

Year End Accounting Procedures for UK Club Treasurers

- After year end the Treasurer is required to finalise Club accounts by end of March. To achieve this cutoff, by end of February complete and send the UK Club Accounts spreadsheet as softcopy to UK Club Admin (UKCLUBOM@uk.ibm.com) together with your Quicken QDF file (or other finance transaction record sheet).
- The Accounts Summary sheet will be logged as received and a copy forwarded by UK Club Admin to the Finance Sub Committee for review.
- Once reviewed and signed off, you will receive a confirming email from the FSC.
- In preparing your accounts please:
 - Make sure you use the latest version of the UK Club Accounts sheet as on the Running Events page on the IBM UK Club Website
 - Read the notes on the accruals page and raise any queries with your FSC buddy

Sample of an Audit Review note sent by FSC to Club Treasurer.

The IBM Club Finance Sub Committee acknowledges receipt of the IBM Club XXXXX Accounts for the year 20xx.

Our initial assessment is that your accounts balance and there appear to be no material discrepancies. Your accounts can be presented to your AGM.

Many thanks for your hard work on this throughout the year. It is appreciated.

Any problems please contact Club Admin at UKCLUBOM@uk.ibm.com