)

Payments to Head Office

- All monies paid to YFCU head office should be detailed in this section.

Capital expenditure

- This section should include any items of a fixed asset nature > £500 which have been purchased during the year. Examples of such items are televisions, computers and furniture.
- Copy invoices for items purchased should be forwarded with the Return.

Events

- This section should show details of the expenditure paid out by the club for each event/activity, which occurred during the year. It would be expected that the events for which there are expenses are also listed as events under the income heading.

Note that if the money was paid to Head Office it should appear in the section "Payments to Head Office".

Hall expenses

- Any expenses relating to the upkeep and running of the club hall should be detailed in this section.

General expenses

- This section should show any other general expenditure incurred in the running of the club.

Other expenditure

- Any expenditure not already shown elsewhere should be noted with appropriate details in this section.

Statement of other assets/liabilities (Appendix E)

Fixed assets

- All fixed assets owned by the club at the year end should appear in this section.
- Example of such items are:
 - club hall
 - land owned by club
 - furniture (items > £500)

- The table should show details of the asset, the date it was purchased, cost when purchased and current insurance value.
- A copy of the insurance policy should be forwarded with the Return.

Investments

- All shares/bonds/savings certificates held by the club at 31 August 2001 should be shown in this section.
- Give details of number of shares held, name of shares, date when purchased, cost of purchase and market value.

Other assets

- Any money owed to the club but not received by the 31 August 2001 should be shown in this section.
- Give details of how much is owed, from whom it is owed and what the debt relates to.

Other liabilities

- Any money owed by the club but not paid by the 31 August 2001 should be shown in this section.
- Give details of how much is owed, to whom it is owed and what the debt relates to.

Note

In all instances additional headings should be added if additional significant expense types arise or it is necessary for clarification purposes.

Additional checks to be made prior to passing Annual Return to the independent reviewer

1. Check that the totals are mathematically correct
2. Check that the Return balances
3. Check that the totals in A, B, C and D have been transferred correctly to the summary on Appendix 1

4. Check that the bank balances agree to bank statements and/or building society books at the year-end.
5. Check that all known bank and building society accounts have been included on the Return.
6. Check that the expenditure and income has been correctly allocated across the headings on the Return.
7. Check that income from grants has been detailed adequately as per Guidance Notes.
8. Check that all fixed assets, investments, debtors and creditors have been summarised with sufficient detail in Appendix E.

SAMPLE ANNUAL RETURNS FORM.
The Young Farmers' Clubs of Ulster
Annual return from Club/County Committee
Year ended 31 August 200X

Name of Club/County Committee

Summary	<u>Income</u> £	<u>Expenditure</u> £	<u>Ref</u>
Opening balance			A
Total income			B
Total expenditure			C
Closing balance			D
<u>Totals</u>			

This statement has been prepared from books, receipts and vouchers in my possession. There are no accounts outstanding.

Signed: _____ Hon Treasurer

Date _____

I/we certify that I/we have vouched the foregoing statement of receipts and payments (we have inspected securities for the investments held) and I/we certify that the balance shown in the above accounts is in accordance with the Bank accounts held.

Signed: _____

Name: _____

Occupation: _____

Date: _____

This statement with all appropriate sections fully completed, should be returned to
 Headquarters, 475 Antrim Road, Belfast, BT15 3DA by **31st October, 200X.**

**The Young Farmers' Clubs of Ulster
Year ended 31 August 200X**

Opening balances as at 1 September 200X	<u>Amount</u> £	<u>Total</u> £	<u>Ref</u>
Current account			
Savings/deposit account(s)			
Building society account(s)			
Cash etc (money not lodged)			
Total opening balance			

The Young Farmers' Clubs of Ulster Year ended 31 August 200X

Income	<u>Amount</u> £	<u>Total</u> £	Ref
Income from events			
Annual dinner			
Barbeque			
Other dances			
		£	
Charity Collections:			
Events			
		£	
Grants:			
Education & Library Board			
		£	
Other receipts:			
Membership fees			
Bank/Building society interest			
Catering			
YFCU corporate investment account			
		£	
Total income for the year		£	B

**The Young Farmers' Clubs of Ulster
Year ended 31 August 200X**

Expenditure	<u>Amount</u> <u>£</u>	<u>Total</u> <u>£</u>	<u>Ref</u>
<u>Payments to Head Office:</u>			
Donations e.g. Membership Development Fund			
Membership fees			
Competition fees			
Insurance			
Tickets eg Gala and annual conference			
YFCU corporate investment account			
		£	
<u>Capital expenditure:</u>			
		£	
Events:			
Meetings			
Prizes			
		£	
<u>Hall expenses:</u>			
Rent			
Rates			
Heating/electricity			
Insurance (not paid to Head Office)			
General maintenance			
		£	

The Young Farmers' Clubs of Ulster Year ended 31 August 200X

Expenditure	<u>Amount</u> £	<u>Total</u> £	<u>Ref</u>
<u>General expenses</u>			
Printing & stationery			
Postage			
Secretary expenses			
Treasurer expenses			
PRO expenses			
Bank charges			
		£	
<u>Other expenditure</u>			
Donations to charities			
		£	
Total expenditure for the year		£	C

The Young Farmers' Clubs of Ulster Year ended 31 August 200X

Closing balances as at 31 August 200X	<u>Amount</u> £	<u>Total</u> £	Ref
<u>Current account</u>			
Savings/deposits account(s)			
Building society account(s)			
Cash etc, held not lodged			
<u>Total closing balance</u>			

Statement of other assets/liabilities at 31 August
200X

Fixed assets			
Item	Date of purchase	<u>Cost when purchased</u> £	<u>Insurance value</u> £
Total			

Investments e.g. shares and bonds			
Details	Date of purchase	Market value £	<u>Cost when purchased</u> £
Total			

Other assets	
Details	Amount £
Total	

**The Young Farmers' Clubs of Ulster
Year ended 31 August 200X**

Other liabilities	
Details	Amount £
Bills not paid	
Total	

Questions for Self Appraisal

1. Am I aware of the financial situation in the County?
2. Have I thought of what action needs to be taken on the financial situation?
3. Are the County and club officials aware of the financial situation within the County?
4. Am I keeping adequate records and accounts to accurately show the financial position?
5. Am I aware of and understand my responsibilities in accordance with the Associations Policies & Guidelines, implement them and be in a position to inform others.
6. Am I budgeting adequately for all fundraising activities?
7. Have I secured any sponsorship for the County?
8. Am I using all opportunities available to me to seek sponsorship?
9. Has the County explored new ways of raising money?
10. Has the County explored new sponsorship prospects?
11. Am I fulfilling my role as County treasurer fully?
12. Am I fulfilling my duty to the local and national organisation in terms of the image of the YFCU?
13. Have I prepared adequate reports at each County meeting? and
14. Had sufficient information at hand to answer any queries that may arise?
15. Have I prepared a full and comprehensive report for the AGM?
16. Have I taken opportunities to train my successor?
17. Am I an active participant in the County Committee?
18. Have all incoming and outgoing funds been fully documented and accounted for?
19. Am I aware of the amount of money required to run the County for a year?
20. Have I discussed all account options with the bank in order to run the accounts efficiently?
21. Do I lodge cash and cheques regularly?
22. Do I always pay by cheque?
23. Do I always keep YFC money and personal money separate?
24. Have I investigated the possibilities for funding/grants for the County.