

Irish Mountaineering Club

Treasurer's handbook November 2017

On taking up position

1. Liaise with outgoing treasurer, review procedures and accept hand over from previous treasurer
2. Advise bank of changes to committee positions, cheque signatories treasurer's address and other bank requirements
3. Change treasurer's contact details with PayPal, ESB and any other bodies requiring it.

Financial management

4. Record all financial transactions. These are recorded and accounted for separately for club, hut and Permanent TSB savings accounts
5. Monitor PayPal account and transfer incoming funds to club bank account
6. Reconcile bank statements with receipts and club account record
7. File all electronic and paper receipts and other financial documentation
8. Monitor income and expenditure. Determine surplus / deficit and advise and report to committee
9. Prepare periodic reports and issue to committee. Suggest prior to each committee meeting
10. Prepare end of year accounts and treasurer's report to AGM. The financial year is 1 October to 30 September. This should be on a cash flow basis so there are no year end accrual complications
11. Provide information and documents as requested and assist auditors for sign off.
12. Prepare budget for the following year.
13. Obtain PTSB account statement from account holders and prepare end of year statement. The account holders are Conor O'Connor, Des Doyle and Kevin Byrne. The registered address is Kevin Byrne's address. These are also hut trustees. Other hut trustees are Moira Creedon and the late Alec Crighton.
14. Apportion PTSB account balance between club, bequests and hut for year end accounts.
15. Keep all software on IMC laptop up to updated. This includes Windows, Office, Java, (required for Bank of Ireland online banking), anti-virus program and any other software.
16. Keep back-up copies of all files on external hard drive and online.
17. Review treasurer's handbook as required and annually in any event.

General club expenses

18. Pay Teacher's Club and any other venues in consultation with meets officer and committee
19. Pay newsletter costs in consultation with publicity officer and committee
20. Pay web hosting and maintenance costs in consultation with webmaster and committee
21. Pay other relevant costs and committee expenses if any in consultation with relevant committee members and committee
22. Note from spring 2017 we have moved to online payment by EFT for euro payments wherever possible. Payment by cheque is still available but will be phased out entirely on or before 31 October 2018. Non-euro EFT, including UK Sterling, incur huge bank charges and are best avoided. Use debit card payment instead.

General hut expenses

23. Pay insurance in consultation with hut warden and committee
24. Check ESB direct debits
25. Pay hut rates to Wicklow county council
26. Manage costs of maintenance, repairs and consumables with hut warden.
27. File all electronic and paper receipts and other financial documentation
28. Pay larger hut expenses by EFT - e.g. fire protection, larger repairs and renovation

On vacating position

29. Liaise with incoming treasurer, review procedures and hand over to incoming treasurer