



CANBERRA QUILTERS INC
SINCE 1976

Canberra Quilters Inc.

ABN 49 327 425 805

Duty Statement – Treasurer

The Treasurer is responsible for all monies and for keeping the financial records and books of Canberra Quilters. As a member of the Canberra Quilters' Executive, the Treasurer is part of the Committee responsible for managing the affairs of Canberra Quilters to enable the organisation to meet its aim and objectives. These duties are undertaken in accordance with the Canberra Quilters' Constitution and the Associations Incorporation Act.

General:

- You are friendly, welcoming and inclusive of all members, visitors, and guests.
- You encourage all members to be friendly, welcoming and inclusive of all other members, visitors and guests.

Meetings:

1) Committee meetings:

- Provide a Treasurer's report advising the Committee of balances in the bank accounts (4) and other financial activity at the appropriate agenda item at the monthly Committee meetings from January to November.

2) Annual General Meetings (AGM):

- Prepare and present the Treasurer's report to the AGM together with a copy of the auditor's report and an audited balance sheet and statement of income and expenditure.
- Provide a copy of your report to the Secretary prior to the meeting.
- Ensure the auditor's statement and financial statements are provided to the Newsletter Editor by the February deadline for publication in the March *Connecting Threads*.

3) Members' meetings:

- Attend Thursday evening meeting and other members' meetings when you can.

Financial Responsibilities:

- You are responsible for Canberra Quilters' financial records and accounts, with help from the Bookkeeper and the rest of the Committee.
- You are one of four people of the Executive Committee who can co-sign Canberra Quilters' cheques. You are responsible with the rest of the Committee for approving spending by the group. You seek approval for spending at Committee meetings or via emails if it is urgent.



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- You will advise the in-coming Executive on arrangements for the lodging their signatures at the bank.
- You will arrange “view” access for the Membership Secretary to the account, to enable the Membership Secretary to quickly process subscription payments.

Connecting Threads, CQ Website and Blog:

- Notify the Newsletter Editor of any finance related items in time for the newsletter deadlines. Deadlines are the evening meetings in February, May, August and November.
- Provide a copy of the auditor’s report and financial statements for the March edition of *Connecting Threads* in preparation for the AGM.
- Monitor web page content whenever browsing the site and notify the Website Coordinator of any updates/corrections needed.

Treasurer’s duties:

General

- Receipt incoming money, unless already done by others who have their own receipt books such as workshop and raffle co-ordinators and annual retreat.
- Reimburse approved members who purchase items on behalf of Canberra Quilters and ensure reimbursement forms are available in the room and in liaison with the Communications Officer through the website.
- Pay accounts, seeking verification of expenditure if required. As required, liaise with the Vice President in relation to insurance payments.
- Bank money received.
- Monitor deposits by Workshop, raffle and retreat co-ordinators.
- Check bank statements and prepare paper work on receipts, payments and banking - this is to be delivered to Bookkeeper monthly.
- Prepare invoices for *Connecting Threads* advertisers as notified by Newsletter Editor - to be done in MYOB by Bookkeeper.
- Manage petty cash:
 - Treasurer EFT account. This is the only account which has one signature and must be topped up by a cheque transfer from the general cheque account. All transactions on this account are to be listed each month and a copy sent to the Committee as part of the Treasurer’s report. Any money transferred to this account must be approved in writing or by email from two of the other signatories for the bank accounts (President, Vice President or Secretary).
 - QFO (\$200) and Membership Secretary (\$30) - each keeps a record of spending with receipts - draw a cheque for them as needed



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Exhibition

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- Attend Exhibition Sub-committee meetings, as needed.
- Arrange for the temporary acquisition of two additional EFTPOS machines for use during the exhibition (will take approximately 7-10 days to arrive). Additional machines are to be returned after the exhibition.
- Attend the annual exhibition to undertake the recording of monies received and banking of those funds.
- Post the exhibition, prepare a financial statement on the annual exhibition expenditure and income and disburse Sales Room funds in a timely manner.

Audit and after AGM:

- With Bookkeeper's assistance, prepare financial statements for the auditor as soon as possible after 31 December each year.
- Deliver books and records to the auditor by the fourth week of January to allow at least two weeks for the audit and report preparation so that it can be sent to Newsletter Editor by mid-February for publication in the March newsletter.
- Ensure auditor has signed two copies of Annual Return form (from ACT Government website)
- Complete Annual Return form, lodge after AGM, by 30 June. Penalty paid if after 30 June.
- Lodge BAS (annual), penalty applies if late.
- Arrange change of signatories of CQ accounts - new signatories need to take 100 points of ID to Commonwealth Bank
- Minimum two forms needed (blank copies on file or get from bank)
- Note that additional President signature needed on second page.
- Advise EFTPOS machine owner changes to bank, if required.

Other duties:

- Advise the Secretary of amendments/additions to the Perpetual Calendar.
- Advise the Communications Officer of any items of interest for the information bulletin.
- If members voice concerns, suggestions or compliments to you, accept all feedback with grace, thanks and a smile. Take action where needed.
- If things aren't working, work with the committee to make things work better.
- Remember – this duty statement is not a stagnant document. Update it often.