



Neighbourhood Houses Tasmania Inc

Role of the Management Committee Treasurer

Here is a summary of the role of the Treasurer of a Neighbourhood House Management Committee.

- Prepare or oversee the preparation of an annual budget for the House.
- Pay accounts, receipt money and attend to banking or ensure these tasks are carried out by House staff.
- Monitor closely and regularly any money received or spent.
- Report to Management Committee meetings.
- Ensure that the Management Committee receives financial reports against budget each meeting.
- Ensure that all legal financial requirements and responsibilities are carried out.
- Ensure an audit of the financial records is carried out each year and that a full report from the auditor is presented to the Annual General Meeting.
- Ensure the annual audit report is forwarded with financial statements to the Business Affairs Office.
- Assist with “financial acquittals” (financial reporting) to relevant funding organisations.
- Ensure staff wages are paid and responsibilities such as superannuation, workers’ compensation insurance and PAYG tax deductions are met.
- Ensure that all insurances, as required by the House, are taken out and maintained, in consultation with staff and the Management Committee.
- Ensure the preparation and timely lodgement of business activity statements (BAS) and other returns required for compliance.
- Ensure the House maintains an up-to-date asset register.