

LDCAC Treasurer's Monthly Planner

Every Month:

1. Bank Cheques
2. Reconcile Bank Statement & update Accounts
 - a. Log any BGC receipts & inform Event Management when appropriate
3. Pay Invoices upon receipt
 - a. Verify invoice is valid
 - b. Write cheque & remittance note
 - c. Post cheques for counter-signing to Chairman/Chairman-elect or pay electronically.
4. Reorder cheque books to ensure that there are always 1 spare
5. Reorder pay-books to ensure there is always 1 spare
6. Reorder Envelopes as & when necessary
7. Backup all data to offsite location
8. Check small print in all contracts before signing
9. Update Contact details of LDC Secretaries/Treasurers

June:

10. Attend 'week before' LDCAC meeting
11. Update budget and take to meeting
12. Prepare LDCAC Claim forms and take to meeting
13. Prepare LDCAC Claim forms for Conference & take to meeting
14. Pay Travel & Guild Rate Expenses for committee members
15. Attend Conference
 - a. Be Timekeeper for Motions
 - b. Present Treasurer's report & answer questions
 - c. Give Chairman-Elect Bank mandate to become signatory¹
 - d. Pay any LDCAC expense forms that are ready
16. Reconcile Conference Claims
 - a. Get Delegate Spreadsheet from BDA
 - b. Amend Spreadsheet² & Check claims for
 - c. Standard Rail Fares
 - d. Delegate validity³
 - e. Enter figures into spreadsheet
 - f. Print Letters & write & sign cheques⁴
 - g. Post cheques for counter-signing to Chairman/Chairman-elect
 - h. Repeat in Batches
 - i. Write/email delegates regarding any queries

¹ Give instructions on how to complete form and ID requirements

² Add Columns for Rail, Air Car etc & Date Paid to enable future mail merging

³ Check to see if delegate is an LDC representative & not an Observer or GDPC rep

⁴ Or pay electronically & send confirmation by text/email

17. Check Hotel Invoices and pay
 - a. Check invoice amounts
 - b. Ensure delegates are LDC reps & not Observers or GDPC reps
 - c. Check for valid double rooms
 - d. Ensure deposit has been credited
18. Pay Speaker
19. Pay Toastmaster
20. Pay Caterers
 - a. Check numbers
 - b. Check cost/delegate
 - c. Invoice BDA or ask Caterer to split the invoice for GDPC reps
21. Update LDCAC Expense forms for new member(s)
22. Reconcile Conference Claims
23. Provide advice & budgets for Chairman & Event Management
24. Attend inspection trips if requested
25. Send 2nd Reminder to LDCs which have not paid

July:

26. Reconcile Conference Claims
27. Provide advice & budgets for Chairman & Event Management
28. Attend inspection trips if requested
29. Check for outstanding Sponsor's payments and chase up
30. Start phoning & logging calls to LDCs with outstanding subs
31. Submit Invoice for time spent to date

August:

32. Repeat July

September:

33. Continue with debt collection
34. Prepare Budget for forthcoming Conference

October:

35. Attend LDCAC meeting
36. Write Treasurer's report & email to LDCAC Secretary 2 weeks before meeting. Include details of LDCs that have not yet paid to date
37. Prepare provisional budget for future Conference
38. Prepare LDCAC Claim forms and take to meeting
39. Pay Travel & Guild Rate Expenses for committee members

40. Ensure Official's Day Claim Forms have current Treasurer's name & address

November:

41. Start to finalise accounts
42. Contact Auditors and arrange to meet after LDCAC meeting preferably in January

December:

43. Reconcile Official's Day Claims
 - a. Get Delegate Spreadsheet from BDA
 - b. Amend Spreadsheet⁵ & Check claims for
 1. Journey length & Overnight stay validity⁶
 2. Standard Rail Fares when you suspect 1st class travel has been claimed
 - c. Enter figures into spreadsheet
 - d. Print Letters & write & sign cheques⁷
 - e. Post cheques for counter-signing to Chairman/Chairman-elect or pay electronically
 - f. Repeat in Batches
44. Write/email delegates regarding any queries
45. Bank Sponsor's Cheques
46. Update Sponsor's log
47. Submit Invoice for time spent to date
48. Finalise Annual Accounts
 - a. Prepare Income & Expenditure Statement to Auditor's signature
 - b. Prepare Previous Year's Comparative Spreadsheet
 - c. Print Full Transaction History (pdf)

January:

49. Write Treasurer's report & email to LDCAC Secretary 2 weeks before meeting
50. Update budget spreadsheet
51. Send PDF Accounts to Auditors 3 weeks before meeting
52. Collate all Accounts information to take to Auditor's meeting
53. Prepare Claim forms for Auditors
54. Prepare LDCAC Claim forms and take to meeting
55. Attend LDCAC Committee meeting
56. Pay Travel & Guild Rate Expenses for committee members
57. Meet with Auditors and get accounts signed off

⁵ Add Columns for Rail, Air Car etc & Date Paid to enable future mail merging

⁶ Check to see if delegate could not have started after 6:30am and arrived in London by 9:50 to assume arrival time at meeting before 10:30am

⁷ Or pay electronically & send confirmation by text/email

- 58. Check with BDA re LDC names & numbers
- 59. Continue to pay Official's Day claims

February:

- 60. Send Invoices for Current year's subscription
 - a. Update Spreadsheet
 - b. Update Subs Invoice Template
 - c. Mailmerge & email to LDC Secretaries/Treasurers

March:

- 61. Start banking LDC Subscription cheques and check statements for bank transfers
 - a. Complete pay slip counterfoils with LDC details & cheque number
 - b. Post to bank
 - c. Update spreadsheet
 - 1. Date Paid
 - 2. Correspondence address if different

April:

- 62. Get updated Guild Rates from BDA & update LDCAC Claim forms
- 63. Send 1st reminder to LDCs 1 month after initial invoice
- 64. Update Budget
- 65. Attend LDCAC meeting
- 66. Write Treasurer's report & email to LDCAC Secretary 2 weeks before meeting
- 67. Prepare LDCAC Claim forms and take to meeting
- 68. Pay Travel & Guild Rate Expenses for committee members

May:

- 69. Prepare Annual Report & Presentation for Conference and email to BDA
- 70. Ensure Conference Claim forms have current Treasurer's name & address
- 71. Upload Claim forms & Expenses Guidance to Website
- 72. Submit Invoice for time spent to date
- 73. Send second reminder for LDC subs