

**SOUTH EAST AUSTRALIAN NATURALISTS' ASSOCIATION INC.**  
**SEANA Inc.**  
**No. A 0044963D ABN 23 918 778 150**

**GUIDELINES FOR SEANA Inc. CAMP TREASURERS (2008 update)**

The purpose of these guidelines is to standardise the recording of the finances for SEANA Inc. Camps, to help Camp Treasurers with the recording of transactions and to ensure the observance of the Statutory Requirements in regard to taxation, incorporation and accounting practices and principles. Further information is available in the document "*Statutory Requirements in respect to Incorporation, the Australian Business Number (ABN) and the Goods and Services Tax (GST)*" available from the SEANA Inc. Secretary or on the website <http://home.vicnet.net.au/~seana/>.

When your Club is selected to host a Spring or Autumn Camp, the club will open a separate bank account named "xxxx Field Naturalists Club Inc SEANA Inc Camp" at the bank of your Club's choice, authorising the three signatories nominated by your Club, with any two to sign, to operate the account. Request your Bank to provide Statements of the account at least monthly. **Do NOT use your usual club account for SEANA camp receipts and expenses.**

When requested, SEANA Inc. will forward an advance of \$500, or a greater amount if required, to meet preliminary expenses. The amount of this advance must be repaid to SEANA Inc. as soon as sufficient funds are available after taking into account other camp expenses still to be paid.

SEANA Inc. has Public Risk insurance to cover SEANA Inc. activities such as Camps.

The following are standard basic bookkeeping procedures and principles. If any of these cause you difficulties, or if further assistance is required, please contact the SEANA Inc. Treasurer, Rob Moors, 555 Mandurang South Rd., RSD Strathfieldsaye 3551, telephone 03 54396254.

**IMPORTANT.** Please strictly observe the practice of issuing a receipt for all items of money received (this includes cash and cheques) and of making all payments by cheque. This does not include Credit or Debit entries for interest and bank charges on the Bank statement. *Do not make any payments out of the cash received.*

### **CASH BOOKS**

The organising club should use a Cash Book to record the financial details of the Camp which is subsequently made available for audit and will provide an historical record for future reference. The Cash Book, together with all supporting and associated documents, is to be kept by the Club Treasurer for a statutory period of seven (7) years as required by Incorporation and Taxation.

The following is a guide to the layout of a Cash Book. If computer programs are used please follow the same format.

1. Obtain a suitable Cash Book (at least 6 money columns) for your camp or use a computer spreadsheet. A receipt book to be used exclusively for the camp will also be required. Ensure that receipt books have Club name, Incorporation number and ABN stamped on each receipt before use.
2. Head up the pages of the Cash Book with your Club name, Incorporation Number, ABN and where and when the Camp is held.
3. Allow the first five double pages for Income and the sixth double page for Expenditure.
4. Format and use the Cash Book pages as follows:

### **INCOME**

Column 1: **Date.** This is the date on the receipt or the date shown on Bank Statement for interest received. All money received should be banked promptly.

Column 2: **Details.** Brief details of what the money received represents, ie total camp fees, registrations, catering fees, etc.

Column 3: **Reference.** With cash received, this is the Receipt number, with Bank Interest use the Bank Statement number, eg BS 03.

Column 4: **Bank.** Enter in this column the total amount of the Receipt. Then allocate the amount to the appropriate headings in Column 5 and following Columns.

Column 5 and following: The labelling of these columns will depend on the requirements for your Camp but usually **Registrations, Accommodation** and **Catering** are common to most Camps. You might need a column for **Sundry** Income. Always check that the amounts in Column 5 and following Columns add up to the total amount in the **Bank** column.

## PROCEDURE

The advance from SEANA Inc. is usually the first entry in Income. Prepare a receipt to SEANA Inc. for this amount. Enter the receipt in the Cash Book under Income. Enter the date of the receipt (Column 1); the name of the supplier and brief description ie. SEANA Inc.-Advance (Column 2); the receipt number (Column 3); the amount of the receipt in the Bank column (Column 4); repeat the amount in one of the columns which you may have labelled Advance or in a column Sundry Income with any interest received and other miscellaneous items (Column 5 and following Columns). Note! There will usually be only one Advance so this can be easily put in a column with sundries. The cheque for the Advance can be used to open the Bank account and this should be done as soon as possible.

Then enter other receipts into the Cash Book in consecutive number order with the information as described above into Column 1-3. Enter the total of the receipt into Bank (Column 4), then enter into the Column 5 and following Columns the break-up of this amount under the column headings as you have decided.

When you have entered the number of receipts which you intend to bank, total individually the Bank (Column 4), the Column 5 and following Columns, and enter the totals on the next line. Check that the totals of the Column 5 and following Columns add up to the Bank (Column 4) on this line. In the Details (Column 2), enter *Banked* and the date. Enter on the copy of the bank deposit slip the receipt numbers from/to that correspond to this banking. The total in Bank (Column 4) is the amount which should show on the bank statement.

The next line below the line showing the amount banked should be labelled *Progressive Totals* in the Details (Column 2). Add the totals of this banking to the totals of the first banking to arrive at the progressive total. From then on add each banking to the previous Progressive Totals to give the updated Progressive Total, of the monies received, and the amounts under the various allocation headings.

It is a good idea to rule a line between the last receipt and the **Totals** line and below the *Progressive Totals* line to highlight that these are Totals. You could use a red pen to make that more obvious. Never use green on your accounts-- this colour is used by the Auditor.

When the bank statement is received enter into the Income in the Cash Book any interest received and use the statement number, eg BS03, as a reference.

## EXPENDITURE.

IMPORTANT! When writing a cheque ensure that all information – date, payee name, brief details and amount, are recorded on the cheque butt.

Please note that cancelled and unused cheques should remain in the cheque book and must not be destroyed so that at all times cheques can be accounted for. The auditor can then verify that none has been misused. The bank might take back unused cheques to destroy, in which case, make a note in the cheque book.

Insist on a detailed Invoice from the Suppliers of all goods and services and check that all details are correct before making any payment.

Check that Tax Invoices received for more than \$82.50 (currently, but subject to change) meet the requirements of the GST legislation. This means that an Invoice in excess of \$82.50 must quote the name, address and ABN of the supplier or that a Certificate of Exemption from GST is supplied. If the latter, a photocopy of the Exemption Certificate must be attached to the Invoice. If these are not available do not pay the Invoice and refer back to the Supplier of the goods or services for their attention.

**Column 1: Date** This is the date on which the cheque is written.

**Column 2: Details** Brief details showing the payee name and service given eg Bandicoot Coni Centre - Venue.

**Column 3: Reference** This is the cheque number using only the last three numbers. Use the Bank Statement number, eg BS03, for items appearing only on the Bank Statement such as bank fees.

**Column 4: Bank** The total amount of the cheque is entered in the Bank column.

**Column 5 and following Columns:** The labelling of these columns will also depend on the requirements for your particular Camp but may include **Accommodation, Venue hire, Catering, Speaker & leader expenses, Sundries**, etc.. Cheques are generally for specific items although a cheque drawn for petty cash can cover different categories of expenditure. Always check that the totals of **Column 5 and following Columns** add up to the total of the cheque in the **Bank** column, Column 4. Because there are fewer entries in Expenditure, Progressive Totals are not usually needed.

Some helpful hints:

1. Write the cheque number and date on Suppliers invoices as you go, as this is much easier than going back and doing it later. This makes a convenient cross-referencing for checking purposes and for auditing.
2. When mailing out payments attach a gummed "post it" sticker, or similar, to the cheque requesting that the payee bank the cheque without delay. When the Camp is over the financial statements need to be completed as soon as possible. Having to remind people to deposit their cheques can be time consuming, delaying and a nuisance - experience has shown that this often applies to refund cheques and reimbursement for expenses cheques.
3. Check each Bank Statement received for any cheques not presented for payment. Without delay, follow up with the payee the reason for the delay in depositing the cheque at their bank.
4. When a Bank Statement is received, check for Bank Charges or other debits, and enter into the Cash Book as Expenditure using the statement number, eg BS03, as a reference.
5. When each bank statement is received prepare a Bank Reconciliation, which is to check that the bank statement balance, after adjustments, agrees with the Cash Book balance. Always adjust the bank statement balance to the Cash Book balance, as the Cash Book balance is usually the more correct figure of the true financial position of an organisation.

This is done by taking the balance shown on the bank statement and:

- (a) adding any credits in the Cash Book and not on the statement, and any debits on the bank statement and not in the Cash Book.
- (b) subtracting any debits in the Cash Book but not on the statement, eg unpresented cheques, and any credits on the statement and not in the Cash Book, eg interest.

Example:	Bank Statement balance 31/10/04	\$566.00
Add	Deposit not on statement	+ 50.00
	Bank fees not in Cash Book BS 03	+0.50
Subtract	Unpresented cheque No. 013	- 25.00
	Bank interest not in Cash Book BS 03	-1.50
	Equals Cash Book balance 31/10/04	\$590.00

The Cash Book balance is the total Income less the total Expenditure.

#### FINALLY.

1. Ensure that all money received and all payments, including re-payment of the advance from SEANA Inc. (except for the distribution of the surplus funds to SEANA Inc. and the organising club), have been processed and appear on a bank statement.
2. Calculate the surplus (hopefully) from the camp. Calculate the allocation to SEANA Inc. (the *greater* of \$10 per Camp participant or ½ of the Camp profit) and the organising club.

The final payments will then be :

Surplus funds from camp	\$???
Less Allocation to SEANA Inc.	\$???
Less Allocation to organising club	\$???
Final Ballance	\$000

3. When these cheques to distribute surplus funds have been cleared by the bank, check that the balance is zero. If it is not zero, make the necessary adjustments to zero the balance. When the balance is zero, obtain a bank statement showing a zero balance, then close the account. It is important to obtain the zero balance before closing the account as the bank cannot issue a statement for a closed account.
4. Prepare an itemised financial statement of income and expenditure showing the income items minus the expenditure items to arrive at the surplus for the camp. Then deduct the allocations to arrive at a zero final balance.
5. Collate all the financial records for the camp including: applications to attend the camp, receipt book/s, bank deposit book/s, goods and services suppliers invoices and receipts, Petty cash payment vouchers, chequebook, bank statements and financial statement (#4 above). Forward all the financial records to the auditor of your choice.
6. Arrange to have the financial records audited by your club auditor or the SEANA auditor (Bruce Adams, 7 Lorikeet Place, Traralgon 3844, ph:03 5174 2753). All documents will be returned when audited.
7. When the audit is completed forward a copy of the financial statement signed by the auditor to SEANA Inc. Treasurer.
8. All done? Well Done!

"MAY YOUR CAMP BE THE BEST EVER"

*This version was approved by South East Australian Naturalists Association Inc. Committee in October 2008.*