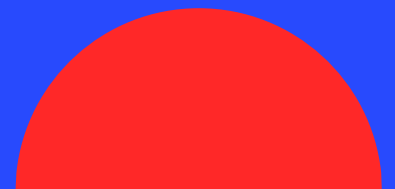
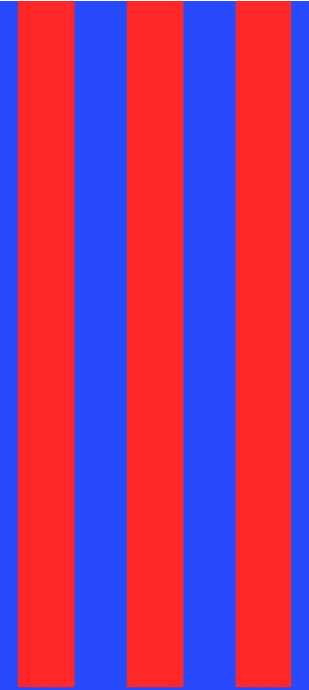


Cisteoir / Treasurer

Diarmuid Ó Cathasaigh



Main Points to be Covered

- Books & Records to be kept
- Recording of Membership & Insurance
- How to prepare for County Board Meetings & Branch Meetings
- How to prepare Financial Statements at year end
- What the Auditors may want
- Events – what you need to do
- Suggested format for expense claims
- Fleadh Cheoil an Chontae
- Communication
- General Points



Records to be Kept

Cash Receipts

This section will record all monies received from ALL sources:

- Membership
- Income from Events
- Income from Classes
- Deposit Interest Received
- Grants etc
- Any other income sources

- Can be kept by Hand – or Excel – or Accounts package!

Sample Cash Receipts

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Date	Detail	Total	Membership	Music Classes	Dancing Classes	church gate Collection	Céili	Sponsors	Grants	National Draw			
1														
2														
3														
4	01/01/2022	membership	€ 200.00	€ 200.00										
5	02/01/2022	Music Classes	€ 2,500.00		€ 2,500.00									
6	02/01/2022	Lodgemnt	€ 900.00	€ 100.00		€ 600.00			€ 200.00					
7														
8														
9	15/03/2022	Church Gate	€ 975.20				€ 975.20							
10														
11														
12	01/03/2006	Ceili	€ 750.00					€ 750.00						
13														
14														
15														
16														
17														
18														
19														
20														
21			€ 5,325.20	€ 300.00	€ 2,500.00	€ 600.00	€ 975.20	€ 750.00	€ 200.00	€ -	€ -	€ -	€ -	€ -
22														
23		Cross tot - Analysis		€ 5,325.20										

Records to be Kept

Cash Payments –

This will keep a record of any **Cash** paid out at events –

- This is not an advisable method of payment of expenses of any sort. It does not lend itself to accurate records of either money received or money paid out.
- It can also put a Treasurer in a position of question as to the accuracy of the money he/she took in at an event. A Treasurer should avoid this eventuality at all costs!

Sample Cash Payments

	A	B	C	D	E	F	G
	Date	Detail	Total	Lodged Current Account	Lodged Deposit Account	Band - Céilí	Food etc Céilí
1							
2							
3							
4	03/01/2022	Lodged	€ 950.00	€ 950.00			
5							
6							
7	02/02/2022	Lodged	€ 250.00		€ 250.00		
8							
9							
10	02/03/2022	Band for Céilí	€ 350.00			€ 350.00	
11		Teas etc Céilí	€ 45.00				€ 45.00
12		Lodged	€ 355.00	€ 355.00			
13							
14							
15							
16							
17							
18							
19			€ 1,950.00	€ 1,305.00	€ 250.00	€ 350.00	€ 45.00
20							
21		Cross tot - Analysis		€ 1,950.00			
22							

Records to be Kept

Cheque Payments /EFT

This will keep a record of all the following transactions:

- Cheque Payments
- Direct Debts & EFT's
- Standing Orders,
- Inter-Account Transfers
- Bank Fees etc.

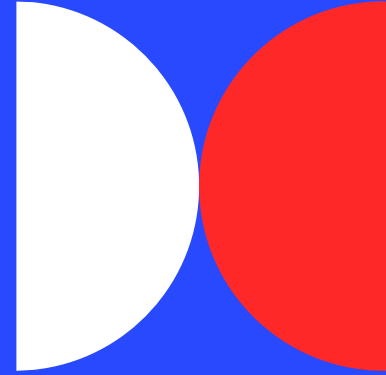
Can be kept by Hand – or Excel – or Accounts package!

Records to be Kept

Bank Records:

- Bank Statements should be received regularly during the year and these should be reconciled on receipt with your books & records.
- Care must also be taken of Bank Deposit Books, Credit Union Records etc

What do I use to keep the records?



I would suggest one of two options for recording all of the above books accurately:

- use of Analysis Book – e.g. Cathedral Red Accounts Book – use 14 column version or 16 Column version – the more columns you have the more accurate a record you can keep
- Computerised system of recording Books – using Spreadsheet – e.g. Excel.. If this is your chosen method – be sure to keep a regular Back up of your data on separate drive. Also I would suggest regularly Printing out a Hard Copy of records. This should also be done at Year End and this Hard Copy kept for inspection by Auditors and as a permanent record of Years Transactions.

What Headings do I use in my Books?

This is a common problem a Treasurer is faced with at the start of his or her term of Office.

By far the Easiest way to decide this is with Reference to the Information you will need at the end of the year.

What headings do you need for the Financial Statements?

These are the headings to use to record the transactions during the year – then when you come to the year end, you total each column and transfer the information into your Financial Statements.

Sample Cash Receipts

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Date	Detail	Total	Membership	Music Classes	Dancing Classes	church gate Collection	Céili	Sponsors	Grants	National Draw			
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22														
23		Cross tot - Analysis		€ 5,325.20										

What if I have to Pay Cash for something – what do I do?

As mentioned previously we should avoid paying cash at all costs, however a situation may present itself where one has no alternative. This will necessitate the keeping of a balanced Cash Payments Book.

I would suggest that if you have to pay cash, the cash should be counted by the Treasurer in the presence of another officer/member, and the cash payment witnessed by the officer/member if possible. It may also be possible to get a written receipt as backup from the payee.

As a further aid to your back up & record keeping, I would suggest that you then write a cheque for the amount of cash you paid out of the takings and lodge this cheque with your takings. That way you have a full record as if you had paid the expense by cheque and will not have to keep a cash payments book.

RECORDING OF MEMBERSHIP

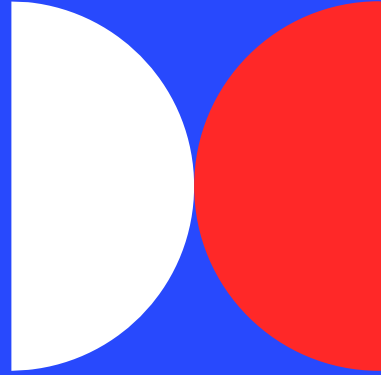
- Recording receipt of Membership from members **must** be done in conjunction with branch secretary. Both Secretary & Treasurer must have the same records at the end of the year & also must agree when it comes to payment of membership fees on to county board.
- Remember separate cheques should be sent for both Síntiús and Membership
-
- Cheques should be sent to county board with branch membership and all correspondence should come from branch secretary. This will be dealt with later in communication
-
- Communication is imperative between fellow officers at all levels (branch, county & Province) – this will be dealt with more fully under communication heading later in notes

How to prepare for unit meeting:

- Most, if not all agendas for CCÉ meetings will have an item relating to Finance – Finance is an integral part of any active unit of Comhaltas. Without finance how can we continue to promote our aims & objectives?
-
- As treasurers we should be in a position at every meeting to give an up to date position as regards the Bank state – this can be easily achieved by keeping the books as previously outlined and reconciling them to your bank statement before every meeting. That way you can give a clear picture as to where you stand.

How to prepare for unit meeting:

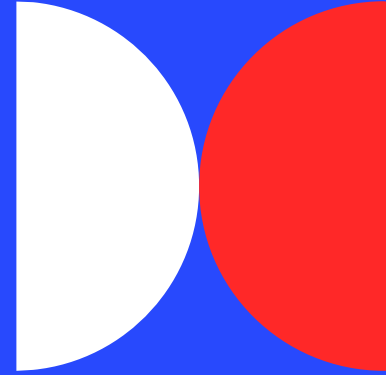
- This will enable the unit to make informed decisions as to what events it can plan for in the short, medium and in fact long term. It can also provide a unit with the early warning needed to *'tighten the belt'* or to take on some fundraising
- As regards events that were held since the last meeting – the treasurer should give an account of both the income taken in and the expenditure incurred and thereby show what profit or loss has been made on an event.
- We must always remember that while we are custodians of the finances the money is not ours – it is belonged to Comhaltas - and we have a duty to keep our units informed of the state of finances.



How To Prepare Financial Statements At Year End

There are a number of steps that need to be taken in the weeks before the financial year end.

- You need to get all your books & records up to date
- You need to contact your fellow officers and get them to give you any expense claims so that you can include them in your accounts
- You need to look at all events held
 - Have you collected all incomes
 - Has it all been lodged
 - Have all expenses been identified
 - Have cheques been issued
- You need to make sure that you get a full bank statement for all accounts up to and including your year end



How To Prepare Financial Statements At Year End

When you have all your books and records completed tot them & check the cross tots.

- Then print out your cash receipts & lodgements, together with cheque payments.
- You then need to agree all these figures to the actual figures on the bank statements.
- You need to then reconcile the bank statements to the books & records.
- Make any amendments necessary to your books for any errors & omissions.

- Re-print your records together with your bank reconciliation.

- These will form the basis for your Financial Statements. As outlined in the first section, if you set out your headings correctly, you should only have to slot in the column totals into your financial statement.

- Use the online Membership system to Generate your Financial Statement

Online Financial Statement – Income & Expenditure

**** Please break down items over multiple rows (one item per row) ****

Income Sep 2021-Aug 2022		€	Expenditure Sep 2021-Aug 2022		€
Music Classes		0.00	Insurance		0.00
Membership		0.00	Bank Interest & Charges		0.00
Grant - Munster Council		0.00	Easy Payments Plus Fees		0.00
Grant - Cork Co Board		0.00	Prioning Postage & Stationery		0.00
SCT Exam Fees		0.00	Advertising & Website		0.00
Donation		0.00	Memberships		0.00
Type a short description...		0.00	Music Teachers		0.00
			SCT Fees		0.00
			Excess Income over Expenditure		0.00
			Type a short description...		0.00
Total:		0.00	Total:		0.00

Online Financial Statement – Balance Sheet

https://admin.comhaltas.ie/accounts/46/

90%

Total: 0.00 **Total:** 0.00

Balance Sheet

Opening Sep 2021-Aug 2022

€

Sound & Light Equipment	0.00	x
Instrument Bank	0.00	x
Prepayments	0.00	x
AIB Current Account	0.00	x
AIB Deposit Account	0.00	x
BOI Deposit Account	0.00	x
Cash on Hand	0.00	x
Accruals	0.00	x
Excess Income over Expenditure 21/22	0.00	x
Type a short description...	0.00	

Total: 0.00

Closing Sep 2021-Aug 2022

€

sound & Light Equipment	0.00	x
Instrument Bank	0.00	x
Prepayments	0.00	x
AIB Current Account	0.00	x
AIB Deposit Account	0.00	x
BOI Deposit Account	0.00	x
Cash on Hand	0.00	x
Accruals	0.00	x
Type a short description...	0.00	

Total: 0.00

Prepare for AGM

- Be sure that you have the back up of all figures for your auditor initially
- Then for your AGM.
- Have comparative figures for previous years to identify trends, improvements or more importantly Weaknesses.....
- It is a shrewd treasurer who identifies a problem as early as possible & raises this issue to rectify same as soon as possible.

What The Auditor may want

- The first thing to remember about the auditor is that they, like you, are a voluntary member of the organisation.
- They may or may not have any qualification or experience as regards books and accounts.
- They are merely an independent member of the unit appointed at the AGM more as a back up for the Treasurer to substantiate his/her records and accounts rather than as a '*watchdog*' to check up! the auditor should not be feared!

What The Auditor may want

- Obviously, the auditor will want to verify the accuracy of the accounts you produce and will need to look at all the information & documentation that you used to produce your accounts. This will include all the books we discussed already, together with bank statements, cheque books etc
- You should ensure that the auditor has ample time to go through all the documentation and you should give them time so that you can answer any questions they may have. Do not resent them for asking questions, that is their job!
- Ensure that you come to your AGM (be it Branch, County or provincial) with finalised accounts that been signed by both Treasurer and Auditor.
- These Accounts **MUST** be approved at the AGM – and sent online with First Submission of membership – failure to do so will mean your unit is not properly affiliated – and can cause problems as regards Insurance etc.

Planning an Event – what to do!

- **Timing:**

- What time is event starting –
- What time do doors need to be open?
- How long do we stay at door collection money

- **Manpower:**

- Who is going to sit at door?
- Do we need a rota?

- **Float**

- How much float do I need?
- What breakdown of float?
- When can I get to bank to get float
- Be sure to exclude float in your computations of income

Planning an Event – what to do!

- **Raffle:**

- are we having a raffle?
- Have I raffle tickets?
- Have I Prizes?
- Have I organised Sellers?
- Bags for sellers to collect money?
- Box for draw?

- **Counting:**

- Have I an extra person to count the money with me after event

- **Tickets:**

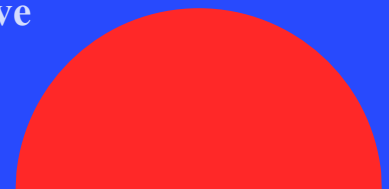
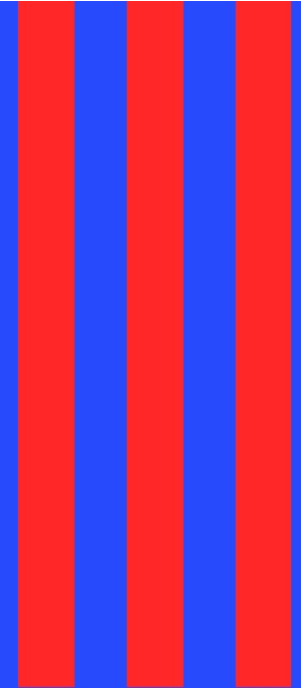
- are we selling tickets in advance
- Do we need to contact printers
- Record of who has tickets
- Ensure all money is collected

Fleadh Cheoil

- The same requirement is on us as treasurers to keep proper records
- The same books & records are required as in the unit
- A fleadh committee is formed – sub committee of hosting unit (eg County Board)
Separate Bank account needs to be opened for Fleadh – joint signatories – Fleadh Treasurer & representative from County Board (generally Co. Treasurer) Bank Account in name of “*Fleadh Cheoil Co_____*”
- Same requirement to produce Financial Statements -
 - These should be finalised within 3 months of Fleadh Cheoil. (Per Rialacha Fleadhanna Cheoil – Rule 46)
 - They must be approved by Fleadh Committee
 - They must be then further approved by County Board
 - Cheque for Profit of Fleadh in full must be sent to County Board - & county board will issue cheque to Branch for 50% of Profit. – (Per *Rialacha Fleadhanna Cheoil* – Rule 47 & Rule 63)
 - Should a loss arise, same is apportioned 50/50 between Branch & County

Communication

- Communication is vital within every unit.
- All our fellow officers need to be well informed and fully up to date on all matters concerning the unit.
- This communication should not be only initiated by the secretary or chairman – all officers are members of the unit & are serving on the standing committee.
- While we all have our individual roles, we are all striving together for the greater good of the organisation - there is an onus & obligation on one and all to shoulder the collective responsibility of CCÉ matters for the unit.

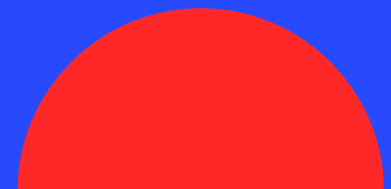
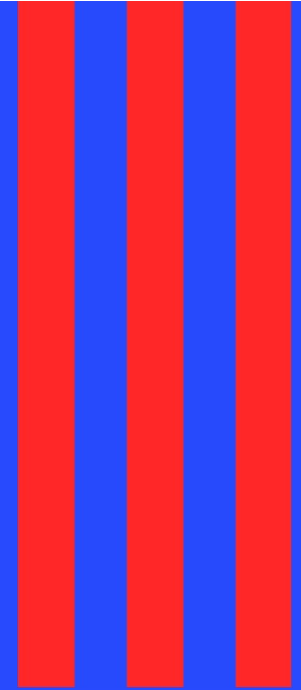


Communication

- If our unit is heading for a cash flow problem (be it temporary or long term – we need to get our unit working as soon as possible to rectify this.
- If we have held an event – we need to inform our unit as to the actual profit or loss we made on it – this will help us decide if we will hold a similar event again and also how we can improve on same

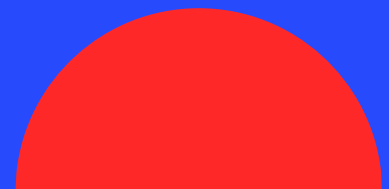
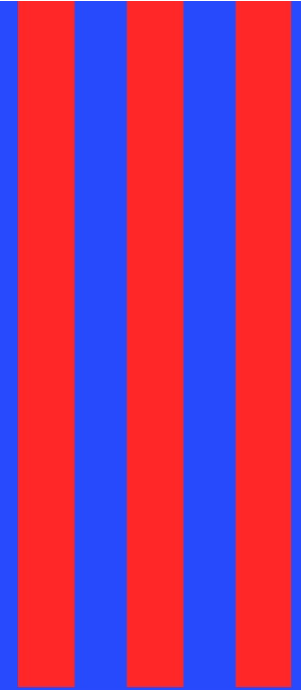
We should also remember that:

- If we need to send cheques for membership, insurance or other items to another unit of CCÉ – the amounts of the cheque should be agreed in full with secretary (using form discussed earlier) and cheque given secretary to send with a letter – this provides us with a paper trail of payment & also ensure a cross check within the unit



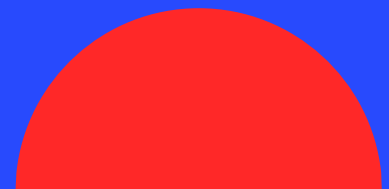
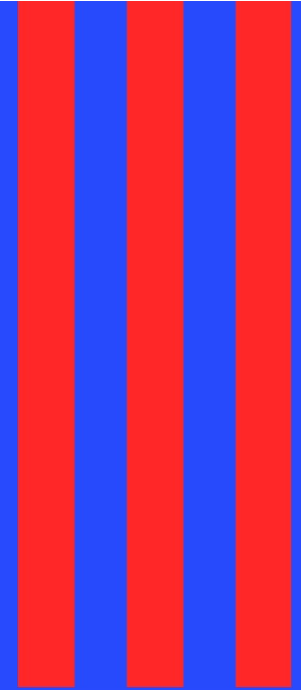
General Points

- All money belonging to the unit should be held in bank or investments which are in the sole name of the unit concerned – NEVER in an individuals name
- Two signatures must be required on all cheques & debit instructions
- I would suggest setting up a mandate with the bank that three signatories be authorised with bank (Chairman, Secretary & Treasurer) and any Two of these may sign a cheque
- CCÉ holds Charitable Status - Provide your bank with the Certificate of Charitable Status & Negotiate on fees .



General Points

- Always ensure you keep the books & records fully up to date at all times – keep them in such a way that if someone had to take over from you , they will understand what you have done fully
- Always bear in mind – we are merely custodians of the finances – yes we need to be prudent & take in the broader picture when dealing with finances & spending of same – but the money is belonged to CCÉ an the unit can decide how best to employ what finances it holds



Míle Buíochas

