



## Role of the Committee Treasurer

Here is a summary of the role of the Treasurer of a Neighbourhood House Committee of Management .

The Treasurer's role is to **ensure** that the following responsibilities are completed accurately and at the correct time. They need to work closely with the House Coordinator and/or the Finance Coordinator, Book-keeper, Accountant (as appropriate) to clearly clarify which positions are responsible for which element of the responsibility.

- Prepare or oversee the preparation of an annual Budget for the House, for either a calendar year (January to December) or a financial year (July to June)
- Ensure that accounts are paid, money is receipted and banking is carried out by House staff.
- Regularly review payments that are made and funds that are received.
- In conjunction with the Coordinator ensure that the Management Committee receives financial reports against budget each meeting and that Management Committee members are informed about the current and future financial position of the House
- In conjunction with the Coordinator ensure that all legal financial requirements and responsibilities are carried out.
- Ensure an audit of the financial records is carried out each year and that a full report from the auditor is presented to the Management Committee and the Annual General Meeting and is forwarded to the relevant Government department
- As appropriate and in conjunction with the Coordinator assist with "financial acquittals" (financial reporting) to relevant funding organisations.
- Ensure the Coordinator has systems in place for staff wages to be paid and responsibilities such as superannuation, WorkCover insurance and PAYG tax deductions are met.
- Ensure the Coordinator has systems in place so that all insurances, as required by the House, are taken out and maintained.
- Ensure the Coordinator has systems in place for the preparation and timely lodgment of business activity statements (BAS) and other returns required for compliance.
- Ensure the House maintains an up-to-date asset register.