

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

GST

- 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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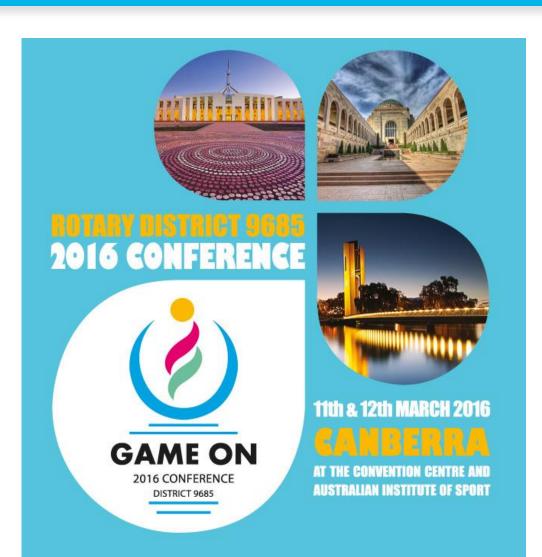


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REGISTER FOR THE DISTRICT CONFERENCE



The 2016 District Conference

is being held on
11-12 March
at the Canberra Convention
Centre/AIS

Registrations are now open - go to: conference2016.rotarydistrict9685.org.au





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