EzyClub

GUIDE

The books

For the Treasurer role

Version 29 September 2026

https://ezyclub.au/guides

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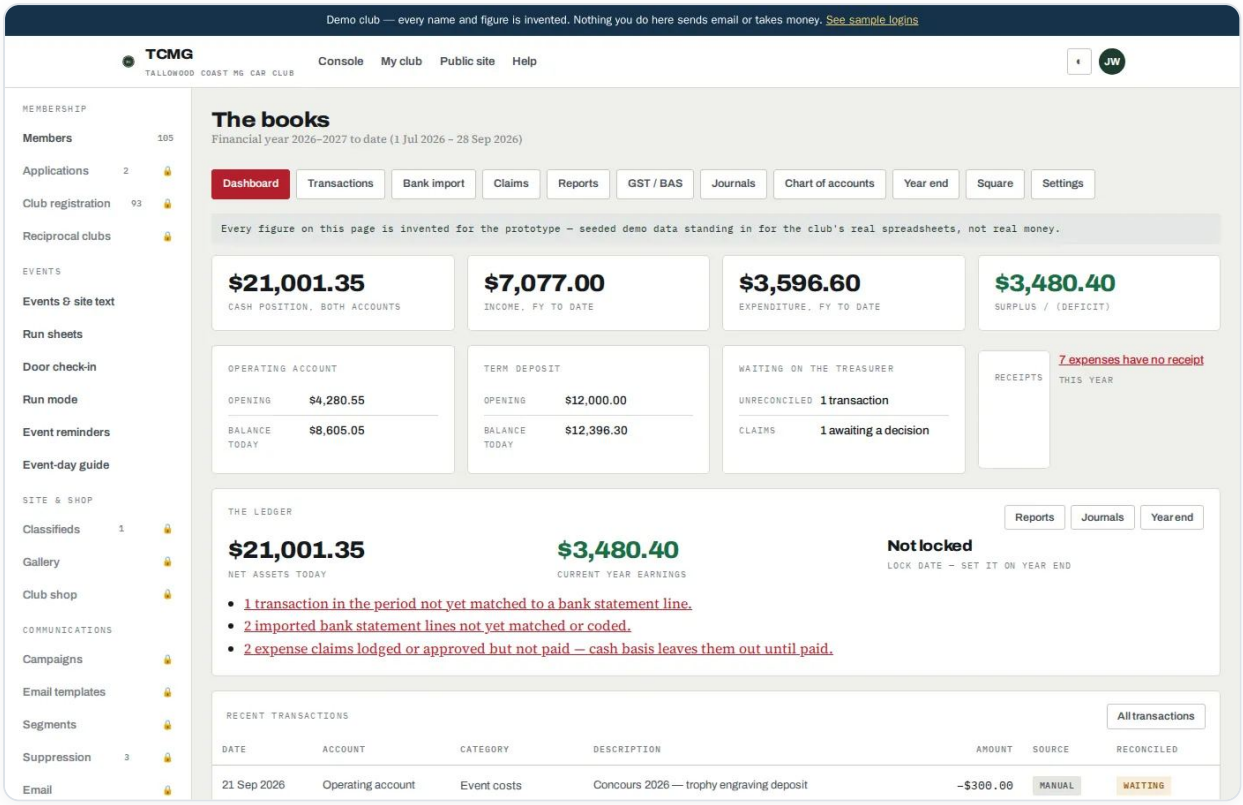
The Treasurer role keeps your club’s books: every dollar in and out, the bank statements, expense claims, card payments, GST, and the reports for the committee, the AGM and the accountant. The books are a double-entry ledger kept on the **cash basis** — money is recorded when it moves — and laid out the way Xero lays things out, so no Xero subscription is needed. The financial year runs 1 July to 30 June.

Everything is under **Finance → The books**. The tabs along the top lead to each part: Dashboard, Transactions, Bank import, Claims, Reports, GST / BAS, Journals, Chart of accounts, Year end, Square and Settings.

The dashboard

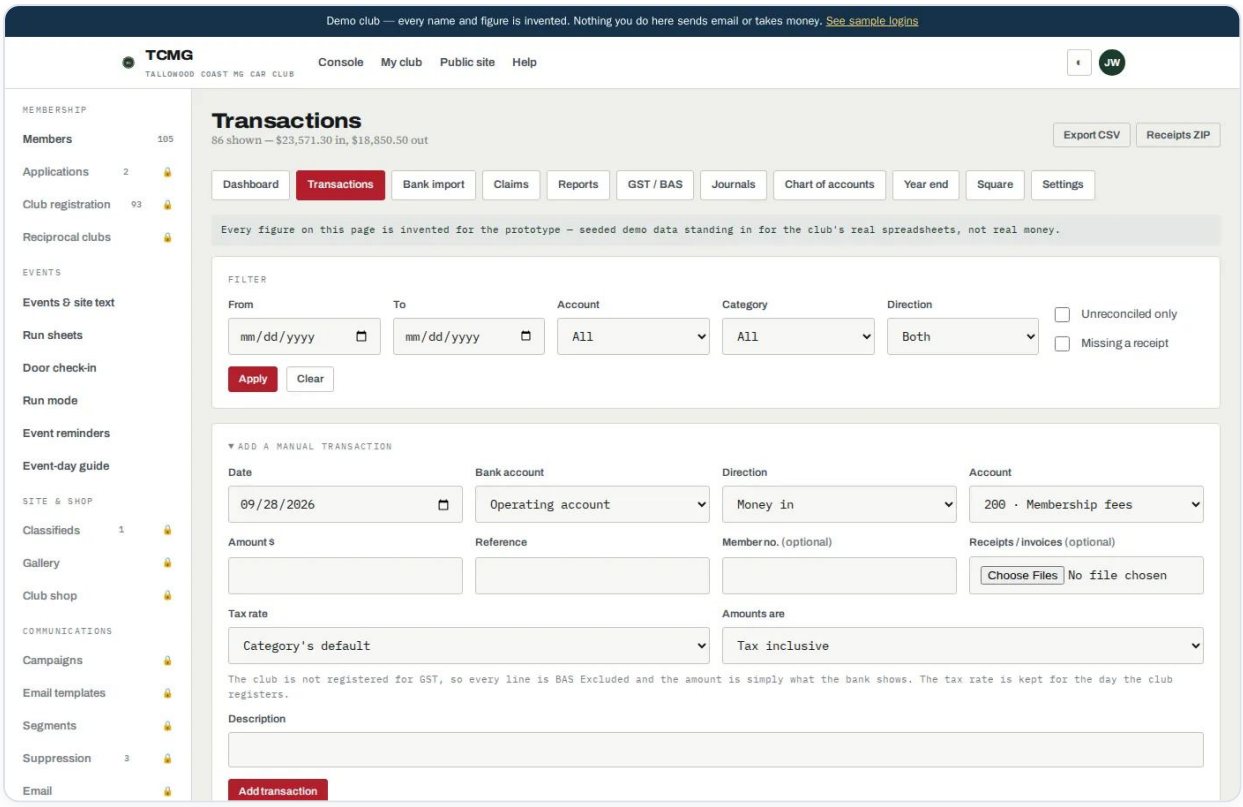


The books dashboard.

- **Cash position**, **income** and **expenditure** for the financial year to date, and the surplus or deficit.
- Each bank account's opening balance and balance today.
- **Waiting on the Treasurer**: transactions not yet matched to the bank, claims awaiting a decision, and expenses with no receipt.
- **The ledger**: net assets, current year earnings, the lock date, and anything an accountant would ask about before the year closes.

Transactions

Card payments made on the site — renewals, joining fees, shop orders, event tickets — post themselves to the books. Everything else you enter: bank transfers from members, cash from the meeting table, bills paid, donations.



Adding a transaction by hand.

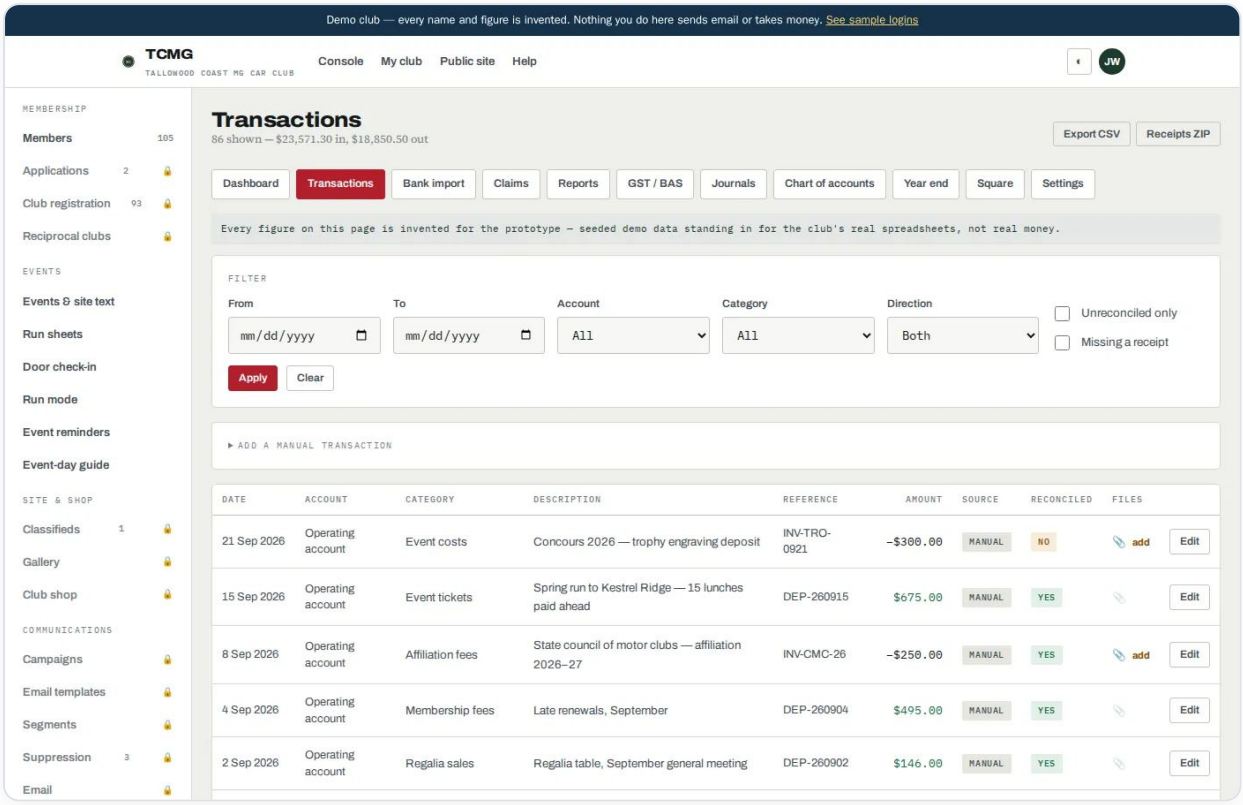
To add a transaction

1. **The books → Transactions**, open **Add a manual transaction**.
2. Choose the **Date**, the **Bank account** the money went in or out of, the **Direction** (money in or money out) and the **Account** it belongs to — for example 433 Insurance, or 200 Membership fees.
3. Enter the **Amount**, a **Reference** (the invoice or deposit number) and a **Description**. Add the **Member no.** if a member paid it.
4. Attach the receipt or invoice (a photo or PDF).
5. Press **Add transaction**.

The account list includes the balance-sheet accounts as well as income and expenses. Use them for money that isn't income or spending: paying the BAS to **820 GST**, moving money into a term deposit, or a loan repayment.

Tax rate and **Amounts are** only matter once the club is registered for GST (see below). Until then every line is BAS Excluded and the amount is simply what the bank shows.

Finding and fixing transactions

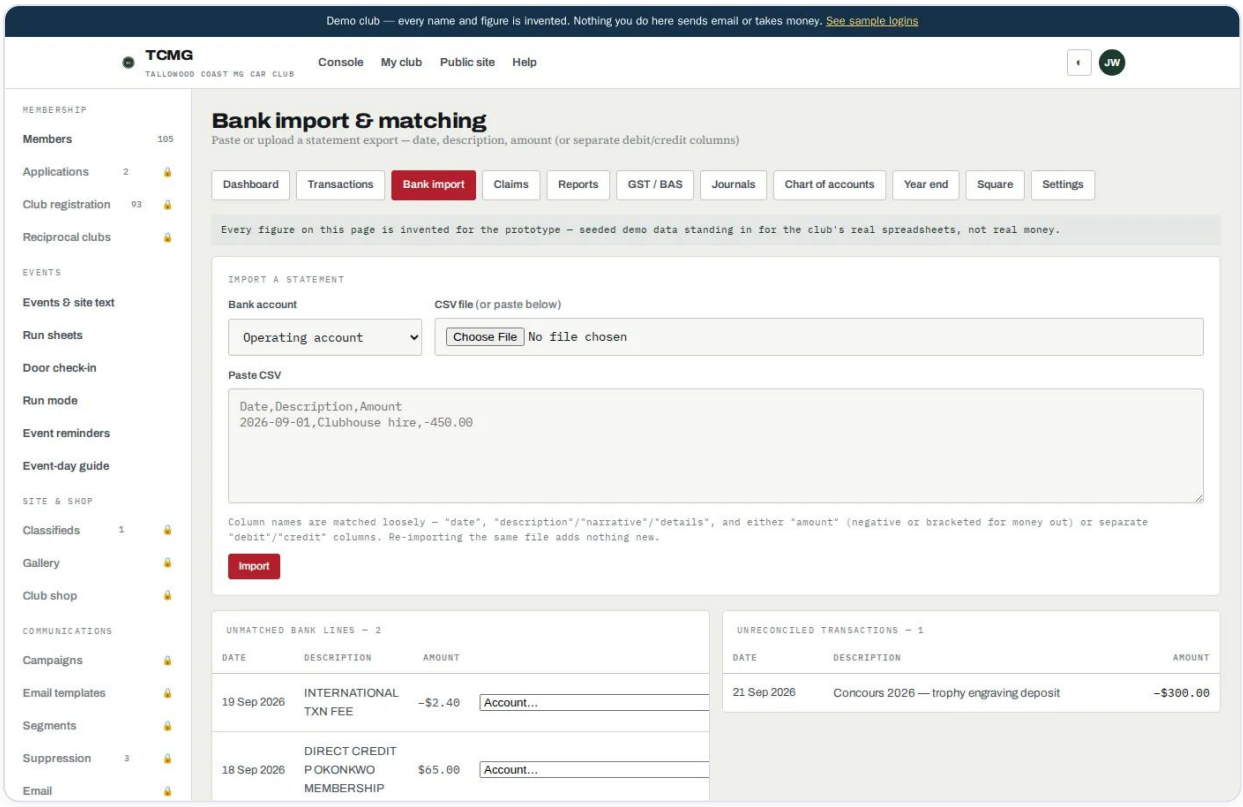


The transactions list.

- Filter by dates, bank account, account (category), direction, **Unreconciled only** or **Missing a receipt**.
- **Edit** changes a line. Lines that came from the site are marked **auto**.
- Every line has a 📎 paperclip: click it to attach, rename or delete receipts and invoices. Only the Treasurer (and a claimant, for their own claim) can open them.
- **Export CSV** downloads the list; **Receipts ZIP** downloads a period's receipts for the auditor.

Bank import and matching

Importing the bank statement is how you know the books agree with the bank.



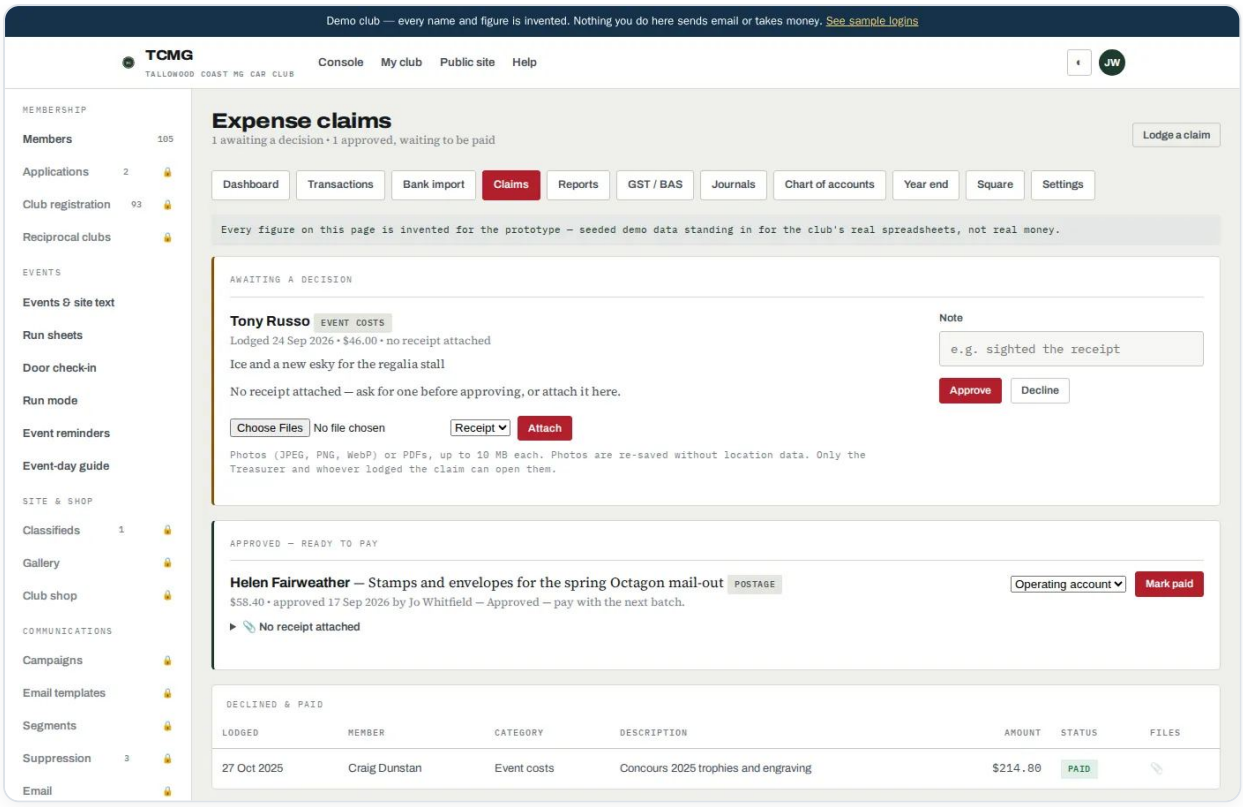
Bank import and matching.

1. Download a CSV statement from the bank's internet banking.
2. **The books** → **Bank import**: choose the **Bank account** and the file (or paste it), and press **Import**. Importing the same statement twice adds nothing new.
3. Lines that match a transaction already in the books tick themselves off.
4. For each line left under **Unmatched bank lines**: match it to a suggested transaction, or choose its account and press **Create transaction** — for a bank fee, say, or a member's direct deposit.

Undo beside a matched line un-matches it. The dashboard counts what is still unmatched.

Expense claims

Any committee member lodges their own claim under **Finance** → **Expense claim**: the amount, what it was for, a description, and photos or PDFs of the receipts.



Claims waiting for a decision, and ready to pay.

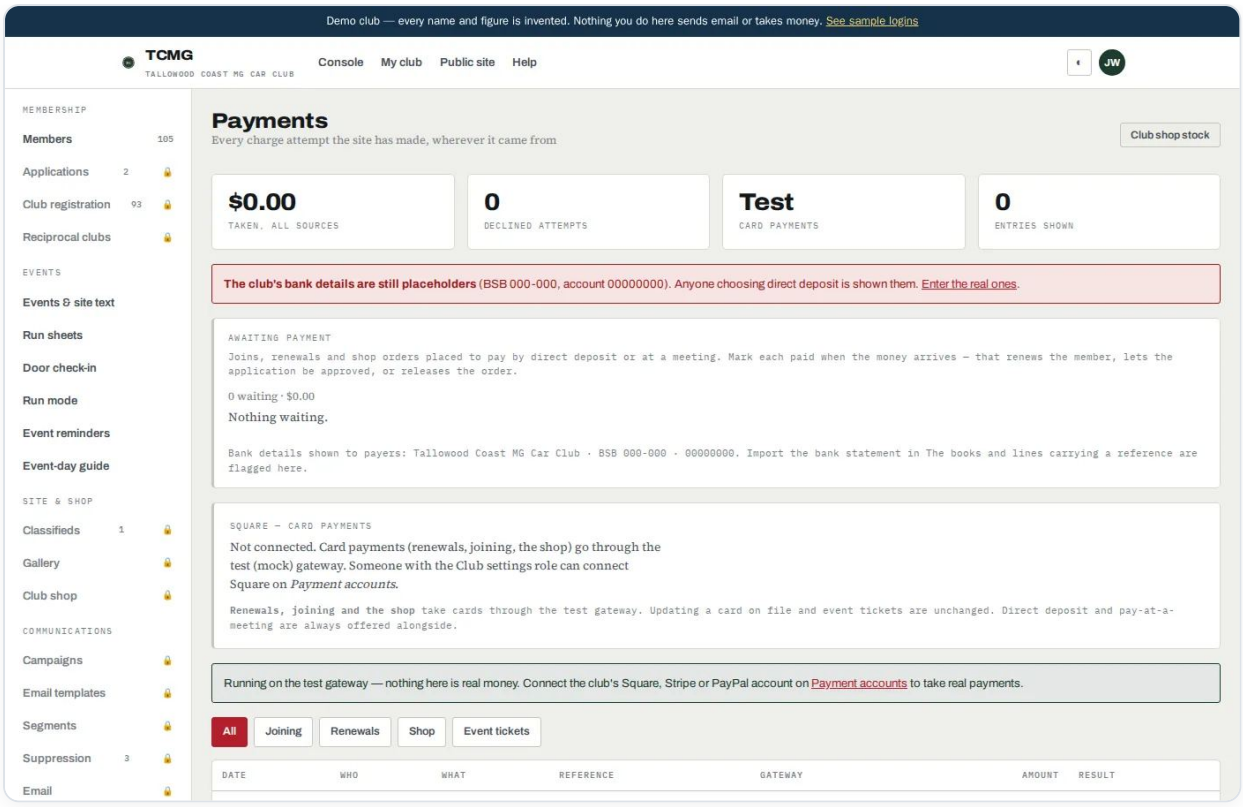
1. In **The books** → **Claims**, check the claim and its receipts. No receipt? Ask for one, or attach it here.
2. Press **Approve**, or **Decline** with a note — the claimant is emailed either way.
3. Pay the claimant from the bank, then choose the account it was paid from and press **Mark paid**. That writes the transaction and carries the receipts onto it.

> On the cash basis, a claim approved but not yet paid isn't in the books. The Year end checklist reminds you of any still waiting.

Card payments, Square and awaiting payment

Members pay by card, by direct deposit or at a meeting.

- **Direct deposit and pay-at-a-meeting** wait under **Finance** → **Payments** → **Awaiting payment**, each with a reference to look for on the bank statement. When the money arrives, press **Mark paid** and choose Direct deposit or Cash; that renews the member, lets the application be approved, or releases the shop order. If they won't pay, **Cancel** it — shop stock goes back on the shelf.
- **Card payments through Square** land first in a **Square (clearing)** account: money Square is holding for the club. Square takes its fee from each payment, then pays the rest into the bank in a lump (a payout). On **The books** → **Square**, press **Fetch from Square** to bring in payments, fees and payouts. Each payout becomes a transfer to the bank account and matches the deposit when you import the statement. After each payout the clearing balance drops back towards nil.
- **Finance** → **Reconciliation** lines up card payments, shop orders and event tickets against what the payment company settles. Tick each one once it is on the bank statement.



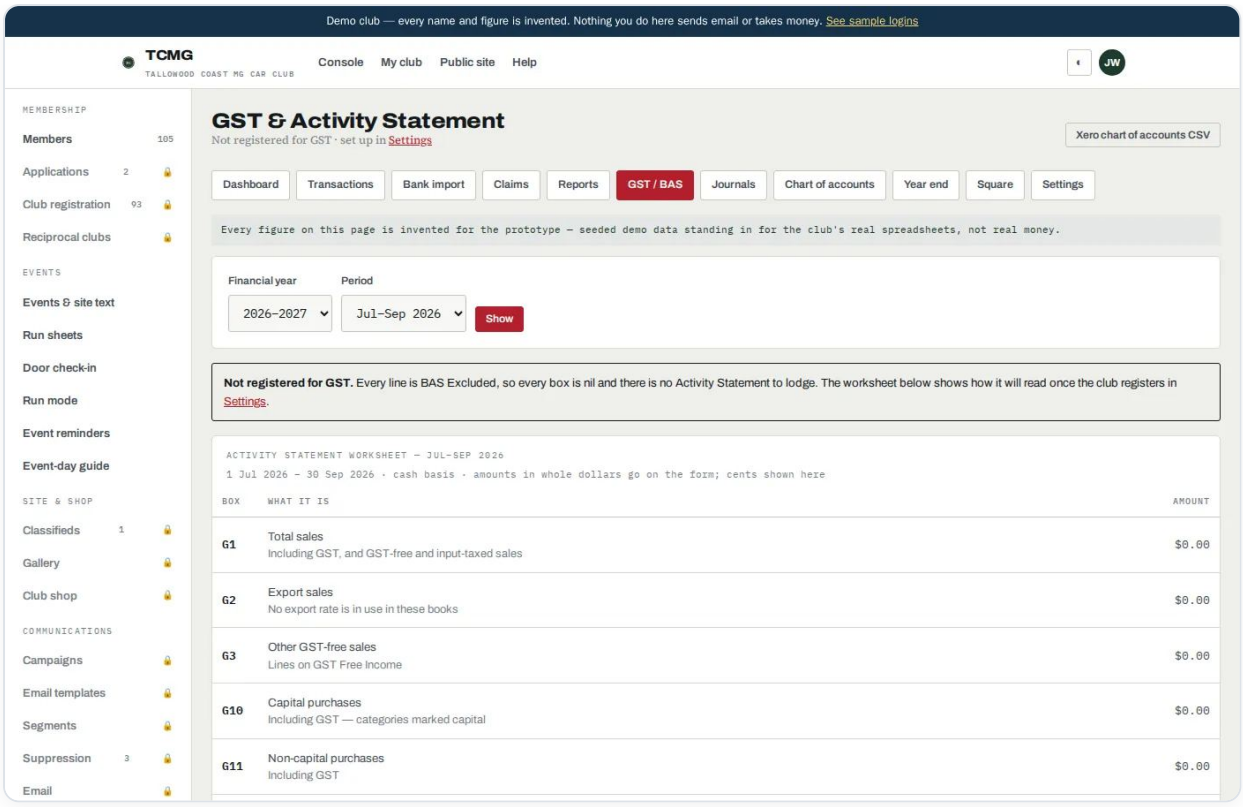
Payments and Awaiting payment.

Connecting Square, Stripe or PayPal is done by the Club settings role on **Payment accounts** — see Running the site.

GST and the Activity Statement

Most small clubs aren't registered for GST. If yours is, tick **Registered for GST** in **The books → Settings**, with the date and the reporting period (monthly, quarterly or annually). Lines dated before the registration date stay BAS Excluded.

From then on, **The books → GST / BAS** shows the Activity Statement worksheet for any period, laid out as Xero's: G1, G2, G3, G10, G11, 1A and 1B, and the GST payable. Each figure links to the transactions behind it. Check the figures, then lodge through the ATO's Online services or the club's tax agent — nothing is lodged from here.

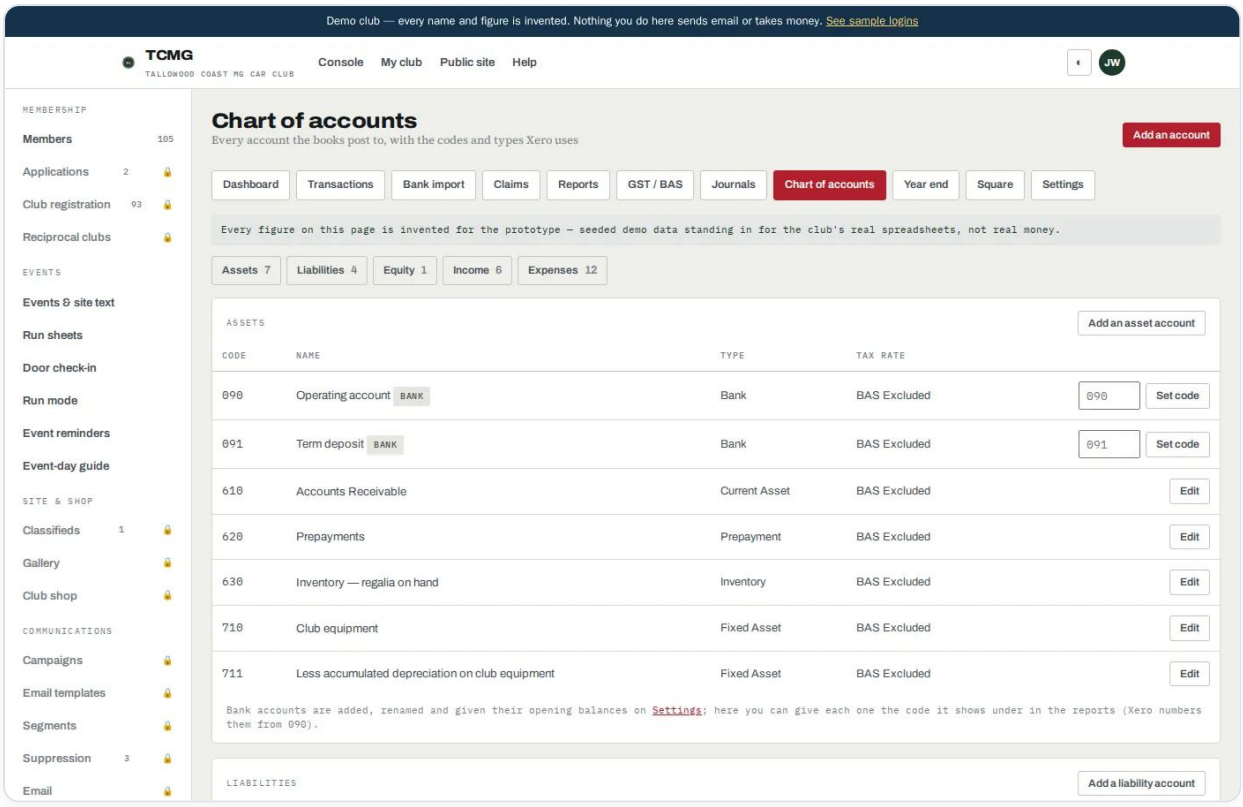


The Activity Statement worksheet.

> Registering is a committee decision to take with the club's accountant. The default tax rate on each account is a suggestion, not tax advice: have the accountant confirm them before the first BAS.

The chart of accounts

The books → Chart of accounts lists every account, grouped like Xero's chart: Assets, Liabilities, Equity, Income and Expenses. Each has a code, a name, a Xero account type and a default tax rate. The codes follow Xero's Australian chart — 090 for the bank, 200 for sales, 820 GST, 960 Retained Earnings — so an accountant finds their way at once.

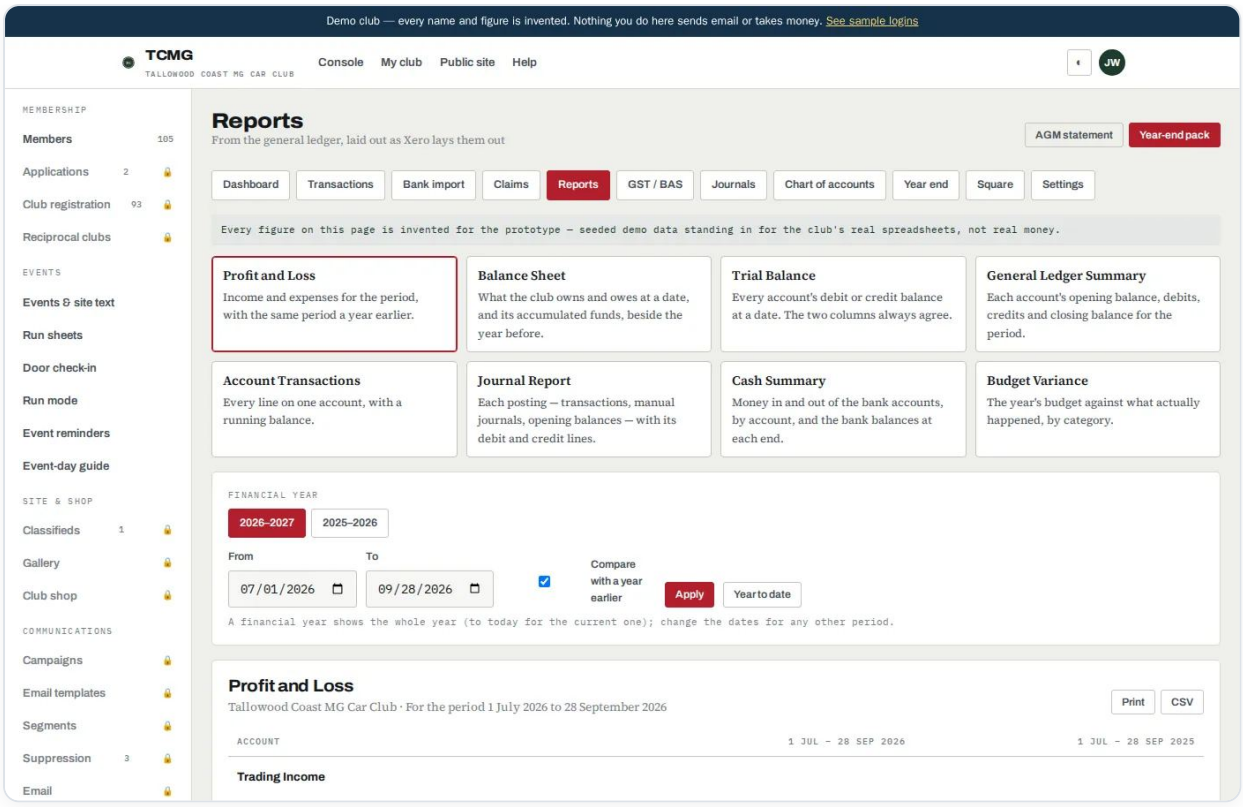


The chart of accounts.

- Add an account for something the club needs to track — “Trophies”, “Rally entries”, “Trailer”. Choose its class, its Xero type, a unique code and its default tax rate.
- Archive an account you no longer use; it keeps its history. An account that has never been used can be deleted.
- GST, Retained Earnings and Suspense are system accounts: they can be renamed but not removed.

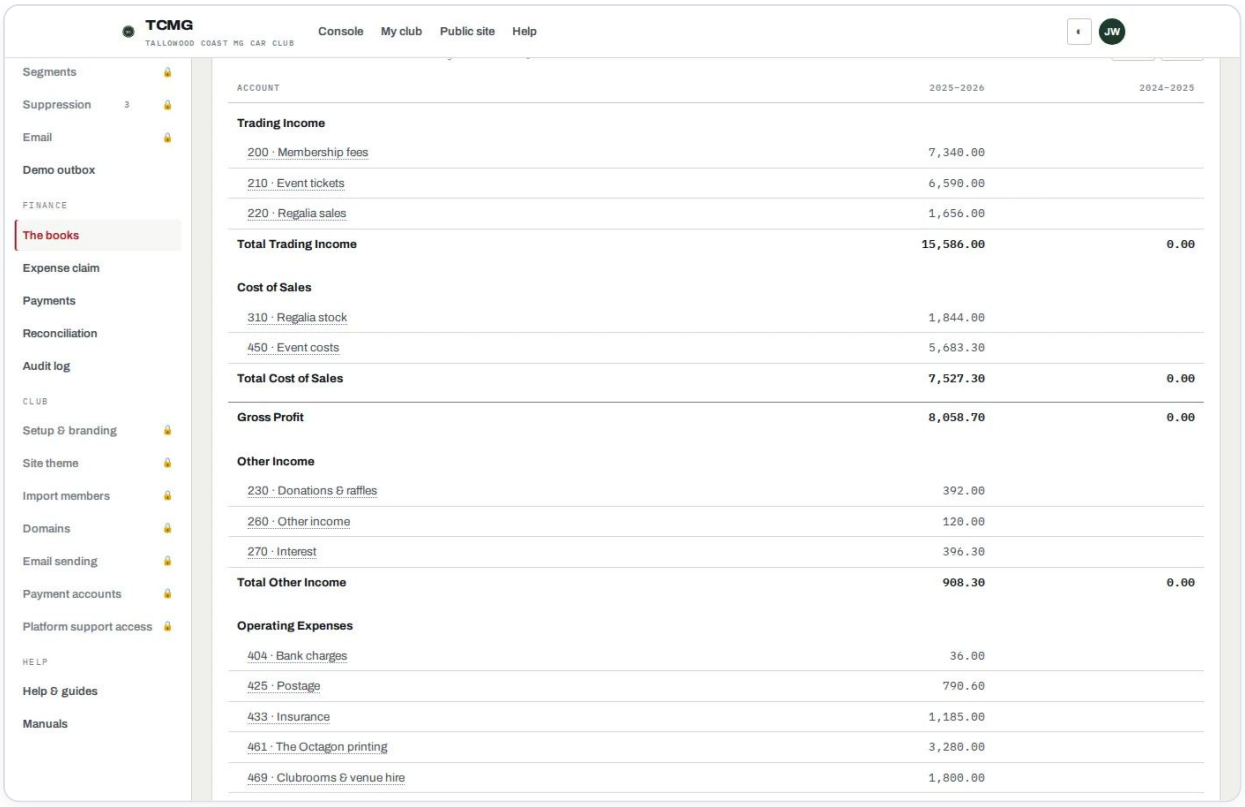
Reports

The books → Reports has every report an accountant expects, laid out as Xero lays them out. Choose a financial year or any dates, and whether to compare with a year earlier.

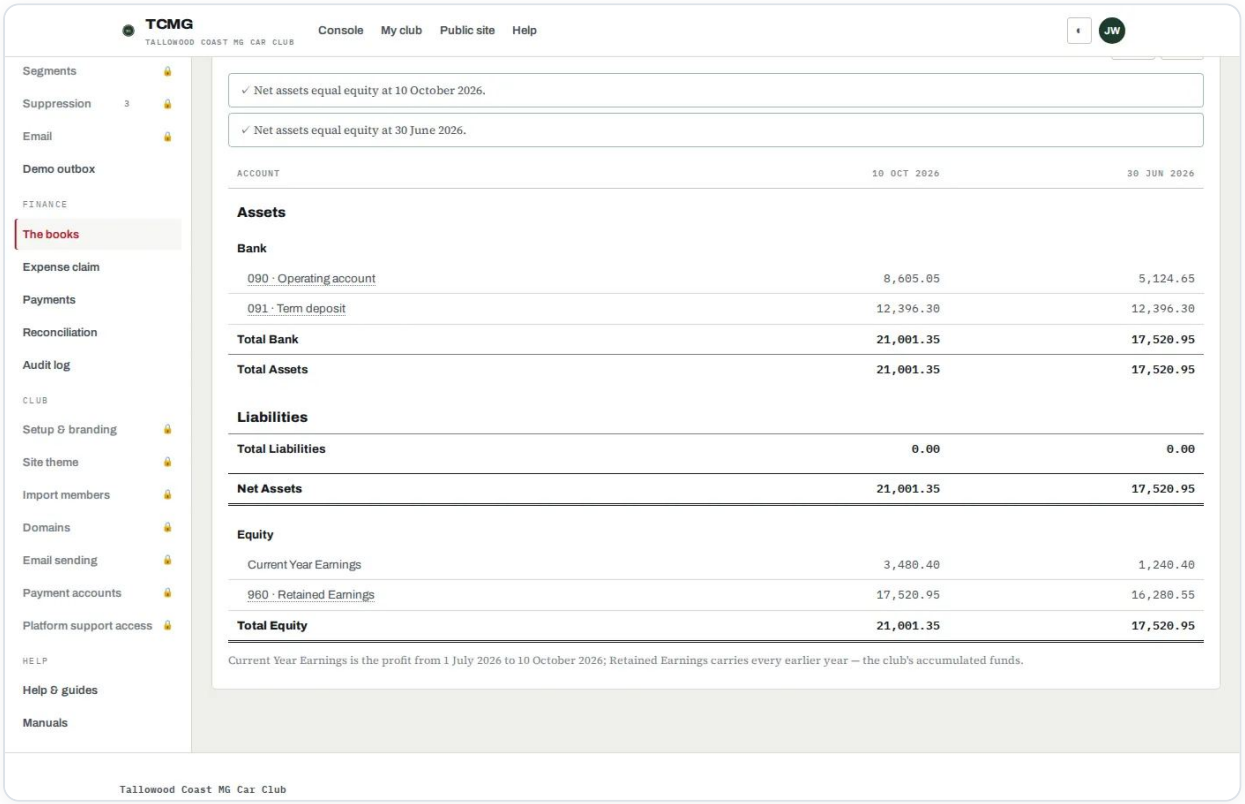


The report centre.

Report	What it shows
Profit and Loss	Income and expenses for the period: Trading Income, Cost of Sales, Gross Profit, Other Income, Operating Expenses, Net Profit — beside the same period a year earlier.
Balance Sheet	What the club owns and owes at a date, and its accumulated funds (Retained Earnings and Current Year Earnings), beside the previous year-end.
Trial Balance	Every account’s debit or credit balance. The two columns always agree.
General Ledger Summary	Each account’s opening balance, debits, credits and closing balance for the period.
Account Transactions	Every line on one account, with a running balance. Click any account in another report to open it.
Journal Report	Each posting — transactions, manual journals, opening balances — with its debit and credit lines.
Cash Summary	Money in and out of the bank accounts, by account, and the bank balances at each end.
Budget Variance	The year’s budget (set in Settings) against what happened.
GST Reconciliation	When registered: the GST account from opening to closing, tied to the Balance Sheet.



Profit and Loss, with the year before alongside.

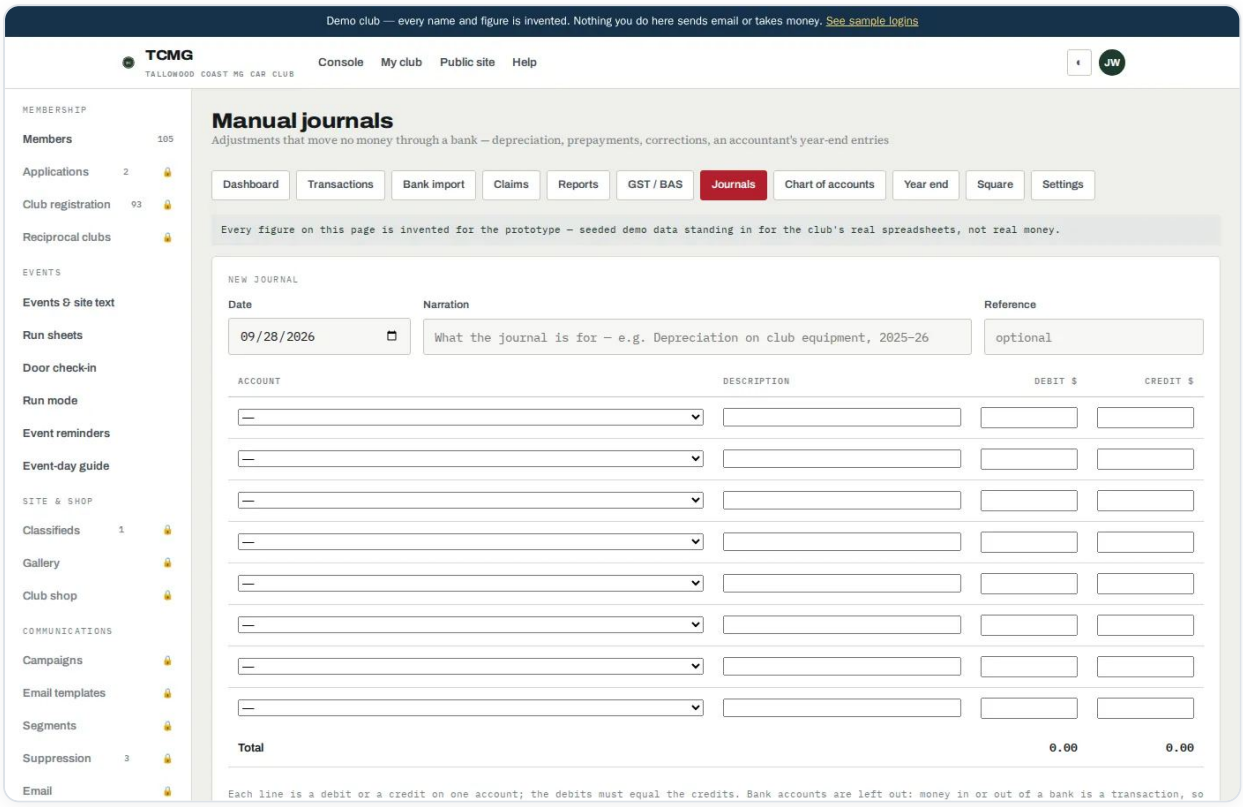


The Balance Sheet. The ticks confirm net assets equal equity.

Every report has **Print** (on the club's letterhead) and **CSV**. If a report's own check ever fails — debits and credits not agreeing, say — it shows a red warning. Look for a line in **Suspense**, and ask the accountant.

Manual journals

A journal records something that moves no money through a bank: depreciation on club equipment, a prepaid insurance premium, a correction, or the accountant's year-end entries. Most clubs need only a few a year.



A new journal.

1. **The books → Journals**, press **New journal**.
2. Give it a **Date**, a **Narration** (what it is for) and a **Reference** if you like.
3. Fill in two or more lines, each an account with a debit or a credit. Bank accounts aren't offered: money in and out of a bank is always a transaction.
4. The debits and credits must be equal — the form says by how much they are out.
5. Save. It changes the reports at once. A journal can be edited later, or voided (it stays on file, marked voided).

> If you aren't sure which accounts to use, ask the accountant for the entry — debits and credits — and type it in as given.

Opening balances

When your club starts using EzyClub's books, two things set where the books begin:

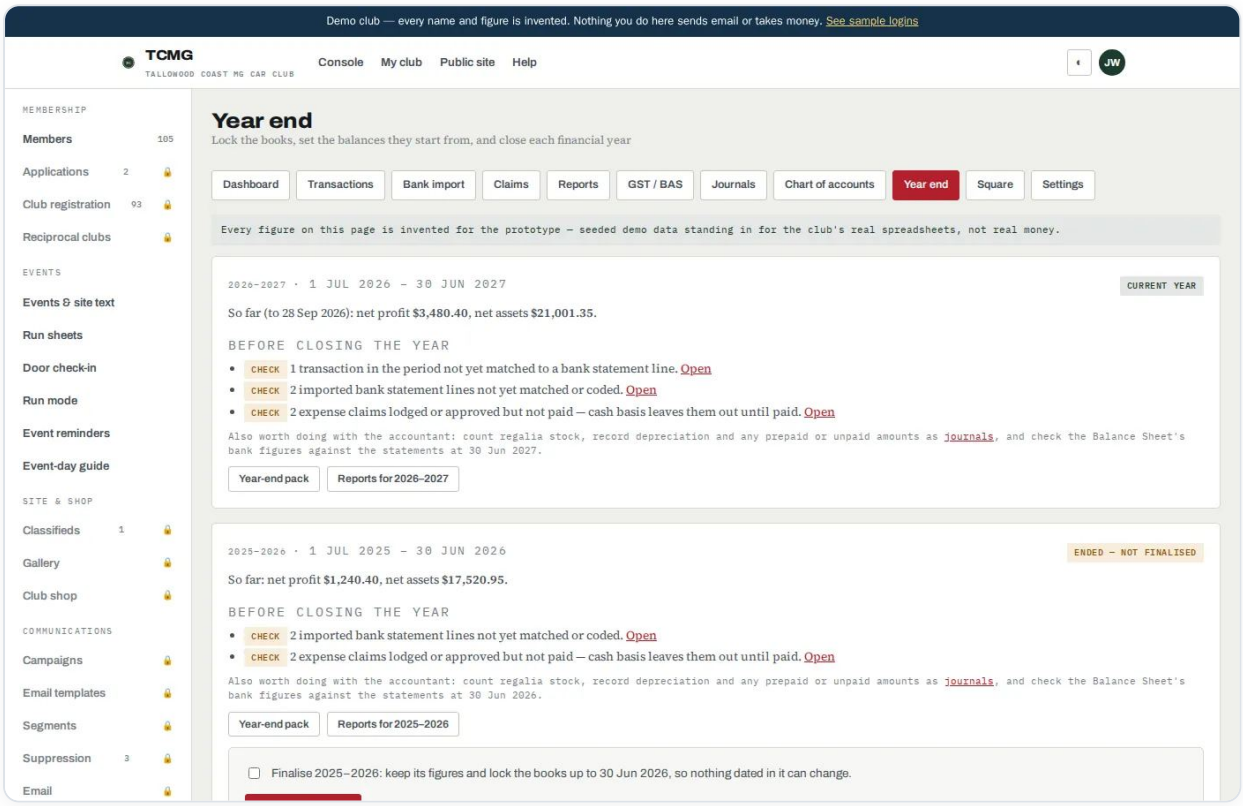
- Each **bank account's opening balance** and date, in **The books → Settings**.

- **Conversion balances** on **Year end**: what the club owned and owed the day before — equipment, regalia stock, prepaid insurance, fees received in advance. Enter each as a debit or credit; Retained Earnings takes the difference: the club's accumulated funds.

Take the figures from the last annual statement, or ask the accountant.

Year end

The books → **Year end** is where each financial year is closed.



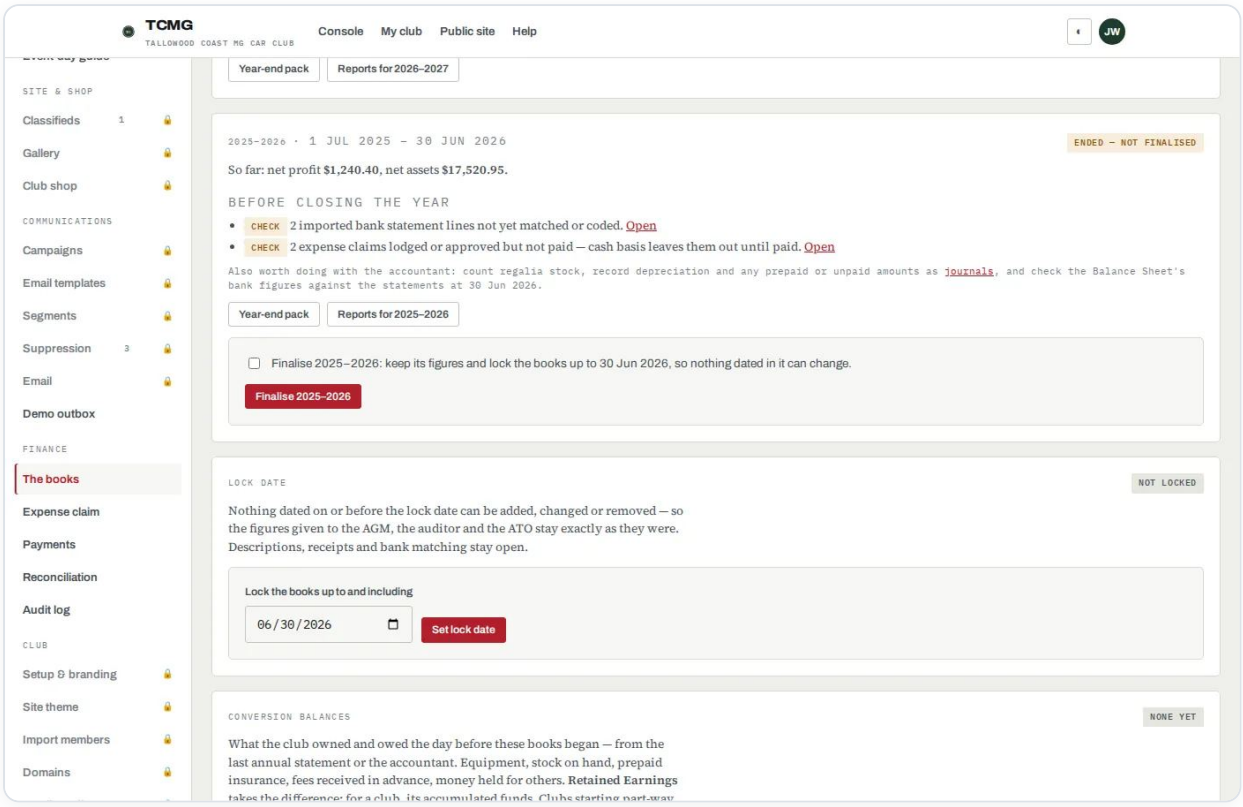
Year end, with the checklist for each year.

To close a year

1. After 30 June, work through the **Before closing the year** checklist: every transaction matched to the bank, every imported line coded, claims paid.
2. With the accountant: count the regalia stock, and record depreciation and any prepaid or unpaid amounts as journals.
3. Check the Balance Sheet's bank balances against the statements at 30 June.
4. Tick the confirmation and press **Finalise** for that year. The year's figures are kept, and the books are locked up to 30 June.
5. Download the **Year-end pack** for the accountant and the AGM.

The lock date

Once a date is locked, nothing dated on or before it can be added, changed or removed — so the figures given to the AGM, the auditor and the ATO stay exactly as they were. Descriptions, receipts and bank matching stay open. Card payments that arrive late for a locked period post on the first open day.

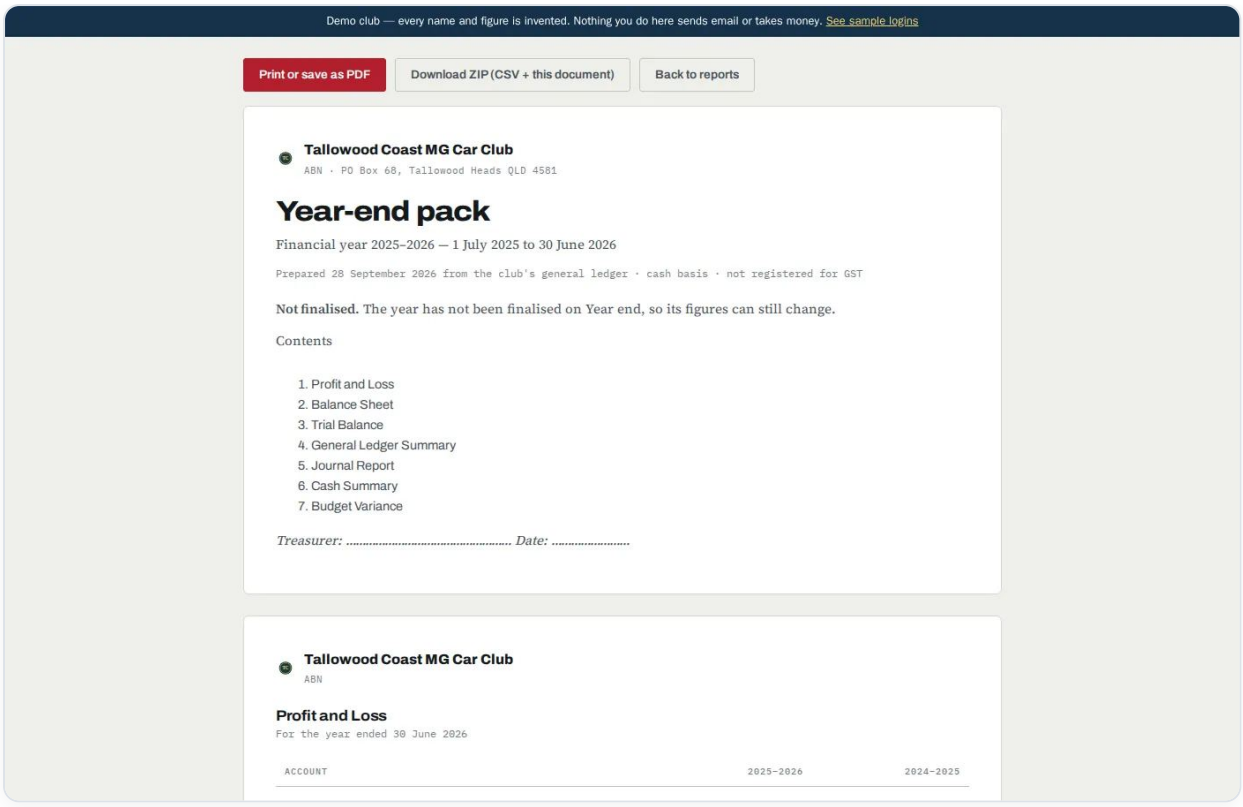


Setting the lock date.

If a finalised year needs a correction, **Reopen** it: the lock moves back to the year before. Make the correction, then finalise again.

The year-end pack

Year-end pack gives every report for the year in one printable document with a cover page (save it as a PDF from the browser's print dialog), or as a ZIP of spreadsheets plus that document — ready to send to the accountant or auditor.

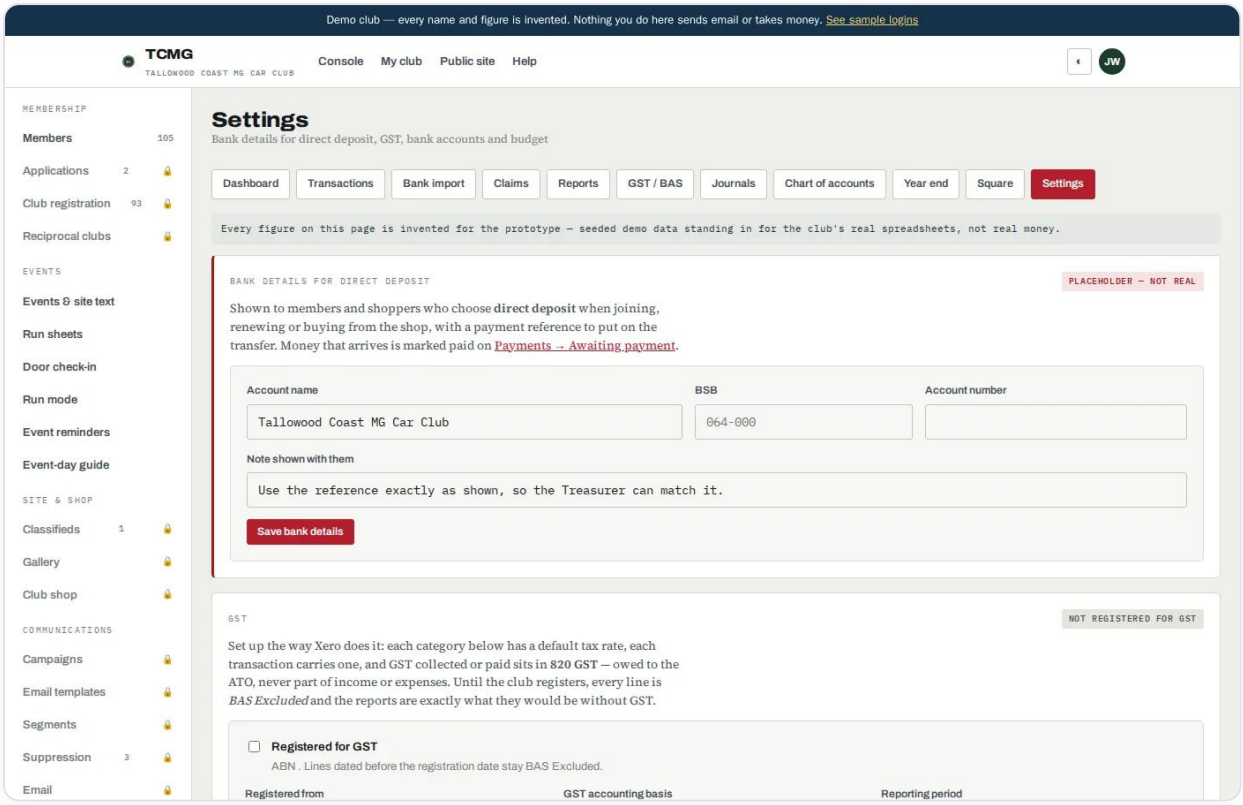


The year-end pack's cover.

The AGM statement

Reports → AGM statement prints the Statement of Income and Expenditure for the year ended 30 June, with a Statement of Assets and Liabilities beside it and a signature line — the page most associations table at their annual general meeting. Check with the accountant what your state's associations law asks of your club.

Settings and the budget



Books settings.

- **Bank details for direct deposit** — shown to members who choose to pay by bank transfer. Until you enter the real ones they are marked as placeholders.
- **GST** — registration, date and reporting period.
- **Bank accounts** — each account's name, opening balance and date.
- **Budget** — a figure per income and expense account for the year, used by the Budget Variance report.

Exports and Xero

Transactions export to CSV with GST columns. For a club that moves to Xero, or an accountant who works in it, the books export in Xero's own import formats: the chart of accounts, each bank account's statement (pre-coded with accounts and tax rates) and the manual journals.

Giving the accountant access

The club's outside accountant or auditor can have the **Accountant** role: read-only access to the books — every report, the ledger, journals and the year-end pack — without the rest of the console. Whoever holds the Roles role adds a member record for them and ticks Accountant (see Roles and access). What they see is in For the club's accountant.

Quick answers

If…	Then…
A member paid by bank transfer	Find the reference on the statement, then **Payments → Awaiting payment → Mark paid → Direct deposit**.
A payment says “card — unconfirmed”	The card company didn’t answer in time. Check its dashboard: if the payment went through, press **Card went through** on the awaiting-payment line; if not, **Cancel** it.
“The books are locked up to…”	That date is locked. Date the correction after it, or reopen the year on Year end.
Suspense has a balance	A transfer with no matching line in the other account, or a line on a deleted account. The dashboard and Year end say which.
The Balance Sheet bank figure doesn’t match the statement	Import the statement and match every line; check the opening balance in Settings.