

Treasurer

The role of the treasurer of the School Association includes maintaining proper books of account and financial records in relation to the affairs of the School Association.

The role of Treasurer

1. Maintain written financial records for the School Association to include
 - a. All authorised deposit-taking institution accounts;
 - b. All income;
 - c. All payments;
 - d. All cash transactions and holdings;
 - e. All assets and liabilities.
2. Ensure all fundraised funds are recorded in the financial records
3. Create a budget
4. Supply the committee with a report each meeting, including bank statements
5. Ensure all expenses are recorded in the meeting minutes with a motion
6. Write and sign cheques or initiate all EFT at the instruction of the committee
7. Ensure that payments are cosigned or co-authorised
8. Ensure funds are banked in a timely manner (within 5 days)
9. Pay all invoices promptly
10. Issue receipts
11. Ensure that ATO requirements are met
12. Ensure that the contact person for the ABN is correctly updated
13. Ensure all ACNC requirements are met (if applicable)
14. Ensure that an annual audit is undertaken prior to the AGM

Constitutionally:

1. The committee must make and keep financial records in relation to the School Association.
2. Financial records are available for inspection by all School Association Members upon request.
3. DECYP's Secretary or authorised person of the Secretary may inspect and/or audit the financial records of the Association
4. Store records for 7 years