

BRIEF NOTES FOR SHOW TREASURERS

There are three golden rules about dealing with the money aspects of a cat show.

1. Always enter all money transactions in your cash book as quickly as possible.
2. Do not use cash received to make outgoing payments, bank it so that it is properly recorded.
3. Balance your accounts regularly; it saves a great deal of time when the show account has to be prepared for the AGM.

Before any money is likely to arrive, look at last year's accounts and see which headings have been used; entry fees, catalogue sales and donations are likely to appear on the receipts side and hotel expenses, penning and postage are typical of the items shown on the payments side. Decide if the headings are as you want them, perhaps some should be split and other small amounts could be amalgamated. When you have done this, count the number of headings and go out and buy an account book with two or three more columns on each page than the headings you want. Decide if you are going to want to deal with petty cash separately. If you have to supply floats to other members of the team then this is probably best and you should give each person a small book to list their expenditure. If you are the only person to handle cash you may prefer to use the account book to enter expenditure directly.

Ideally, all cheques drawn on the show account for £100 or more should be signed by two club officials. You should also ensure that the bank mandate for the show account does not specify that the treasurer must sign in every case; the account cannot be operated if the treasurer is taken ill or resigns unexpectedly. It is preferable and safer for the account to be operated in theory at least by any one of perhaps three club officials up to £100 and any two of these three over £100 even if in practice the treasurer signs in every case.

If the money received from exhibitors is to be banked by section managers, arrange a system for them to provide you with full details. It is vital that details of receipts and banking are passed to the show treasurer frequently, preferably weekly. Advise every bank where money is to be paid in that no cheques are to be represented, this will enable you to follow up quickly and ask for the fees to be paid with postal orders or to cancel the entry.

Decide on your show account independent examiner before you start the show work and get advice on the setting up and balancing of your account book.

When the show accounts have been independently examined, they should be passed to the club treasurer for inclusion in the club balance sheet and should be submitted to the GCCF with the club returns. This should also be done for joint shows when the financial involvement of each participant club should be reflected in their general accounts.

Once the independent examiner's report has been prepared and the accounts agreed at the club's annual general meeting, it may be possible to dispose of certain of the show records in accordance with the rules, but, as the Inland Revenue require individuals and most organizations to keep financial records for up to 6 years, you should retain items such as cheque books, paying-in-book counterfoils, bank statements, receipted invoices and, of course, the account books, for that length of time.