

Position Description

<i>Position</i>	TREASURER
<i>Date Written</i>	OCTOBER 2012
<i>Updated</i>	MAY 2023

1. POSITION PURPOSE

The Treasurer’s purpose is to manage and oversee all the kindergarten’s financial activities, including setting and monitoring the kindergarten’s budget, paying invoices and working with the external bookkeeper to ensure all the income and expenditure is correctly recorded.

The Treasurer is a member of the Executive Subcommittee and as such is required to become an Approved Provider as defined by the National Quality Framework (NQF).

2. KEY ATTRIBUTES OF THE ROLE

This role is suitable for someone with some experience or interest in financial management, with a working knowledge of Excel, and willingness to develop knowledge of The Kindergarten Funding Guide and other reporting obligations.

The Treasurer needs to be able to collect paperwork from the kindergarten regularly (at least weekly), send payments, provide information monthly to the bookkeeper, manage cash, and respond to ad hoc requests.

The Treasurer role is busiest in term 1 when the fess (or voluntary donations) are set for the following year and term 3 when the budget for the following year must be set.

3. KEY RESPONSIBILTIES AND ACTIVITIES

Key Responsibility:	ARRANGE PAYMENT OF ALL ACCOUNTS & RECORD ALL NON-FEE INCOME (with aid of the Bookkeeper)
<p>Activities</p> <ul style="list-style-type: none"> ▪ Process* all invoices received ▪ Deposit cash/cheques (Rarely) ▪ Oversee cash processing on fundraising days ▪ Submit quarterly BAS to ATO <p>*‘process’ includes paying all expenses included in the annual budget, seeking CoM approval (or Executive Sub-Committee if urgent) for expenses not in the budget, or in excess of the budget</p>	

Key Responsibility:	FINANCIAL REPORTING & BUDGET MONITORING
<p>Activities</p> <ul style="list-style-type: none"> ▪ Provide details of all expenses and bank statements to the bookkeeper at the end of each month. ▪ Review financial reports prepared by bookkeeper ▪ Management of cash balances to maximise returns whilst ensuring sufficient cash is available in the cheque account to cover payroll and invoices as they fall due ▪ Management of banking relationships including maintenance of bank signatories ▪ Ensuring compliance with the requirements of the kindergarten funding guide ▪ Liaise with the Bookkeeper on invoicing and fee collection processes 	

- Work with Bookkeeper/Staff/Secretary too complete DET forms and other regulatory submission
- Reconcile DET funding back to expectation based on the number of enrolled children (with the aid of the bookkeeper)
- Review insurance policies and premiums before renewal and other ongoing contracts (utilities and services) to ensure coverage and service is adequate and providing value for money
- Submitting remuneration statements to WorkCover Australia
- Update CoM on financial performance at regular intervals or as required
- Arrange for the financial statements and records to be examined and audited after the end of the financial year (30 September) by the Auditor for presentation to the AGM.

Key Responsibility:	PAYROLL SUPPORT
Activities	
<ul style="list-style-type: none"> ▪ Confirm details of staff leave and overtime with bookkeeper as required ▪ Monitor the staff leave provision balances to ensure sick leave and other leave is correctly recorded 	

Key Responsibility:	ANNUAL BUDGET AND FEE SETTING
Activities	
<ul style="list-style-type: none"> ▪ By June, convene a working group to review budget and update the budget for following year. ▪ Prepare a draft budget based on the budget for current year, ensuring pay increases and funding rates are updated and accurate and that staff hours and non-staffing costs meet any changes program needs. ▪ Make recommendation for budget and fee levels for approval by Committee of Management by August each year. Ensure that the needs of the local community are considered in the fee proposal, and that fees are unlikely to be a barrier to entry. 	

Key Responsibility:	POLICIES FOR REVIEW
Policies Responsible for	
<ul style="list-style-type: none"> ▪ Fees ▪ Other policies as directed by Vice President during the Annual Review Cycle 	