

DISTRICT ASSEMBLY

Treasurer

JIM WELLS



TOPICS

Role of Treasurer

Regulatory Environment

Accounting Function

Dues – District, RI, Magazines

Tax

Board Reporting

Auditing, AGM, Returns

Hand over of treasury function



ROLE OF TREASURER

- Issues receipts for funds received**
- Deposit all funds into accounts nominated by the Board**
- Carries out bank reconciliations for all bank accounts**
- Pays all bills on the basis of specific Board and budgetary approval**
- Collects dues from members**
- Prepares club budget jointly with Board members**
- Cheques are to be issued with two authorised signatories**
- Prepares accounts and records for audit**
- Keeps historical accounting records in safekeeping for 7 years**
- Prepares GST and other tax return if required**



REGULATORY ENVIRONMENT

Corporations Law

All Rotary Clubs in the District are incorporated
Manual of Procedure

Rotary International

Club Constitution &
By-laws

Regulates the conduct of your particular club

Australian Tax Acts
and State Revenue

Applies to all residents of Australia.

Gaming and Racing
Legislation

Regulates fund raising activities

Employment Law

Tax and other regulations relate to employment contract



BANK ACCOUNTS AND INVESTMENTS

The Club General account must be kept separately from project and charity accounts. Club account must be subject to signing by two authorised signatories jointly.

Electronic payments are not recommended where the dual authorising process cannot be ensured.

Where electronic banking facilities are used, appropriate virus checking and internet security systems are essential

Investments are only made under Board determination.

Rotary Clubs are urged to handle their finances in a business like way....(RI Manual of Procedure)



BUDGETS AND ACCOUNT

Separate budgets and accounts for
General Admin and Project
Accounts

Budget to be approved by Club
Board

General Account

Expenditure 2010-11	Budget 2010-11	Increase / Decrease
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Income

Subscriptions
Meal Receipts
Changeover Function
Heads & Tails
Club Raffle
Sergeants Fines

Expenses

Meals
Bulletin



PROJECT BUDGET & ACCOUNT

Includes only items relating to Club
Projects

Regulations issued by Gaming and
Racing apply

Show income per event or activity

Include expense relating to activity
including insurance relating to events

Budget to reflect the five avenues of
service or new Club Leadership

Plan:

Club

Vocational

Community

International

Youth



CASH MANAGEMENT

Maintain good internal control

Front desk procedure

Ask that money is counted before
handover

Issue receipts promptly especially
for cash

Keep cash payments to a minimum
(club expenses only)

Bank funds promptly without delay

**For Project activity follow the
rules of Gaming and Racing
Department**



PAYMENTS

Two Board Members to authorise
Notable amounts, donations, project
account payments etc to have prior
Board approval

Cheques require two signatures
Report to Board on a monthly basis
giving detailed list

Cheque numbers should be written
on the supporting documents



DUES – PER MEMBER

	1. July 10	1. Jan 11
RI Fees	US\$26.00 (excl GST)	US\$25.00 (excl GST)
RDU	A\$18.70 (incl GST)	A\$18.70 (incl GST)
District 9680	A\$50.75 (excl GST) A\$55.83 (incl GST)	A\$50.75 (excl GST) A\$55.82 (incl GST)
The Rotarian	US\$12.00 (excl GST)	US\$12.00 (excl GST)



TAX ISSUES

Income Tax

Rotary is exempt from Income Tax

ABN

Each club must be registered for an ABN

GST

A club must register for GST if turnover is > \$150,000 p.a.

Tax Deductible Donations

A club must be registered as a Deductible Gift Recipient (DGR) before Tax deductible donations can be receipted as such

Other Taxes

May apply if club employs people



BOARD REPORTING

All payments, point out substantial matters

Board to approve payments

Current bank and deposit balances

Gain or loss on various club and project activities

Investment performance

Outstanding accounts and receivables



AUDIT AND FINANCIAL REPORTS

Outgoing and incoming Treasurer to prepare accounts, Balance Sheet and Statement of Income and Expense for audit

The auditor generally audits the Balance Sheet and Statement of Income and Expense, for submission to the AGM to be sent out together with notice of the meeting

Supplementary reports e.g. gain or loss on individual projects to be prepared and presented by the Treasurer

The financial report must be provided to the Office of Fair Trading within 1 month of the AGM



HANDOVER OF TREASURY FUNCTION I

Handover historical records for the past 7 years. Agree with Incoming Treasurer (IT) before discarding past records

Prepare immediate past year records for audit. Review any unpaid accounts and loose ends with IT, see Audit

**Arrange for changes in Bank Authority with outgoing Board. Verify signatures in bulk
“Reference by an acceptable referee**

Get bank balances as at 30 June and review bank reconciliations, copy to Auditor

Payments are under the control of the new Board from date of changeover



HANDOVER OF TREASURY FUNCTION II

Set up accounting system for new year
together with outgoing Treasurer,
maybe get advice from Auditor

Check for computer systems
compatibility

Obtain the Current Year Income and
Expense information from Outgoing
Treasurer to facilitate budget
preparation

Takeover cash floats and all cheque and
deposit books

