



Show Organising Committee Volunteer Guide

TREASURER ~ How This Role Fits

This role helps keep the Show financially sound by looking after the Society's finances in a clear and organised way.

The Treasurer oversees the budget, tracks income and expenses, and ensures financial records are accurate and up to date. Working with the Committee and external parties as needed, the Treasurer helps make sure payments are made on time and that financial processes meet required standards.

By providing clear information and regular updates, this role supports good decision-making, builds trust and transparency, and helps plan for future Shows — playing a key part in the Society's long-term success.

What to expect timewise

The time commitment for this role generally averages around 2–3 hours per week from December to July. From August to November, the workload typically increases to around 5–6 hours per week, plus involvement on Show Day.

Committee meetings are held on the second Monday of each month (March–December) and usually run for up to 2.5 hours. Doing a little reading or preparation beforehand helps meetings run smoothly.

In the week leading up to the Show, it's a team effort, with Committee members and casual volunteers working together to finalise preparations and ensure everything is ready for a successful Show Day.

What this role involves

- Following the Show timeline and sharing brief financial updates with the Committee
- Keeping track of income and expenses to ensure they align with the agreed budget
- Making sure payments to the Society are received, recorded correctly and receipted in the Society's name
- Ensuring funds are deposited to the correct accounts, in line with Committee decisions
- Making approved payments on time, following the appropriate authorisation process
- Maintaining accurate, secure financial records, statements and reports for the Society
- Coordinating the preparation of financial statements for presentation at the Annual General Meeting
- Working with the auditor by providing information and support during the annual review process
- Helping ensure the Society meets its financial and reporting obligations under the relevant legislation

This role would suit someone who...

- Is comfortable using Word, Excel, email and Xero
- Feels confident working with budgets and maintaining accurate financial records
- Pays attention to detail and enjoys keeping information up to date
- Is organised and able to manage tasks and deadlines calmly
- Communicates clearly with Committee members and external stakeholders
- Is comfortable working through financial questions or issues as they arise
- Has an interest in supporting the local community and helping the Show remain financially sound

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.