

Looking after your money checklist

We have set up a bank account

All our money goes into a bank

We have chosen two people who sign the cheques

The committee decides what the money is spent on

We have made a budget

We have a place to keep our receipts

We have a form for writing down what we spend our money on

We have a form for writing down money we get

We have a report from the Treasurer each month

We write an Annual Money Report once a year