

Group Treasurer

Appointment: Group Treasurer

Person to whom Responsible: Group chairperson

Person to whom Accountable: Group Leader

Broad Objectives

The Group Treasurer is elected to advise the Group Committee and the Group Executive Committee on financial control and expenditure and to co-ordinate the Group's budget.

Duties

1. Operate and maintain accounts of Group Committee (including Sub-Committees) including receipt of money, issuing receipts, banking, presenting accounts for payment to Group Committee meetings. Ensure accounts also include the name "Scouts Australia" – and require two signatories to operate all accounts.
2. Arrange for all financial books to be given to an Auditor, whom the Group Committee has approved, for the annual audit of all accounts of Group, i.e. Group Committee, Group Council, Sections, Sixes, Patrols, Units, etc., and presentation of statements of each account in the required format through Group Leader to Branch Headquarters.
3. Ensure that all accounts are operated as per rules, i.e. must have at least two signatures. BHQ Accounts Book can be used for accounts as these are set up to provide details for the annual audit. There is one for the Group Committee and one for each Section.
4. Oversee the operation of Section accounts only insofar as the way in which the books and accounts are being maintained, arrange assistance if desired/required.
5. Note: Group Committee and Treasurer have no authority over the actual expenditure of Section funds.
6. Ensure that the budget produced includes input from Group Committee and Group Council.
7. Review bank account signatories annually and change as necessary.
8. Arrange collection of Group levies (fees), reporting position monthly to chairperson and Group Leader.

N.B. As a rule numbers only should be discussed at Group Committee meetings. Any families experiencing problems paying the levy should be referred to the Group Leader and chairperson and not openly discussed at meetings. There may be some families who have extreme financial problems and Scouting must recognise this and do what it can to assist genuine cases including, if necessary, the waiving of fees.