

Welcome Treasurers

- Thanks for your commitment to your preschool in 2011.
- CPS and Admin Bandit trusts you have an enjoyable year with your preschooler and serving your community.



Who am I?



- Nerida Gill
- Multi-awarding winning CPS Community Business Partnership
- Software



Being a preschool Treasurer



Checklist

- Vocabulary and checklist on the cheat sheet
- Bank statements – to PO Box or preschool
- Fax or email a copy of audit report to CPS



Start the year - task 1

- **BANK**
 - Change of signatories (aim for three)
 - No two from the same family
 - See cheat sheet for what to look for in an account



Start the year - task 2

- **ATO**
 - Change of Registration Details
 - Send ASAP



Start the year - task 3

- **Office of Regulatory Services**

- "AR" form
 - Public officer to send ASAP but definitely before 30 June



Start the year - task 4

- **With the committee**

- Agree on a budget
- Fund raising motion
- Set Voluntary Resource Donation
- Distribute letters ASAP



Best way – Money out

- Approval by committee to spend
- Minimum of two signatures on each cheque
- **Don't sign** - a blank cheque
 - cheque made out to yourself



Best way – Money out

- Tax invoice if > \$75
- File a copy of all invoices
 - EFTPOS docket not sufficient
- Write cheque number and date on the filed invoice



Best way – Money In

- Receipt everything
- Banking - ASAP
- Bulk receipts - Excursion and fund raising money



Best way - Reporting

- A report to be provided at each General Meeting
- Reconcile to bank statement – **monthly**
- Create events – record against those events



Best way - BAS

- Option 1 -“Calculate and Report Quarterly”
- Transpose (after checking for data entry mistakes)
- Keep printout on file and send ATO BAS
- Next due on 28 April



Best way - GST

- \$500,000 claimed
- No GST on... see the checklist
- Is GST on Playgroups
- Fund raising/events
- Tax invoices with/ without ABN



Best way - Petty cash

- Petty cash and GST
- Establishing the float
- Reimbursing petty cash
 - Round up to nearest 5 cents
- Splitting into categories



Mid Year tasks

- Insurance
 - Guild Insurance Limited
 - Inventory
 - Return renewal notices by 9 May
- Affiliation Fees to CPS
 - Number of children
 - Look for account in April



Summary

- Not expected to have a Masters degree in accounting
- Share the load with your assistant treasurer
- Software tailored to your needs
- Help available


