







**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** 

**Rotary International** 

Club Constitution & By-laws

Australian Tax Acts and State Revenue Gaming and Racing Legislation

**Employment** Law

All Rotary Clubs in the District are incorporated Manual of Procedure

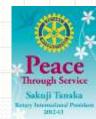
Regulates the conduct of your particular club

Applies to all residents of Australia.

Regulates fund raising activities

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 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





- 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\$50.75 (excl GST) A\$55.83 (incl GST) A\$55.82 (incl GST)

The Rotarian US\$12.00 (excl GST) US\$12.00 (excl GST)





## **TAX ISSUES**

Income Tax ABN GST Tax Deductible Donations

Other Taxes



Rotary is exempt from Income Tax Each club <u>must be</u> registered for an ABN A club must register for GST if turnover is > \$150,000 p.a. A club must be registered as a Deductible Gift Recipient (DGR) before Tax deductible donations can be receipted as such 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 **P**ayments 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



