

**[ Welcome Treasurers ]**

- Thanks for your commitment to your pre-school during 2011.
- CPS and Admin Bandit wish you and your families a Merry Christmas and safe and happy holiday period.



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**[ Introduction ]**

- Role of the Treasurer
- To the audit and beyond
- Crossword
- Questions
- Feedback survey



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**[ Role of the Treasurer ]**



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**[ Audit & beyond - break it down ]**

- Preparing for the audit
- Doing the audit
- Next year
- Provide the new treasurer with
- Tell the new treasurer about



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**[ Preparing for audit - finalise ]**

- Contact the auditor ASAP
- All transactions to 31<sup>st</sup> December
  - Approved – incl. audit (see the motion to General meeting)
  - Finalised – incl. petty cash & Admin Bandit licence renewal
  - Reconciled
- Prepare a balance sheet



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**[ Preparing for audit - gather ]**

- Mail collection in the holidays – access to December bank statement
- Print a hard copy of ALL the end of year reports
- Get the minutes – Secretaries have been told about this
- Get a copy of last year's audit
- Get the AR Form – in the pack



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**[ Doing the Audit ]**

- Do it EARLY – ready for AGM
- Take everything on the cheat sheet
- Get AR Form (Qu 10) signed by the auditor



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**[ New year ]**

- Lodge the BAS
- Petty cash float, audit
- Budget
- Playgroup/playschool
- ATO Registration Details Form
- Voluntary resource donation amount



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**[ Provide the treasurer with ]**

- Change of signatories form
- Completed AR Form & audited financial statement
- Signed ATO Change of Registration Details
- Five years of financial records



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**[ Tell the new treasurer about ]**

- Playgroups starting in week 3 of term 1
- CPS treasurer training
  - Thur 15 March 2012
- Admin Bandit software login – update details to theirs



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**[ Questions ]**

- As you complete the crossword
- About next year?
- Anything else?



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**[ Survey & Facebook ]**

[www.facebook.com/adminbandit](http://www.facebook.com/adminbandit)



Thank you for participating,  
have a great festive season



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