



TREASURER/BOOKKEEPER/ACCOUNTANT

Procedures number	Pol-19	Version	1.1
Drafted by	ARCHERY SA	Approved by Board on	12 September, 2024

RESPONSIBILITIES

It is the responsibility of the Policy & Membership Committee to review this Policy.

POLICY

TREASURER

- Present the monthly financial position at each Board meeting.
- Meet the external Accountant in June each year to settle annual financials.
- Review Balance Sheet asset listing prior to 30th June.
- Update the Online Portal (Currently SmartyGrants Office for Recreation Sport and Racing Grant Acquittal SSRDP031) before 30 June.
- Contact Auditor and send SharePoint link to source documentation for audit.
- Sign the "Statement by the Board of Management" as required by the Association Incorporation Act 1985 (as amended) supplied by the external Accountant.
- Present the audited Statement of Financial Performance and Financial Position to the Annual General Meeting.
- Receive and bank monies paid to ARCHERY SA.
- Pay invoices after approval, two to sign.
- File invoices paid – filing is electronic in SharePoint.
- Budget - prepare Draft Annual Budget.
- Organise policy payments:
 - Judges' payments.
 - South Australian Team members attending National Youth/Open Archery Championships reimbursement as determined from time to time.
- Insurance policies – review valuations, seek quotes and present recommendation to Board.

BOOKKEEPER

- Enter financial transactions (weekly on average).
- Receipts from Assemble Sports requires Excel analysis before data input into MYOB.
- Payments (invoices paid by the Treasurer) are electronically filed in SharePoint.
- General Ledger coding is the Bookkeeper's responsibility (consult Treasurer and/or Accountant).
- Reconcile bank accounts at the end of each month.
- Generate MYOB monthly financial reports.
 - Bank Reconciliation
 - Balance sheet
 - Profit and Loss YTD basis, compared to budget
 - Profit and Loss YTD by Cost Centres: Membership, General, Events and Build
 - Cash Disbursement (Payments)
 - In Excel produce the Receipts/Payments Summary Report for the Board Minutes
 - In Excel produce the Cash Position Report for the Board Minutes
- Add the Excel financial reports to the Board meeting agenda and minutes documents.
- File bank statements on SharePoint.
- Create MYOB invoices when required (occasional).
- Create new MYOB accounts when required (occasional, for a large Events such as Masters Games).
- Assist with Annual Budget (annually).
- Assist with End-of-Financial Year adjustments (annually).
 - Changes to Asset accounts
 - Disbursement of grants
 - Enter next year's budget
 - Create any new account codes

ACCOUNTANT

- If a qualified volunteer is available an appointment may be made by the Board. Duties are to provide backup and advice to the Treasurer and Bookkeeper.