

## **NSWSDPA Treasurer's Duties**

- Weekly:-** Bank all payments received, pay any accounts.
- Monthly:-** Prepare monthly summary of accounts.
- Quarterly:-** Prepare and lodge quarterly BAS statement with ATO  
Prepare summary of accounts and report for State Congress meeting each term (week 7)
- Annually:-** Prepare and present draft budget to Term 2 State Congress meeting.  
Prepare annual accounts and have books audited at the end of the financial year (30<sup>th</sup> June).  
Present Annual report at Conference.

### **Membership Records:-**

The Treasurer is responsible for maintaining the membership records of the Association this involves:-

- Obtaining a list of Annual Conference attendees and cheque for membership subscriptions from the Conference Organising Committee (Week 7 Term 3) and using the information to set up the membership database for the year.
- Provide the membership database to members of State Congress at the term 4 meeting for follow up at regional/local level.
- Sending out invoices to non-financial members/schools (wk 1 Term 4)
- Banking subscriptions as received, update database and supplying the Executive Officer with a weekly list of new members.
- Sending out a second invoice to non-financial members/schools (Week 2 Term 1)

### **Other Duties:-**

Liaise with Conference Organising Committee on financial matters/costs and with SAS Staff on requirements for BAS compliance.  
Prepare/update membership forms etc for posting on website.