

DEVON FEDERATION OF YOUNG FARMERS CLUBS

Guidelines on your Club Accounts

Every Club/Group in Devon is a registered Charity.

Charities are now in the public eye and the Charity Commissioners who are the “watch-dog” are taking a more active role to ensure that charities are being properly managed and their resources used in a charitable manner.

Jane Constantine is the point of contact for the Clubs and the Charity Commission in all dealings on this subject. If you have any queries on the completion of your accounts please ring Jane (Tuesday Mornings only) on 01392 272189.

A registered charity is required by law, to file an annual report and financial statement with the Charity Commission.

There is no legal requirement for small charities (such as YFC's) to have a professional audit. However, the YFC constitution says that an independent audit should always be carried out before the club accounts are adopted by the Annual General Meeting. The important word here is independent and you should take the following into account when finding an auditor:-

- Someone with experience in accounts
- Someone who is not a member of that particular YFC
- It should not be a close member of an officers family

Most clubs provide a financial report to the AGM and a copy of this will usually be sufficient for the Charity Commission. However, if any Treasurers are unsure as to how they should set out their accounts use the enclosed Financial Statement and notes that will help you complete it.

Whichever you choose please remember to send me a copy at the YFC Centre after your AGM.

We advise you to use the template attached for your Club Accounts.