Guide

The Treasurer

# Overview

## Purpose

The purpose of this guide is to document the Administration activities that need to be completed for the Chapter in the planning of a typical ‘Chapter’ year.

As well as the activities associated with the Office, the Treasurer works closely with the Secretary who has an overall understanding of what needs to be done in the Chapter.

Therefore, some of the tasks listed in this guide are not necessarily the responsibility of the Treasurer to complete, but it is the Treasurer’s responsibility to ensure that they have been done where appropriate.

## References

The following documents, laws or regulations should be read in conjunction with this guide:

| Document |
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| Constitution and Laws of The United Grand Chapter of Australia. |
| Procedure Book and Guide for Election’s and Installations (Yellow Book). |
| Guide and Information for Secretary, Treasurer, Auditors and Books Inspection Committee (Green Book). |
| CC-PRO-001 Petty Cash Management |
| CC-PRO-002 Dues & Membership Management |
| CC-GDE-003 Election Preparation and Recording |
| CC-GDE-004 The Secretary |

# Preparation for election & installation

The months leading to the annual Installation Meeting are the busiest for the Treasurer and it is appropriate to start this guide at that period of time.

Each activity described below should be reviewed in the month prior to the meeting itself as some items may need to be tabled at General Business in the previous month, included on the agenda for that month’s meeting, or the Treasurer may need to start arranging for the activity to be done prior to the meeting.

## 3 months out from the Installation (eg. August)

* The amount payable for annual Dues for the next term will start to be placed on the agendas along with any cost for the Installation Banquet. Dues receipts can be issued on payment (using the Dues Receipt Book), and other payments receipted from the General Receipt Book).

## 2 months out from the Installation (eg. September)

* Envelopes should now be sent out by the Secretary with this meeting’s agenda requesting members to use it when paying Dues or for the installation Banquet. Space should also be made available on the envelope to accept payment for other Chapter’s Installation Banquets. The use of envelopes helps the Treasurer to manage the high number of payments that are made at this time of year. From this point on, the Secretary and Treasurer should be keeping a record of Dues and Banquet monies paid.
* The amount members can pay for Grand Chapter document fees and reports can also be added to the agenda at this time. These payments however, are not required until March the following year, but it is helpful to remind members now especially given the busy time of year followed by Christmas and our recess in January.

## Election Meeting (eg. October)

* All members should have paid their Dues for the next term by this meeting;
* The Treasurer will prepare a list of those that have NOT paid Dues. This list should be monitored by the Treasurer during the Election meeting as nominations for office or committees are made. Only members who are financial for the next term can nominate, vote, and/or be elected to office or a committee;
* The Treasurer should calculate the amount to be donated to the WM’s Charity for the outgoing year, and raise the amount to the members at the Election meeting for ratification;
* The Treasurer should be arranging for the Auditors for the next term and provide the Secretary with letters/emails confirming their acceptance of that role;
* The Treasurer should do a stock take of the items in their case and advise the Secretary of anything that needs to be replaced. If the Treasurer is leaving this role at the next Installation, all personal items should be removed from the case and prepared for handover at the Installation Meeting;
* The Secretary should draft the UGC Chapter Returns (sent through by the WG Registrar) and determine the cost of diplomas and statutory fees. These need to be tabled as Monthly Expenses and notified to the Treasurer at the meeting so that a cheque can be drawn and sent after the meeting. This is to ensure that the Diplomas are ready for presentation at the November meeting.

## November (Installation)

* Administration Cheques should be prepared, signed and ready for presentation to the Secretary, Treasurer and Social Secretary (as agreed at the Election meeting). These cheques are placed in envelopes by the Secretary and available on the WM/WP desk for first half of November meeting;
* Petty Cash Cheques should be prepared, signed and ready to be given out (as agreed at the Election meeting). The Treasurer or Secretary can hand these to the members filling the role that requires it;
  + For a member who has had petty cash for that role in the previous term, ensure they also request re-imbursement to bring their petty cash balance up to the required amount. (record as a monthly account).
  + If a member is also handing over petty cash to another, ensure they hand in the Petty Cash book & receipts to the Treasurer.
  + If a member is taking on Petty Cash and hasn’t previously, ensure they receive a copy of the Petty Cash procedure and understand their responsibility;
* A Cheque should be prepared, signed and ready for presentation to the recipient of the Chapter’s fund raising for the last Chapter year (if the recipient is able to attend on the day, else this can be
* Any names and payments received for the Installation Banquet/High Tea should have been given to Secretary;

# AGENDAS

* On each agenda, the Secretary will indicate the member’s financial status. 3 months out from the Installation meeting, the next year’s amount payable for Dues should start to appear, and if they haven’t paid this year’s dues at that time, then it is shown as ‘arrears’. Refer also to the procedure ***Dues & Membership Management***.

# REGULAR & COMMITTEE MEETING PREPARATION

* Prior to the meeting, prepare the Treasurer’s report to be read and ratified at the meeting. A copy is given to the Secretary to include in the minute of the meeting. This report should include the following and reconciled to the bank statements as follows:
  + General Fund:

Starting bank balance as at last statement

+ Income

- Expenses

Ending bank balance as at last statement

* + Benevolent/Distress Fund:

Starting bank balance as at last statement

+ Income

- Expenses

Ending bank balance as at last statement

* + Investments:

Starting bank balance as at last statement

+ Income

- Expenses

Ending bank balance as at last statement

* Update and balance any Petty Cash records and summarise Chapter monthly expenses. Advise the Secretary prior to the commencement of the meeting of known expenses to be tabled. The Secretary records these in the Accounts book to be read and ratified;
  + Once the Accounts have been ratified during the meeting, prepare any cheques for signing at the end of the meeting and provide the Secretary with those cheques as appropriate;
* During the meeting, ensure the WM receives the total amounts of any collections so she can read these out before the end of the meeting;
* Receipts written can be given to the Secretary for issue in the next agendas if required, else they can be handed out accordingly. The yellow copy of all receipts issued that month are given to the Secretary for cross checking and reconciliation. The Secretary also uses this information to update the Dues Book.
* After the meeting, the Treasurer prepares a list of Income and Expenses. A separate line should be provided for each type of income/expense. This is given to the Secretary as soon as practicable after the meeting, to include in the minute of the meeting. A typical income/expenses for the month would be:

|  |  |
| --- | --- |
| INCOME | EXPENDITURE |
| Dues | Rent |
| Monies received directly from members (payment of items, banquets, donations, fees) | Secretary Expenses |
| Trading Table | Petty Cash Reimbursements |
| Competitions | Equipment Expenses |
| Collections | Refunds |
|  | Statutory Fees |
|  | Collection (to Grand Chapter etc) |

# annual visitation by grand chapter

The timing of the Annual Visit by Grand Chapter will be advised by the incoming WGM. When this date is advised, the following needs to be done/prepared:

* There is a ‘template’ available which lists the items that the Grand Chapter will inspect prior to the commencement of the meeting. Review this list, prepare your own items for inspection and remember to take them to the meeting.
* A donation to the WGM’s/WGP’s charity is in order at this meeting. Ensure this is tabled for discussion at a Chapter meeting before the Annual Visit, and prepare a cheque for presentation at that meeting. The WM may present this in a card at the time she offers the WGM the gavel for the meeting.

# bUDGETTING

* The WG Treasurer has provided a guide for all Treasurers which indicates how to budget for a 12 month period. This is usually done based on the start of the WM’s term of office and would include the income/expenditure (predicted from previous years) and expected fund raising. This guide is available from the UGCA website, and a copy is provided in the Treasurer’s case.
* It is also appropriate to look forward and compile a 3 or 5 year look at the Financial viability of the Chapter. This budget can be put to the members for discussions as to the amount of money required to sustain the Chapter in a typical year and necessary actions that may need to be taken such as raising Dues, fund raising, or investments required.

# AUDITORS & ANNUAL FINANCIAL STATEMENTS

* It is the duty of the Treasurer to arrange for at least 2 independent people to undertake the roles of Auditor for the Chapter. These representatives are ratified each year at the Election meeting.
* The Auditors would be asked to verify the Treasurer’s financial statement and balance sheet before it is presented for ratification of the Chapter.
* The current plus previous year is to be included in the financial statement. The final signed copy is to be given to the Secretary for inserting into the Minute Book. It is also wise to provide the Secretary with any ‘soft copy’ of the Financial Statements for filing purposes.

# aNNUAL BOOKS INSPECTION

* Annual Books Inspections are required by the Grand Chapter of NSW & ACT. The date of inspection and the items to be inspected are advised by the Grand Secretary. The Secretary should work in conjunction with the Treasurer to obtain the required items and ensure they are provided in the appropriate timeframe.