

## LIASA Branches & Interest Groups (Presentation for Treasurers)

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### LIASA Branches & Interest Groups Treasurers Presentation 2 June 2017

- Treasurer Workbook
  - Monthly Income Summary
  - Monthly Expense Summary
  - Sample Invoice (Remember that the branches and interest groups are not VAT registered, only National Office is VAT registered. No VAT charged by branches and interest groups on their invoices. Please use own details and not National Office's details on your invoices.)
  - Sample Invoice Register (Summary of invoices issued)
  - Sample Credit Note
  - Sample Expense Claim
  - Petty Cash Transactions
  - Petty Cash Reconciliation
- Documentation to keep
- Hints and tips for reporting back at AGM

LIASA Branches & Interest Groups Treasurers Presentation  
2 June 2017

- For all Treasurers
  - Please do a proper hand over, covering:
    - All income properly accounted for (including details and documentation) --- this should include what the income related to
    - All expenses properly accounted for (including details and documentation) --- this should include what the expense related to
    - Petty cash reconciled and signed off by outgoing Treasurer and confirmed as received by incoming Treasurer
    - Bank Statements for each month for all accounts
    - Full details of all cheques issued, even if not yet banked. In instances where a cheque was issued and not cashed within 3 months, please stop the cheque and contact the person in receipt of the cheque to arrange for alternate payment method.
    - Receipt books, workbooks and any other books to be handed over to new Treasurer

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- Documentation to keep:
  - For each income:
    - The actual documentation (receipt, invoice – sample in workbook, etc)
    - Date of income
    - Amount of income
    - Method of payment (e.g. Received cash, Paid into account, etc)
    - Details of income (General Branch meeting, AGM, Training event, etc)
    - Make use of Cash Receipt book and complete properly with full details, including what income was for

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- Documentation to keep:
  - For each expense:
    - The actual documentation (supplier invoice, slip from shop, proof of payment, etc)
    - Date of expense
    - Amount of expense
    - Method of payment (e.g. paid cash out of income from event, Treasurer or Member X paid cash and should be refunded, cheque, etc)
    - Details of expense (catering for general meeting held on this date, stationery purchased for office, gifts purchased for members at AGM, etc)
    - Expense claims with full details and documentation of expense, if this was paid by member and refunded by branch or interest group to member (see sample in workbook)

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- Documentation to keep:
  - Bank Statements for each month, for each bank account
    - For each line on the Bank Statement, provide details and supporting documentation (excluding Bank Charges, as the supporting documentation will be the actual bank statement ☺)
  - Workbook of income and expenses as per bank statements for the year
  - Workbook of income and expenses as per petty cash for the year
  - Petty Cash Reconciliation
    - Refer to template in workbook
    - Reference to Receipt Book and Expense Support

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- General Information:
  - All Branches and Interest Groups of LIASA should now have a financial year-end of 31 December.
  - Please provide ALL documentation to us, as this will enable us to accurately account for all income and expenses and provide complete annual financial statements with very few (if any) queries going back to the Branch representatives for clarification or further information.
  - We draft annual financial statements for Branches and Interest Groups. These do not need to be audited. It is only National Office's annual financial statements that will be audited.
  - You may use your own accountant or auditor to draft your annual financial statements, as long as they provide adequate information for LIASA National. This will be for your account. LIASA National will pay the account if you use NK Accounting Services for this.

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- Items from financial statements, to discuss in feedback to members at AGM:
  - Bank account balances at year end
  - Surplus or Deficit for the year (Profit / Loss for the year)
  - How income was generated
  - What expenses incurred

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- Questions?
- Thank you very much for your attendance and please keep in contact with us – we will gladly assist wherever possible

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