

[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.



[Introduction]

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



[Role of the Treasurer]



[Audit & beyond - break it down]

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



[Preparing for audit - finalise]

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



[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



[Doing the Audit]

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



[New year]

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



[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



[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



[Questions]

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



[Survey & Facebook]

www.facebook.com/adminbandit



Thank you for participating,
have a great festive season


