

FACT SHEET 3

HINTS FOR BRANCH TREASURER'S

Please read these hints in conjunction with the ICPA Qld By-Laws at www.icpa.com.au/qld and the Branch Information Folder provided by State Council

ANNUAL SUBSCRIPTION

State Membership is \$30 and Federal Membership is \$22 (GST inclusive) and due 1st January for the upcoming calendar year. Memberships can now be paid online via the ICPA Australia website. Branch and Federal affiliation fees will be paid back to the Branch/ICPA Australia respectively by the State Treasurer. Membership payments received manually at Branch level can be paid to the State Treasurer once the branch affiliation fees are deducted. EFT details for State Council can be found in the Branch Information Folder in the Treasurer Folder.

BRANCH REGISTER

Keep a Branch Register (spreadsheet) with Name, address, date of joining, date of reinstatement (if they let their membership lapse) and date of resignation. This is a constitutional requirement and could be checked by the auditor at any time. It is also important for reference in the future.

RECEIPTS

All Branches will be issued with our official receipt for any monies received.

TREASURERS MUST

- ❖ Pay all accounts promptly and bank all incoming deposits as soon as possible
- ❖ Supply a Treasurer's Report at each meeting detailing income, expenditure and bank account balances. Payments must be ratified, and deposits accepted
- ❖ Make all financial records including cheque books, receipt books, bank statements, profit & loss statements and balance sheets to the Auditor
- ❖ Ensure accounting is open and transparent
- ❖ Ensure all bank accounts are current and reconciled

BANK ACCOUNT

- ❖ Branches may bank at any Branch of any registered Bank/Building Society which suits their requirements
- ❖ Treasurers should ensure the Branch Bank Account is correctly name with the Branch name on the cheque, eg Winton Branch ICPA (There are some that don't)

FINANCIAL YEAR and ANNUAL GENERAL MEETINGS

It is a Constitutional requirement for ICPA Qld Inc. to hold their Annual General Meeting within three months of the end of the financial year, ie by the 30 June annually. ***Branches may choose a financial year to suit its needs.***

AUDIT

Branches must have their books examined by a suitable independent person, eg Accountant, local Bank Manager or Shire Council Executive Officer. ***Please forward to the State Treasurer at treasurer@icpaqld.com.au a copy of your audited statement which should be presented at your AGM for endorsement.***

BRANCH LIFE MEMBERS

Affiliation fees for ***all*** Branch Life Members are to be paid by the Branch and are entirely the Branch responsibility. The By-law states '*Life Membership is conferred individually. Where one person of a family has been awarded Life Membership, the remaining Family Members will be deemed to be financial members.*'

STATE AND FEDERAL CONFERENCES

It is the Branch Treasurer's responsibility to ensure branch delegates for State and Federal conferences are financial members. Only ***financial*** delegates are eligible to vote for their branch, at a Conference. Branches pay the expenses of branch delegates to State and Federal conferences (registration costs, accommodation and travel).

FUNDRAISING

Branches must submit a ***Risk Management Form*** to the State Treasurer at treasurer@icpaqld.com.au two weeks prior to a Branch fundraising function. Branches must also keep a ***Volunteer Log*** for the event. These measures are to fulfil Public Liability requirements. Fields for Volunteer Log should include:

- ❖ Name of Event
- ❖ Date
- ❖ Volunteer name and signature
- ❖ Time duration of volunteering

NEWS & VIEWS MAILING LIST

This mailing list is compiled from membership lists. To avoid delays, the previous year's list is carried forward for the first edition of the News & Views. Please encourage ***early*** payment of subs to save names having to be reinstated for Pedals and News & Views!

ICPA ORGANISATIONAL STRUCTURE

ICPA is a three-tiered organisation consisting of Branch, State and Federal entities. A member of a Qld branch is also a member of ICPA Qld, and the Branch is registered with ICPA Australia. Affiliation fees are therefore payable to ICPA Qld and ICPA Australia.

ICPA State Council thank-you wholeheartedly for volunteering for the Secretary position. We are here to support you. If you require any assistance or guidance, please do not hesitate to contact a State Councillor or your Branch Mentor.