

Treasurer's Cheat Sheet - End of Year

Preparing for the audit

- Contact the [auditor](#) NOW.
- [Approve all payments](#) with the committee
- Put this motion "That the Committee is authorised to execute any expenditure required for administration, including auditing, compliance, and preparations for the Annual General Meeting, from this date until the Annual General Meeting".
- [Finalise all transactions](#) up to 31 December
- [Reconcile](#) up to 31 December
- Finalise petty cash by mid December and [rebank the float](#)
- Lodge the BAS (due 28 Feb)
- Print one hard copy of ALL the [End of Year](#) reports
- Get [minutes](#) of meetings
- Get copy of [AR form](#)
- Get a copy of the previous year's audit
- Prepare a [Balance Sheet](#)

Doing the audit

- [Arrange it for an early date](#)- so it is ready for next year's AGM
- Take with you
 - Receipt book/s
 - Savings book (if you have one)
 - Copies of the BAS
 - All End of Year reports
 - Constitution (if a new auditor)
 - AR Form
 - Bank deposit book/s
 - Cheque book/s
 - Bank statements
 - Tax invoices
 - Minutes of meetings
 - Previous year's audit report
- Get Question 10 on AR Form signed by the auditor

Next year

- Write the petty cash float cheque for the teacher
- Draft a budget (based on this year's receipts & expenditure)
- Approve playgroup/playschool for new year (if you have one)
- Sign Section 1 on the [ATO Registration Details Form](#) to hand over
- Recommend voluntary resource donation amount to new committee
- Ensure contact details are correct with [Admin Bandit](#)

Provide the new treasurer with:

- [Change of signatories form](#) (from the appropriate bank)
- Completed AR Form & audited financial statement
- Signed change of [Authorised Contact](#) for ATO Change of Registration Details
- [Five years](#) of financial records

Tell the new treasurer about:

- [Fund Raising being Separate](#) for GST purposes
- [Playgroups](#) starting in week three of term one and attracting GST
- [Admin Bandit software](#)
- [CPS treasurer training](#) provided in the new year

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"Preparing for the audit" additional notes

- **Auditor** - If your auditor is not available, a list of auditors is available from the [CPS office](#).
- **Approve all payments** - Include approval for the end of year clean and the audit.
- **Finalise all transactions** - means paying all the bills and banking all the money.
- **Reconcile** - any transactions dates after 31 December go into next year's accounts including the end of year clean and the audit fee.
- **Re-bank the float** - Record the re-banking of the petty cash float via the Bank Deposit screen under "Repaid Petty Cash". No monies are to be held by the teacher over the holidays. Tell the teacher to finalise petty cash by mid December.
- **End of year** reports are available via the Reports Menu in Admin Bandit software.
- **Minutes** - you may have been keeping these during the year, otherwise, get copies from the Secretary to show approval of expenditure.
- **AR Form** - is available via a link from Support>Resources page - www.adminbandit.com.au i
- **Balance Sheet** - You'll need to prepare a balance sheet (get clues from last years). If you're having trouble ask the auditor for assistance.

"Doing the audit" additional notes

- **Arrange it for an early date** - Vital to have the audited financial statement ready for the AGM because it is a requirement of the Office of Regulatory Services to lodge the AR Form with the audited financial statement.

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"Next year" additional notes

- **ATO Registration Details Form** - is available via a link from Admin Bandit website [Support>Resources](#).
- **Admin Bandit Details** - Ensure your contact details are up to date by logging in to the application with your username.

"Provide the new treasurer with" additional notes

- **Change of Signatories Form** - it is helpful to explain the process of changing the signatories. ie. Each new signatory has to go to the bank with the 100 points and a copy of the *AGM minutes* showing their position on the committee. The last one to do it leaves the form with the bank.
- **Authorised Contact** - You are the authorised contact with the ATO until the next treasurer lodges the Change of Registration Details form with the ATO. So it is in your interests to assist that process.
- **Five years** - The handover of the records is often more successful when done at an agreed time within a few weeks of the AGM. Can even involve a cuppa or alcohol! ☺

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"Tell the new treasurer about" additional notes

- **Fund raising separate** – for GST purposes. The motion for the meeting and explain the impact on ATO refunds and to set it in the software if you're starting the year fresh with Admin Bandit Online.
- **Playgroups** – the outgoing committee approves the running of a playgroup. Remember to tell them it is one of the few activities which include GST.
- **Admin Bandit Software** –
 - Remember how daunted you were at the start of the year. Be kind and hand over the paperwork and logins to access Admin Bandit Online.
- **CPS treasurer training** – Not alone, CPS provides training and is here to help. Treasurer training is scheduled for 15 March 2012.

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