

## Treasurer

### Constitutionally, it is the duty of the treasurer to:

- collect and receive all monies due to the Association and make all payments authorised by the Association
- as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared
- keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association
- provide the accounts and books for inspection by members if requested.

### Accounts held under treasurer's name:

- Queensland Art Teachers Association, Commonwealth Bank of Australia, 064-131 10006708
- Queensland Art Teachers Association, PayPal, treasurer@qata.qld.edu.au

### Monthly duties:

- download transaction summary of Commonwealth Bank account and email to Tracey McDonald (bookkeeper) at bookkeepingbytracey@gmail.com by the 5th day of the month
- pay Tracey McDonald by the date specified in her invoice.

### As per required:

- process payments as invoices are provided, following the process:
  - a. download invoice from supplier/payee (completed [Statement by a supplier form](#) if not quoting an ABN)
  - b. complete payment, download receipt of payment
  - c. create a .pdf combining the above documents, save with a filename including supplier/payee, item/service, date and amount, e.g. *TraceyMcDonald\_Bookkeeping\_Aug 22\_\$100.pdf*
  - d. send the .pdf via email to bookkeepingbytracey@gmail.com for our records (carbon copy qata@qata.qld.edu.au)
  - e. save the .pdf to the QATA Dropbox

N.B. all payments must be cosigned by the president, but you can save the password of the secondary signatory
- compile and maintain payment schedules/budgets for events and professional development, including the annual QATACON (kept in qata@qata.qld.edu.au Google Drive files)
- maintain record of annual expenses (kept in qata@qata.qld.edu.au Google Drive files)
- monitor direct debits, downloading invoices and receipts to send to bookkeeper for our record
- consult with the executive about expenses, performing due diligence when assigning funds
- monitor treasurer email account, responding to queries/requests
- there are periods of extra responsibility, i.e.:
  - a. coordinating invoices and payments for membership renewal

- b. coordinating materials/resources, invoices and payments during and following QATACON (including managing the *QATA Fixed Assets Register*)
- c. statements/audits at the end of each financial year, JAN-DEC (QATA's auditor and bookkeeper guide this process with the treasurer's assistance).

#### **Additional**

- newly appointed treasurer to update contact details/primary account holder
  - PayPal
  - Commonwealth Bank
  - Elders Insurance
  - Office of Fair Trading
  - JCQTA
  - bookkeeper
  - ANW Audit (Brian Tucker)
  - Dropbox
  - [qatapayments@gmail.com](mailto:qatapayments@gmail.com) (treasurer@qata.qld.edu.au)
- seek sponsorship opportunities with the support of the executive
- for advice, contact:
  - QATA president
  - previous treasurers
  - Joint Council of Qld Teachers' Associations (QATA are a financial member), Danielle Gordon, [president@jcqta.qld.edu.au](mailto:president@jcqta.qld.edu.au)
  - Tracey McDonald, [bookkeepingbytracey@gmail.com](mailto:bookkeepingbytracey@gmail.com).

#### **Extra duties**

- coordination of GENRECON trade stalls
- advocacy work (e.g. Bobbi and SALTA)
- video and other resource production
- conference team (communications, presentations, scheduling, introductions, set-up, etc.)
- coordination of Lydia Falkenhagen Art Prize