

POSITION DESCRIPTION FOR THE ANS TREASURER

(prepared by Phillip J Robinson, ANS Treasurer 1997-2002; updated by Andrew Lawrence 2006; updated by Gary Egan February 2017 & July 2019)

CHECKLIST AND DUTY STATEMENT

RECURRING DUTIES:

1. Ensure that the ANS secretariat (currently TAS) maintains up-to-date records of the society's activities as follows:
 - Maintains the General Account, including GST paid on invoices;
 - collate bank statements and keep for the audit;
 - reconcile bank fees, interest etc on the General Account; and
 - perform payments and transfers from the ANS and ACAN cheque accounts.
2. Quarterly BAS returns: There are four returns for the year, covering the March, June, September and December quarters. This is performed by the ANS secretariat in conjunction with the auditors. The Treasurer will be notified of the need for a payment / amount of refund which can be made by EFT.
3. Liaise on a regular basis with the Professional Conference Organizer (PCO) regarding finances for the ANS annual meeting, on-line banking and also in relation to Sustaining members
4. Bank account and investment manager details
 - Colonial First State account code is: 071-017225921
 - <https://www.colonialfirststate.com.au/FirstNet/Login.aspx>
 - OIN: 21974340
 - Magic word: C0l0n1al
 - Commonwealth Bank
 - <https://www2.my.commbiz.commbank.com.au/default.aspx>
 - Individual login details and dongle for payments will be provided by CBA
 - Macquarie Bank
 - <https://online.macquarie.com.au/personal/#/login>
 - Individual login details and dongle for payments will be provided by Macquarie
 - Investment Managers
 - GFM Wealth, 190 Through Rd, Camberwell, 3124;
 - CEO: Paul Nicol, paul@gfmwealth.com.au
 - Contact Witi Suma; Tel: 03 9809 1221; Email: witi@gfmwealth.com.au

JANUARY

- Annual Return. Check that this is completed. This is important.
- Ensure that the ANS secretariat pays any outstanding bills for International Speakers.
- Ensure that the ANS secretariat pays all the Prizes and Awards not presented at the Annual Meeting (Get list from the Secretary).

FEBRUARY

- Close out the financial statement for the annual meeting, in conjunction with the PCO.

JUNE

- Student travel awards. Prepare the application form for next years' awards. Send the .doc and .pdf to PCO for inclusion in the mail out and website. Deadline is usually set for September 30.
- Audit preparations. 30 June is the end of the ANS financial year. Need all records up to date at the end of this month.
- Prepare Treasurer's financial report for mid-year ANS Council and ACAN Management committee meetings.
- Prepare budget for next financial year for presentation at mid-year ANS Council meeting.

SEPTEMBER

- ANS audit. Ask the ANS secretariat to arrange for completion of the ANS audit.
- Annual Return. Ask the ANS secretariat to organize preparation of the Annual Return. There are two forms to complete and lodge. The first will be done by the society's Public Officer (currently John Bekkers, ANU) - the Changes to Committee of Association - to record changes in council membership. Check that this has been done. The second is done by the ANS secretariat on behalf of the Treasurer: the "AR" or "Statement by members of the committee and summary of Annual Return". The most important thing to remember is that Council members' private addresses are required on the form NOT departmental addresses. This is available on the website, currently: <http://www.legislation.act.gov.au/af/2005-220/default.asp>.

THESE MUST BE COMPLETED AND LODGED WITHIN 6 MONTHS OF THE END OF FINANCIAL YEAR, ie by December 31st, along with a lodgment fee or the Society will be de-registered. Ask the ANS secretariat to complete this form and take it into the December Council meeting, as the Secretary and Treasurer must sign. This cannot however be submitted until the audit has been presented to the members of the Society. After the AGM, request the ANS secretariat to send the completed form, a full copy of the Audit report (signed) and any lodgment fee to the relevant authorities.

OCTOBER

- Liaise with designated member of ACAN Management committee to commence fund raising and sponsorship activities for next ACAN course.

NOVEMBER

- Prepare Treasurer's financial report for end-year ANS Council and ACAN Management committee meetings.

DECEMBER

- Student travel grants. Calculate student travel support according to the budget. Ensure all students are treated equally i.e. the same fraction of the cost from their capital city to the meeting city. If the meeting time is altered from December then this task will float.
- Check List of things to bring with you to the conference (Council meeting, AGM and conference itself).
 1. Email to the ANS secretariat a list of all students that will receive a travel grant. If a travel grantee did not attend the meeting they forfeit the money.
 2. Treasurer's Financial Year report. (1) Bring about 20 copies of report to the AGM for members. (2) Also bring an abstract of the audit (again 20 copies). (3) Bring a few copies of the fully signed audit for inspection by members as all members have the right to read the report.
 3. Prepare a presentation of the Treasurer's report for the AGM.

Ongoing

- Approximately monthly – ensure that the ANS invoices are approved for payment and request the ANS secretariat upload the invoices into CommBiz for payment by online authorization.

Handover to Process to Incoming Treasurer

- Update this position description with current information.
- Arrange for transfer of the names and signatories for the president and treasurer authorization of the CBA, Macquarie and GFM Wealth accounts and online access.
- Provide to the incoming Treasurer the cheque book and dongle associated with the CBA account.