

 CITY OF GRAFTON EISTEDDFOD SOCIETY INC.	THE ROLE OF THE TREASURER
ABN: 25 536 393 358	As at September 2026

Membership of the Committee

The Committee has a maximum total of 7 positions.

There are 4 office-bearers:

- a) President
- b) Vice-president
- c) Treasurer
- d) Secretary

There are up to 3 additional positions (which are optional), held by ordinary Society members which perform the following roles:

- a) Event Co-ordinator – Dance
- b) Event Co-ordinator – Schools’ Days, and Speech & Drama
- c) Event Co-ordinator – Music, and Battle of the Bands

The Role of the Treasurer

The role of the Treasurer is financial administration and supervision of the Society. The Treasurer’s responsibilities include the planning for the Society’s financial future, payment of invoices, monitoring the Society’s revenue and expenditure, and keeping accurate and complete records of the Society’s revenue, expenditure and investments.

The Main Tasks of the Treasurer

The duties of the Treasurer include but are not limited to:

- Financial Governance:
 - Ensuring appropriate financial policies and procedures are in place, and that these are legal, used and effective.
- Cash Handling:
 - Ensuring all money received by the Society in cash (eg annual membership fees) is collected, receipted and recorded.
 - Getting cash floats out for eisteddfod events (if needed).
 - Banking all cash received.
- Recording Monies Received:
 - Recording all entry fee payments made.

- Ensuring that all appropriate event entry fees are paid by the entrant prior to the event starting. Payment can be made by direct deposit, credit card, or through the online entry system.
- Recording all donations.
- Recording all sponsorships (new or renewed).
- Recording all grants (new or renewed).
- Paying Invoices:
 - Paying bills for each event run (eg invoices received for venue hire, adjudication services, office and canteen supplies, trophies and awards, rubbish collection, music and sound equipment).
 - NB Online payments set up by the Treasurer are approved online by either the President or the Secretary (as delegated officers).
 - Paying bills for Society running costs (eg invoices for professional membership and music copyright, office rent, office equipment and supplies, annual management fees for the website and online entry services, hardware and software).
 - Setting up and managing eftpos services (eg tap and go) at events.
 - Paying reimbursement claims from entrants for scholarships and awards won.
 - Overseeing and monitoring the use of Visa Card access held by a limited number of Committee members.
- Record Keeping:
 - Being a signatory on Society accounts and investments.
 - Ensuring that all receipts for deposits and payments match with bank records.
 - Maintaining accurate and complete records of all the Society's income, investments and expenditure, with appropriate levels of detail.

NB Wherever possible, all records should be kept and shared electronically.

NB Ideally, appropriate accounting software (preferably cloud based) should be used, with back-up arrangements.
- Reporting:
 - Preparing regular financial reports and presenting them at Committee meetings.
 - Preparing the Society's annual tax return (lodged through an agreed Accountant).
 - Providing the Secretary with relevant financial information to go into the Annual Report they prepare on the Society's activities for presentation at the AGM.
 - Providing the Secretary relevant financial information to go into the annual reports they need to make to the ACNC (*Australian Charities and Not For Profit Commission*) and the NSW Department of *Fair Trading*.
- Financial Planning and Review:
 - Reporting to the Committee on the cost and income from each of their eisteddfod events – and whether they are making a profit or a loss.
 - Getting at least 2 quotes for proposed expenditure items (or ensuring that the appropriate person gets them), and helping to evaluate them, to help ensure cost effective decisions are made.
 - Identifying and reviewing financial risks, and advising the Committee on options to address these.

- Providing advice to the Committee in their management of the Society's finances.
- Ensuring the Society's investments are secure and making an appropriate return.
- Supporting any required auditing processes.
