



Show Organising Committee ~ Portfolio Overview

TREASURER

The Treasurer plays a crucial role in ensuring the financial health and transparency of the Show.

The primary objective of this role is to manage all financial aspects, including overseeing the budget, tracking income and expenses, and ensuring that all financial transactions are recorded accurately. This involves working closely with the Committee, external stakeholders and auditors to ensure that financial records are up-to-date and comply with all relevant regulations.

By maintaining clear financial oversight and providing regular updates, the Treasurer helps the Show operate within its allocated budget, ensures timely payments and supports financial planning for future events. This role is vital in fostering trust, accountability and financial stability, contributing to the long-term success of the Show.

Time Commitment

The time commitment for this volunteer role generally averages a 2-3 hours per week (December to July).

From August to November, the workload increases to 4-5 hours per week, plus Show Day.

Monthly Committee meetings are held on the second Monday from March to December, usually lasting up to 2.5 hours. A little light reading and note-taking beforehand is encouraged to help the meetings run smoothly and efficiently.

In the week leading up to the Show, there's a significant amount of work to be done. Committee members and casual volunteers will come together to tackle various tasks, ensuring everything is ready for a successful Show Day.

Portfolio Responsibilities

- Follow the event timeline and submit monthly updates to the Committee.
- Ensure expenses and income are in line with the allocated budget and recorded.
- Ensure that all payments due to the Association are collected and receipts are issued in the Association's name.
- Make sure that payments are credited to the correct account as directed by the Committee.
- Ensure that any approved payments are made on time, following authorisation by the Committee or at a general meeting.
- Ensure the Association complies with the relevant requirements under Part 5 of the Act.
- Keep the Association's financial records, statements and reports safe and secure.
- Coordinate the preparation of the Association's financial statements for submission at the Annual General Meeting.
- Provide assistance to the auditor reviewing the Association's financial statements or reports.

Portfolio Skills

- Comfortable using relevant technology, including Microsoft Office (Outlook, OneDrive, Word, Excel) and Xero.
- Strong ability to manage budgets, track income and expenses, and maintain accurate financial records.
- Detail-oriented, ensuring all financial transactions are accurate, receipts are issued properly, and records are kept up-to-date.
- Able to handle multiple financial tasks and deadlines, including coordinating financial reports and preparing for audits.

- Clear communicator with the Committee, auditors, and other stakeholders to share financial updates and information.
- Skilled at addressing financial discrepancies or issues as they arise and finding effective solutions.
- Proficient in accounting or financial management software to track transactions and prepare reports.
- Passionate about the local community and eager to make a positive impact.

Timeline

Monthly

- Provision of financial reports to relevant portfolios to enable them to manage their budget.

Ongoing

- Monitoring Society bank account/s.
- Receiving and actioning invoices for payment.

January

- Receive Membership payments and liaise with Administration Officer to update Membership List.

February

Have available for AGM

- Bank account change or signatory forms
- ATO change of signatory forms (Public Officer)
- Eftpos change of signatory forms
- Have all new signatories sign forms after AGM is closed
- Submit all forms to relevant entities

March

- Present current financial situation, with a proposal for portfolio budgets as per previous year

April

- Present preliminary budget, following March feedback.

May

- Present final budget for approval.

July

- Issue invoice to the Shire of Toodyay for \$500.00 as per Point 1.6 (c) of the Shire of Toodyay Sponsorship Agreement 2021-2025 (*make a payment of \$500.00 per annum within 30 days of receipt of an invoice from TAS as a contribution towards exhibit awards*).

August

- Check all Eftpos and portable power supply machines are charged and working.

September

- Request float requirements from relevant portfolio coordinators.
- Calculate float breakdown across Show.
- Notify Bank of the date the float is required (Friday before Show) along with the time of pick up.
- Submit float requirements to bank 14 days prior to Show.
- Collate bag requirements for all gates.
- Arrange Volunteer as cash collector for gates, along with an offsider for the Treasurer's Office on Show Day (have both been noted as Casual Tasks).

Show Week

- Pick up float from bank Friday prior to Show Day and count.
- Break float across Show Day requirements.
- Add cash to Exhibit Prize envelopes (under \$25).
- Set up Treasurer's Office.

Show Day

- Onsite 5am to meet Gate Attendants and distribute their floats.
- Distribute other floats across Show as required.
- Man Treasurer's Office for Eftpos machine for "cash out".
- Count and record gate takings as received.
- Distribute "lunch" monies to volunteers.
- As results for exhibit prizes are received compile envelopes with winners' name and prize money.
- 3pm – 5pm distribute exhibit prize money.
- Collect Membership morning tea vouchers from Caterer.

Day Following Show

- Count all money received.
- Record takings against each float.

October (*post Show*)

- Bank money on the Monday following the Show.
- Enter income breakdown into Xero.
- Organise Student Sponsorship payment.
- Pay all outstanding invoices.
- Reimburse Caterer for Membership morning tea vouchers.

November

- Contact auditor for documents required and date to deliver for Audit.
- Prepare summary for final meeting, noting any issues and recommendations for next year.
- Assist with Volunteer Thank You event (Saturday following the second Monday in November).

December

- Confirm auditor for AGM.
- Receive Membership payments and liaise with Administration Officer to update Membership List.
- TAS Public Liability Insurance due for renewal.