Clubs Financial Audit 2018

What is to be handed into Clubs?

1. A completed copy of the Clubs Financial Template ([Drop Box/Templates](http://bit.ly/vuclubforms))
2. A folder containing scanned copies of receipts
3. Up to date Membership Record
4. Bank statements dating back to Nov 1st 2017 or from date account was opened (for new clubs who joined after Nov 1st 2017)
5. Don’t forget to include your cash box balance on the template
6. Please have all the club events and activities updated on the Clubs Event and activity google form. This will assist us with the audit.

Step to complete the audit:

1. Start with your bank statement balance dating back to 1st of November (or thereabouts) and record this in the spreadsheet cell E2
2. Record your clubs income, for example Affiliation funding, Clubs funding Bonuses, fundraisers, sponsorships etc (record type in Notes column 1D) Monetary value to be recorded in column 1C
3. Record the amount the club charges for membership (D26). It is currently set at $5. But you can change this to reflect the amount the club charges for membership.
4. Record the number of memberships sold this clubs term in E26 (do not record twice, you can use this method, or refer to your bank statements.
5. Keep the amount of cash float in your cash box separate (record this in the notes section)
6. Record the club expenses in column 2C. Record the type of expense (name of activity/event, merchandise etc in column 2E
7. Provide electronic copies of receipts and organise them by date to reflect the same order as recorded on the spreadsheet.
8. Provide electronic copies of the bank statements including a screen shot of current bank balance.
9. Prove electronic copy of the membership list.
10. Provide electronic copy of Financial Report template.
11. Continue to record any income and expenses, keep receipts and any other records, up until the 1st of November, to be handed to the next treasurer. Please remind/demonstrate the next treasurer how to record income and expenses and record keeping.

Preferred method of delivery is via email to [clubs@vu.edu.au](mailto:clubs@vu.edu.au). The email should contain 4 attachments matching the list above. Alternatively, you can save copies on to a USB and hand this into the Clubs Officer. Place USB in a sealed and marked envelop with the club name and date written on the front. All documents due on the 14th of September 2018.

Please note, the club will receive a pass or fail on the audit. If the club fails to pass the audit, further investigation from Clubs will occur. Failing the Clubs audit may lead to disestablishment of the club and possible further consequences.