



TREASURERS' ROLE & RESPONSIBILITIES

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District Treasurer 2015-16



YOUR ROLE AS TREASURER

- Hand over
- Banking and Payment of Accounts – signatories
- Set up electronic banking
- Bookkeeping systems
- Separate Bank Accounts
- Information to Board & Members
- Club Budget – members' subscriptions etc.



REGULATORY RESPONSIBILITIES

- Charitable Fundraising Act 1991
- Club Constitution and By Laws
- Corporations Law
- Rotary International – Manual of Procedure
- Tax and Employment Laws



FUNCTIONS ACTIVITIES AND FUND RAISING

- Control of Cash
- Gross and Net for Fundraising
- Banking
- Merchant Facility



YEAR END ACCOUNTS

- Timing
- Outgoing Treasurer should arrange
- Board Review & Solvency Declaration
- Which officers sign
- Accrual Accounting



AUDIT

- Compulsory?
- Auditors Qualification
- Board Confirms Payments
- Record Retention



TAX DEDUCTIONS?

- Funds Received
- Receipts
- DGR's



- Turnover \$150,000 - definition
- Suspense/Agency accounts
- Sub Entity concept
- Don't register unless necessary



DUES

- District - \$40 each half (incl. GST)
- R.I. - \$US27.50 each half (+GST). On 1st July \$US1.50 (+GST) for cost of Council on Legislation fees
- RDU - \$20 each half (incl. GST)



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ROTARY DISTRICT 9685
2016 CONFERENCE

11th & 12th MARCH 2016
CANBERRA
AT THE CONVENTION CENTRE AND
AUSTRALIAN INSTITUTE OF SPORT

The 2016 District Conference

is being held on

11-12 March

at the Canberra Convention
Centre/AIS

Registrations are now open - go to:
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YOUR EVALUATION



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