

## **POSITION STATEMENT FOR AREA COMMITTEE MEMBER POSITION HELD FOR A PERIOD OF THREE YEARS**

### **AREA TREASURER**

**Objective:** To manage, record and report on all income and expenditure in SA Area each year and prepare all reports in accordance with State and Federal legislation.

Ensure supporting information is correct then arrange to pay all accounts correctly and on time. Reimburse SA Committee members on presentation of receipts in accordance with Committee motions. Store all supporting information for ready access.

Issue receipts for all monies received. Store all supporting information for ready access. Ensure prompt banking.

Keep clear and accurate records of all transactions. Undertake monthly bank reconciliations to check bank statements and records tally.

Prepare monthly Income and Expenditure statements to present at Area meetings. Report on the ongoing financial status at meetings. Draw attention to any issues and concerns.

Prepare an annual Income and Expenditure Statement and arrange for this to be audited. Make the audited statement available to members at the annual Assembly. The annual report on the year's finances is also given to the Delegate for the Australian Service Conference.

Prepare and send to the Australian Tax Office the quarterly BAS statements. Ensure all supporting information is securely stored.

Prepare an income and expenditure budget for the coming year to present to Area for approval.

Encourage Tradition 7 donations by placing notices in the Newsletter and advertise the Birthday Plan.

Encourage Group treasurers to bank regularly by reminding DRs of this.

Manage the SA Area Term deposit and donations to AGSO in consultation with Area Committee.

Attend the Spring Fair (our biggest fundraiser). Collect all monies from the stalls and issue receipts. Bank promptly and report the proceeds to members.

Organise all files generated each year and store on a USB. At the start of each year transfer a copy of the previous years' files to the Office computer for storage.

February 2016