Role Description – TREASURER – Issue Date Feb 2026

The role of Treasurer is important; and while it is not essential to have accountancy qualifications it is desirable that the Treasurer at least be familiar with elementary bookkeeping and banking procedures.

It is the Treasurer's responsibility to maintain the financial records of the Probus Club of Rouse Hill in terms of Standing Resolutions and to report on the Club's financial position at both Committee and General meetings. Various responsibilities of the Treasurer are outlined in the detailed sections below.

Information about government concessions and taxation requirements for a Probus Club can be obtained from the Probus South Pacific Head Office, if required, or through the Secretary.

The Club does not have a Tax File Number (TFN) or Australian Business Number (ABN) and is currently not required to lodge annual tax returns.

BANK ACCOUNT INFORMATION

- The Club conducts a formal bank chequing account although most transactions are now processed online using electronic funds transfer (EFT). The Treasurer is nevertheless required to keep control of the cheque book and deposit book in case it becomes necessary to complete a paper transaction.

- The Club maintains a cheque (working) account with ANZ Bank, Rouse Hill branch and is the main account through which all financial transactions are processed:
  BSB: 012-246 Account No. 3013-30476

- In addition, the Club maintains a business debit card account with the same bank:
  BSB: 012-246 Account No. 3367-27094
  and further information about this account is outlined separately below.

AUTHORISED SIGNATORIES

- Two signatories are required to authorise all debit transactions (and sign cheques) and there should be at least four signatories available to sign and authorise payments from the Club's account. Usually the following are signatories - President, Vice-President, Secretary and Treasurer – as detailed in the Club's Constitution and Standing Resolutions.

- Generally, payments from the Club's account will be firstly initiated by the Treasurer using EFT and then counter-authorised electronically by one of the abovementioned signatories utilising the Bank's security/electronic approval process.

- The Treasurer will be required to arrange with the incoming Executive Committee members to update bank signatories after the Annual General Meeting (and at any other time during

the year should there be a change of signatories for any reason). New signatories to the account will need to attend the bank with suitable identification and they will be accompanied by at least two of the current signatories to authorise their inclusion as new signatories on the Club's account. Note there is a two-step process – they firstly need to be registered as signatories to the Club's account and then authorised to undertake internet banking transactions on this account.

- Until such time as new signatories have been authorised and have confirmed that they are able to complete online transactions, do not remove other existing signatories from the Club's account. Do this once satisfied that the new ones are operational.

BUSINESS DEBIT CARD ACCOUNT

- The business debit card account was established to facilitate regular purchases by certain members, on behalf of the Club, rather than them having to use their personal card or cash to make payments and then request reimbursement. Specifically, these members may be responsible for purchasing hospitality supplies (tea, coffee, biscuits etc.), lucky door & guest speaker gifts, some outings co-ordinators where regular expenses might be incurred prior to the event(s).

- Because the Club's main account requires two signatures to operate, a debit card attached to it is not feasible. The debit card account is therefore held in the Treasurer's name but the account is linked to the Club's main account so that other authorised signatories can view the account and all activity at any time.

- The Treasurer is therefore the principal signatory for this account, and he/she will have their own debit card. The Treasurer is authorised, subject to approval of the Committee, to arrange issue of supplementary card(s) to certain members to facilitate regular payments and minimise out-of-pocket expenses. Members so authorised to use the debit card account are required to pass all invoices for payment/reconciliation through the Club's accounts to the Treasurer in a timely manner.

- The debit card account will carry a small float balance which is restored once payments are processed through the main account (reimbursing the debit card account in the process and restoring the float balance).

- Should a member who is currently supplied with a card no longer continue in their role, their card must be returned to the Treasurer, their access to operate withdrawn at the bank and a new card arranged for their successor.

- The same process will be necessary upon change of Treasurer (and it is likely the bank will require a new account to be opened in the new Treasurer's name and new cards issued to those who require them).

RECEIPTS AND PAYMENTS

It is the Treasurers responsibility to:

- reconcile payments received for each outing or event.
- liaise with the Outing's Coordinator, or Group Leader, to reconcile numbers and payments as they are made, ensuring that all individual payments are received for their respective outing or interest group event.
- reconcile any incorrect payments made, directly with the relevant member and/or the outings coordinator or group leader – attend to refunds and reimbursements in a timely manner.
- maintain details in the Club's financial accounts of all payments received.
- pay all accounts on behalf of the Club using EFT facility (or non-negotiable cheque if applicable). Treasurer will initially process each payment through the Club's bank account and request that payment be completed/authorised by one of the alternate signatories. Payment is not deducted from the Club's account until authorisation is complete.
- payment of member fees or for other reasons by way of cash is to be discouraged. If cash is accepted for any reason, ensure it is banked within two working days (to comply with PSPL insurance requirements).
- reconcile cash book balance with bank statement at the end of each month (or as required) and follow up on any outstanding items where necessary.
- as required, maintain close liaison with club Membership Officer (and the Public Officer/Secretary if the Club is incorporated), in reconciling membership and financial status of members.
- close books at the end of the Club's financial year (31 December annually), submit accounts for audit and prepare report for the Annual General Meeting.

EXPENDITURE LIMITS

In terms of the Club's Standing Resolutions, the following limits apply to expenditure payments on its behalf:

A. With prior approval of the Treasurer, members may expend and claim expenditure for out-of-pocket consumables and extraneous items to a maximum value of $250.00 per claim.
B. By majority, the Committee has the authority to expend general Club fuds to a maximum value of $500.00 without a referral to the general members.
C. Club expenditure between $500.00 and $1,500.00 must be supported by a written quotation and approved by the Committee before presentation to General Meeting for ratification.
D. Club expenditure over $1,500.00 must be supported by (2) two written quotes and approved by the Committee before presentation to a General Meeting for ratification.

All such expenditure under payments A, B, C and D must be accompanied by a vendor quote/tax invoice or receipt. Members incurring expenditure should submit itemised expense reimbursement claim form with receipts and Treasurer will attend to reimbursement as soon as possible.

PSPL CAPITATION FEES

- Arrange payment to Probus South Pacific Limited (PSPL) of Capitation Fees for all members (ordinary, life and honorary but excluding non-active members) and Club's self-assessed Non-Member Fees, in terms of guidelines issued by PSPL from time to time. Capitation fees assist in covering PSPL administration and insurance costs on behalf of member clubs.

  Payment is required annually following the Annual General Meeting and prior to 30 April, using the Biller code and reference number provided by PSPL. The schedule form provided by PSPL can be used for payment purposes; alternatively, the Treasurer can request PSPL to provide the Club with a formal invoice for the amount in question.

- For new members joining during the year, pro-rata capitation fees for these members are paid to PSPL at the end of each quarter. Note that if the new member is a direct replacement for someone who has resigned or otherwise leaves the Club, a further capitation fee is not required when it has already been paid for the departing member.

MONTHLY MEETINGS & REPORTS

The Treasurer is required to attend Committee Meetings as and when held.

A summary of financial activity since the previous meeting should be prepared and emailed to all Committee members prior to the monthly Committee Meeting date. The Treasurer is required to give a summary of current financial position and move that the report be accepted at the meeting. In the unlikely event that a cheque is to be issued, that should be ratified at the Committee Meeting.

The report should include all receipts and payments to a date as close as possible to the meeting date, say 2 days prior.

A similar report will be prepared for presentation to members prior to each monthly General Meeting.

If unavailable for either meeting, arrange with the President or Secretary for distribution and/or presentation of the report.

The Club's financial records should be kept up to date throughout the year and a monthly Excel spreadsheet prepared showing end of month financial position. This will also assist for Auditing purposes and in monitoring the financial position of the Club, ensuring adequate funds are at hand to cover known financial commitments.

END OF FINANCIAL YEAR

The closing balance of the Working Account at the end of the current financial year (31 December) should be sufficient to cover known operating expenses for the upcoming financial year.

Whilst not obligated to maintain a certain minimum level of funds in the Club's account, a year-on-year financial balance in the range of $7,000 to $8,000 is considered reasonable and adequate for a Club of our size.

The operating expenses for the year ahead will be assessed and recorded in a financial year Budget which is produced on an Excel spreadsheet, for presentation to, and agreement of, the committee.

Budget estimates should be reviewed and maintained throughout the new financial year to ensure the Club remains in a sound financial position. Any significant deviation from the planned budget may need to be discussed and decisions made at the appropriate committee meeting, or at any time in consultation with the President and Vice President.

All reports, Excel spreadsheets, Income & Expenses, Balance Sheet, Profit & Loss report etc. should be finalised and passed to the Auditor as soon as possible following end of year and once all accounts have been closed off for the financial year.

The following should be provided to the Auditor:

- All financial spreadsheets,
- Deposit/Cheque books if used during the year,
- Bank statements in chronological order for each account and month,
- Treasurer's reports for the year,
- Paid invoices and receipts,
- Unpaid Invoices (if any),
- Unpresented Cheque details (if any),
- and any other relevant paperwork.

These should be presented in a tidy, professional manner for the Auditor.

Once the accounts have been audited and paperwork returned from the Auditor, the final Auditor's report should be listed in the Agenda for the next Committee meeting for ratification and approval of the Committee, whose responsibility it will be to determine annual member subscriptions, joining fees and forecast budget for the new financial year. Recommendations in this regard will be proposed by the Treasurer at the meeting.

Upon ratification by the committee, the Treasurer will arrange with the Secretary for the Auditor's report to be circulated to the membership along with other documents to be circulated in connection with the Annual General Meeting in March.

Once the accounts have been audited and all paperwork returned from the Auditor, it should be filed or packaged and stored in a manner which provides easy access and identification going forward.

EQUIPMENT REGISTER

The Club maintains very little by way of assets and the register which is maintained by the Treasurer is more appropriately described as Equipment Register. The Treasurer should maintain an up-to-date list of the Club's equipment and record the following information:

- Description of the item
- Purchase price or value (including date of purchase)
- Depreciated value (for inclusion in Annual Financial Statement) – done in conjunction with the Auditor
- Name of officer responsible for, or holding, each item.

CONCLUSION OF TREAURER'S APPOINTMENT

Before vacating office at the end of their term and handing over all records, outgoing Treasurer should brief his or her successor on the Treasurer's duties and any Committee matters still pending and/or decisions or actions that remain outstanding.