



Canberra City Farm Role

Treasurer

Position title:	Treasurer
Location of position:	Varies
Reports to:	Canberra City Farm Executive Committee
Role, project overview and purpose	<ul style="list-style-type: none"> The role and responsibilities of the Treasurer is defined in the Constitution of the Canberra City Farm.
Key responsibilities	<p>The Treasurer shall:</p> <ul style="list-style-type: none"> be responsible for maintaining a true and complete record of the financial status of the association in accordance with Part V of the Act; be responsible for all banking transactions for the association and for the documentation of the same in the financial records of the association; be an authorised signatory to the association cheque account and other association accounts; report to the committee on the association's current financial position at each committee meeting and report on any withdrawal from the accounts of the association that has not been authorised by the association or the committee; cause the accounts of the association to be audited at the end of each financial year and present to the membership at the Annual General Meeting all the documentation required pursuant to Subsection 73 (1) of the Act; receive, record and acknowledge receipt of all monies paid to the association; renew all approved insurance policies held by the association; subject to the agreement of the committee, delegate such duties as may be appropriate whilst maintaining ultimate responsibility for proper discharge of the duties of the office of Treasurer; perform such other duties as the committee may direct from time to time; and have all records, accounts, books, receipts and vouchers audited in accordance with the provisions of Section 74 of the Act if relinquishing the office during the year in office; and except as directed by the Act, take all reasonable steps to ensure the security of monies held by the association. Mentor and support the next person to take on the position.
Existing arrangements	<p>Maintenance of the General Ledger</p> <ul style="list-style-type: none"> The Treasurer maintains a record of all financial activity of CCF and UAA. At present all transactions are recorded using free open source software GNUCash. <p>Bank Accounts</p> <ul style="list-style-type: none"> CCF operates four bank accounts. At present all accounts are held with Westpac. They are: <ul style="list-style-type: none"> a petty cash account with debit Mastercard a cheque account a cash account



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	<ul style="list-style-type: none"> ○ a UAA trading/cheque account • Four committee members are signatories of all CCF bank accounts. Two signatures are required for any bank transaction. • Financial transactions are undertaken electronically where possible, • All funds received as cheques or cash are banked as soon as practicable, usually at least once a month. <p>Approval of Expenditure</p> <ul style="list-style-type: none"> • All CCF and UAA expenditure must be approved by the CCF Committee. • Expenditure is submitted monthly to the committee for approval and the approval minuted by the CCF Secretary. <p>Taxation Liabilities</p> <ul style="list-style-type: none"> • Every April the CCF committee must self assess whether CCF is liable to pay tax. • This assessment is made using the ATO self assessment tool for non-profit organisations found on the ATO web site. <p>Annual Audit</p> <ul style="list-style-type: none"> • At the end of each financial year the Treasurer prepares a statement of accounts. • The Treasurer arranges for an appropriately qualified auditor to audit the accounts. • The Treasurer submits the statement of accounts and the auditor's report to the membership of CCF for approval at the August AGM. <p>Receipt Books</p> <ul style="list-style-type: none"> • Receipts are issued for all money received • There are two receipt books, one is for use by the Treasurer, the other is for use by the Membership Secretary for membership fees received. • The receipt number of Treasurer's receipts are prefixed by T in the financial records. <p>Petty Cash Book</p> <ul style="list-style-type: none"> • The Treasurer maintains a petty cash book which records money paid out with petty cash. • All expenditure of petty cash must be justified by a receipt for goods or services provided and kept for audit purposes. <p>Stall Floats</p> <ul style="list-style-type: none"> • As required, the Treasurer arranges to provide a float for stalls, usually \$50.00, from petty cash.
Minimum period	<ul style="list-style-type: none"> • 1 year + time to coach next person to take on the role.
Skills, experience and attributes	<ul style="list-style-type: none"> • Financial and money management experience. • Project management and administration skills to deliver results. • Interpersonal skills to build collaborative relationships with all stakeholders.



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Training that will be provided by the CCF:	<ul style="list-style-type: none"> Coached and supported to do each responsibility by an experienced CCF member and the CCF Executive Committee.
Benefits for the volunteer:	<ul style="list-style-type: none"> Increased skills and self confidence. Contributing to grow the CCF community. Practice field for developing and practicing coaching and influencing skills.
Benefits to CCF:	<ul style="list-style-type: none"> Happy members with a growing number. Improved reputation, credibility, brand and impact of CCF.
Other requirements of the role:	<ul style="list-style-type: none"> Induction training. Police check (if required). Medical check (if required).
Name of volunteer	
Start date:	
End date:	
Hours and days required per week:	
Learning needs:	
Any other training required (please describe):	
Any other special conditions (please describe):	
Mentor:	
Volunteer signature:	
Executive signature:	
Date:	
Date of review:	
Last person in position:	
Last person's learning insights and tips:	