

Goolawah Treasurer

Role Description

03-08-2020

Daily

Check bank accounts, emails and SMS messages and attend to each issue as it arises. Avoid accumulating a backlog of tasks which can become burdensome and time consuming to deal with.

Receipts

Process payments made by members

email or post receipts as appropriate using common Invoice/Statement/Receipt form.

Deal with incorrectly identified payments (track them down or enter as 'unidentified depositor').

If payments of share capital contributions and/or joining fees are received – track down contact details of payer, create 'Proposed Member' account, generate invoice, process payment and send receipt. Advise directors/membership committee of these payments.

Payments received into NAB account transferred to Bank Australia main trading account as they are received maintaining a NAB balance of \$20.00 to cover monthly bank charges.

Expense Reimbursement Claims

Process expense reimbursement claims and supporting receipts/invoices.

Check that, where required, these have either been pre-approved by a meeting or are covered by an approved budget allocation.

If reimbursement requested:

- Process payment.

- Add to regular batch for processing each Monday.

- To minimise financial stress on members more immediate payment may be requested (e.g. for large amounts).

If applied to levies:

- Process expense claim and apply to levies

- email or post receipts as appropriate

File digital copies of supporting emails/invoices/receipts for audit review.

Work Claims

Validate work claims to ensure entitlements are not exceeded.

Accumulate work claim files in separate folder for each meeting.

Supplier Invoices

Process payments to suppliers

Add payment to regular batch for processing each Monday.

To maintain good relations with suppliers more immediate payment may be considered in special cases (e.g. for large amounts to roading contractors and/or cooperative neighbours)

File digital copies of supporting emails/invoices/receipts for audit review.

Site Mowing Claims (Fire hazard reduction)

Process invoice to member whose site is mowed.

Process payment (bank transfer or work claim to deduct from levies) for member doing mowing.

Member Queries

Respond to any account queries from members by email, SMS, phone or meeting as appropriate.

Weekly each Monday

Finalise payment batch and have it co-authorised.

Monthly

On receipt of bank statements at month end

Finalise bank reconciliation for all accounts

Middle of each month

Process interim bank reconciliation to ensure all receipts and payments are accounted for

Weekend prior to meeting

Process interim bank reconciliation to ensure all receipts and payments are accounted for
Prepare treasurer's report and submit by email, with accumulated work claims, to directors for review, and to nominated individuals for printing and uploading to website.

Prepare materials for external accounts review and forward to reviewer who reports directly to nominated board member.

Prepare job budget summary and detail reports and email to directors.

Send reminder notices to members with overdue accounts.

Friday immediately before meeting

Prepare report of overdue accounts highlighting any that are 1) one year or more overdue; 2) two years or more overdue and forward to directors. Meeting to confirm action on these delinquent accounts.

After each monthly meeting (from the minutes)

Process approved Work Claims and apply to levies.

email or post work claim receipts as appropriate.

Note any share transfers ratified. Change status Current Member (selling) to Past Member, Proposed Member (buying) to Current Member.

Process share capital refund payment (less unpaid levies) to member selling.

Add/update Budget items.

Take action, as directed by meeting, to deal with delinquent accounts according to policy which may include:

- Send warning letters.

- Refer to ProCollect for collection together with supporting documentation.

- Manage collection process

Quarterly

Prepare quarterly levy invoices and send to all current members (on 1 July, 1 October, 1 January, 1 April) by email or post as appropriate.

Year End

Finalise bank reconciliation to 30 June.

Prepare financial statements for presentation to AGM.

Complete ATO Income Tax self-assessment worksheet.

Ongoing - As Required

Keep regular and frequent backups of data files.

Manage bank accounts, signatories etc.

Liaise with external reviewer providing additional information upon request.

Safe storage of archived records (old account books, receipt books, bank statements,, spreadsheets, correspondence etc).