

# AGA Treasurer Procedures

## Daily

- Overseeing the financial affairs of the association ensuring the financial records are current and in order, according to the requirements for a Tier 2 association as per the Associations Incorporation Act 2009
- Check email & address as required
  - Inform AGA Committee of any new/major financial issues
- Make payments in accordance with process and the Constitution
- Monitor bank accounts and PayPal accounts

## Periodic

### Maintain a list of all financial accounts

- Maintain a register of all financial accounts including bank, Paypal, insurance and other financial accounts in the Cloud Drive.
- Maintain a register of financial account credentials (passwords, secret questions etc. for each financial account to be shared by the Treasurer and Public Officer only. Obviously, this should be very secure – not kept on the cloud but in a manner agreed by the Treasurer and Public Officer.
- Ensure the Committee has the necessary financial and investment advice to make sound decisions
- Ensure an annual budget is prepared and expenditure against the budget is reviewed regularly

### Document transfer between Treasurers

- Under Section 35 (2) and (3) of the NSW Incorporations Act which states...

(2) Within 14 days after vacating office, a former officer of an association must ensure that all documents in his or her possession that belong to the association are delivered to the new officer or a committee member of the association.

Maximum penalty: 1 penalty unit.

(3) An association's committee must fill any vacancy in the office of public officer within 28 days after the vacancy arises.

Penalty \$50

Procedure – The Treasurer will be given access to a Cloud Drive and will store all Financial documents on the drive including an index of document. The public officer will transfer access from the old treasurer to the new as soon as practical after the appointment of a new Treasurer.

### Committee meetings

- Provide a financial report to the Committee to keep them informed and up to date about the finances in a manner that Committee members can understand
- Save the financial reports and other documents to the Cloud Drive Folder

- Update the AGA documents register on Cloud Drive

### End of Financial year reporting

- Prepare annual balance sheet and accounts at the end of Financial year.
- Present the financial report to the first committee meeting after the end of Financial year
- Publish the draft accounts on the AGA Website
- Save the reports and other documents to the Cloud Drive Folder
- Update the AGA documents register on Cloud Drive

### Annual general meeting

- Organise and present the annual balance sheet and accounts to members of the organisation at the Annual General Meeting (AGM) for distribution with the notice of meeting.
- Prepare supporting material and/or address all financial questions at the General Meeting.
- Save the financial reports and other documents to the Cloud Drive Folder
- Update the AGA documents register on Cloud Drive.

### Administration

- Carry out regular audits of AGA membership information and membership payments to ensure appropriate membership fees are paid to the AGA.
- Organise the annual balance sheet and accounts and lodge with NSW DFT using the appropriate form.
- Cooperate and provide full information to a duly appointed auditor.

### International

- Pay AGA registration and other membership fees to approved International organisations.
- Ensure any documents are stored on Cloud Drive and the register updated.

### Ensure financial records are prepared and published

#### Section 47 (1)

(1) As soon as practicable after the end of each financial year, the committee of a Tier 2 association must cause financial statements for that year to be prepared, in accordance with this section, in relation to the association's financial affairs (including its affairs as trustee of any trust).

Penalty \$200

Procedure – the Treasurer will prepare the financial statements which must be provided to the Secretary-General at least 2 weeks prior to the AGM and uploaded to the Cloud drive.

*Note – The financial statements required for Tier 2 association include the following:*

- *an income and expenditure statement and*
- *a balance sheet that sets out the appropriately classified individual sources of income and individual expenses incurred in the operation of the association and the assets and liabilities of the association,*
- *details of any mortgages, charges and other securities affecting any property owned by the association*

• *a separate income and expenditure statement and balance sheet for each trust for which the association is the trustee.*

### Ensure there is a backup for the Treasurer

#### Section 48

At each annual general meeting of a Tier 2 association, the association's committee must cause the association's financial statements for the previous financial year to be submitted to the meeting.

Penalty \$200

Proposed solution – this is the Treasurer's role but there is a risk the Treasurer may fall ill, become incapacitated or not provide the report. To mitigate this risk, it would be prudent to have quarterly finance reports so if such circumstances arise the new Treasurer will not have as much work to do.

### Ensure the Treasurer reports using the approved form

#### Section 49 (1)

A Tier 2 association must lodge with the Secretary, in accordance with this section, a summary, in the approved form, of the association's financial affairs for the previous financial year.

Penalty \$200

Procedure – this is the Treasurer's role. I believe the same solution as section 48 applies.

### Audit to ensure the Treasurer complies and minutes of meetings are kept

#### Section 50 (1)

An association:

- (a) must keep records that correctly record and explain its financial transactions and financial position, and
- (b) must keep minutes of the proceedings of its committee meetings and general meetings.

Penalty \$200

Procedure – this is the Treasurer's role. I believe the same solution as section 48 applies.

### Comply with a legal direction to Audit the association.

#### Section 51 (3)

##### **Audit at the Secretary's direction**

- (3) An association to which such a direction is given must ensure that the direction is complied with.

Penalty \$200

Procedure – audits can also be directed by the NSW Dept Fair Trading. If such an order is given the Committee must appoint an independent auditor with the necessary access to documents and information.