

The Camping and Caravanning Club

Greenfields House, Westwood Way, Coventry CV4 BJH

Green Paper Number: 2.12
Subject: Deposit Account Statements
To: As Listed Below and All Treasurers
From: Club Treasurer, Mrs I S Birch
Direct Line No: 02476 475040

Deposit Account Statements

The statements will be raised at HQ, at the end of November, to allow time for Treasurers to ensure that they have reflected all transactions that have occurred through the year in their cashbooks, before their 31 December year-end.

It also gives Treasurers an opportunity to agree their deposit account balances and raise any queries they may have, in plenty of time, making sure adjustments can be posted prior to the year end.

We appreciate that a statement dated 31 December is useful for audit purposes.

We will send out the statements at the end of November with a covering letter, explaining that if any transactions are posted in December a revised statement will be issued on 31 December. If there is no change in the balance after 30 November, the November statement will stand as the final statement for the financial year.

To National Cou,ncillors

To Region Secretaries

To Section National Secretaries

To District Association Secretaries



The Friendly Club