

Role description for NSW Regional Meeting Treasurer.

Role title: **Regional Meeting Treasurer**

Member of the Society

Approved by NSWRM 5.5.2018

Overview and purpose of role

The core responsibility of the RM Treasurer is to oversee the finances of the regional meeting. The Treasurer may be supported by an Assistant Treasurer or Finance Committee. The Treasurer is the servant of the meeting.

Responsibilities list

- Prepare Regional Meeting budget for acceptance by the regional meeting for worship for business.
- Receive and record income, including newsletter donations; scrutinise invoices and organise payment of invoices and other disbursements, as authorised or as delegated by the regional meeting for worship for business. Ensure that transactions are recorded appropriately in the Regional Meeting accounting system.
 - Maintain the privacy of individuals and other entities where appropriate.
- Monitor bank accounts and investment accounts; ensure signatories to these accounts are up to date; monitor and report to regional meeting for worship for business on performance against budget. The opening or closing of any account with a financial organisation requires specific authority from the regional meeting. (The appropriate signed minute will usually need to be presented to that organisation at the time of opening.)
- Present financial reports to the regional meeting for worship for business.
- Arrange for contribution request letters to be sent to isolated Friends (as appropriate).
- Collect and pass on contributions made to bodies outside the regional meeting accounts in a timely manner.
- Keep track of GST paid and received and submit the quarterly BAS (GST/PAYG) return. Claim from the ATO or pay any amount owing to the ATO related to GST or PAYG amounts paid or collected.
- Maintain payroll records for any employees and comply with any legal requirements associated with the Association being an employer.
- Recommend an auditor to regional meeting for worship for business, who is usually appointed at the preceding AGM.
 - Should the appointed auditor not be able to fulfil the audit duties, a replacement auditor may be appointed at a normal regional meeting for worship for business and confirmed at the next AGM.
- Prepare RM Accounts for audit (after the end of the Regional Meeting financial year) and present audited accounts to a regional meeting for worship for business ahead of the AGM of the incorporated regional meeting. The regional meeting then presents the accounts to the AGM (usually via the treasurer).
- Communicate with the Australia Yearly Meeting Treasurer and Local Meeting treasurers as appropriate.

Role description for treasurer

- Seek professional financial advice as required.
- Attend to any task as requested by the Regional Meeting for worship for business.
- Audited accounts, once accepted by the Regional Meeting AGM, should be given to the RM Archivist annually or as agreed.
- If delegated by the AGM, and in consultation with the public officer, present the appropriate annual reports to the appropriate state or federal bodies that oversee incorporated associations.

Resources

- *AYM Handbook of practice and procedure.*
- *BYM Quaker faith and practice*, especially section 13.