

# BRANCH TREASURERS

# IMPORTANT INFORMATION

## **ART UNIONS / RAFFLES**

- Refer to <https://www.business.qld.gov.au/industries/hospitality-tourism-sport/liquor-gaming/gaming/not-profit-charitable/competitions-raffles-bingo>
- Records of raffles need to be kept by the branch, not forwarded to the State Treasurer.

Under the Liquor Act a liquor license is NOT required if alcohol is a prize in a raffle if the following criteria is met:

### **Section 14 of the Liquor Act states the following:-**

#### **Exemption or the sale of liquor as part of fundraising raffle**

- This Act does not apply to a sale of liquor forming part of a prize for a raffle if— (a) the raffle is conducted by a non-profit entity
- all the net proceeds of the sale of raffle tickets for the prize will be used only - (i) for a non-proprietary club—to promote the objects of the non-profit entity; or (ii) for another entity—for the benefit of the community
- the total value of the liquor forming part of the prize is not more than \$1000; and
- raffle tickets for the prize are sold to an adult person, other than a person who is unduly intoxicated

## **BANK ACCOUNT**

- Branches can bank at any Branch of a registered Bank/Building Society which suits their requirements.
- Treasurers should ensure the Branch Bank Account is correctly named with the Branch name on the account i.e. ICPA Winton Branch.
- Please notify QLD Treasurer [treasurer@icpaqld.com.au](mailto:treasurer@icpaqld.com.au) of any changes to branch bank accounts.

## **BRANCH AUDIT**

- Following Constitutional Amendments in 1997, it is no longer a requirement for Branches to have their books audited by a qualified auditor, but they may still do so if they wish. Branches must still have their books examined by a suitable independent person i.e. local Bank Manager or Shire Council Executive Officer.
- If an accountant is not doing your audit, it is advisable to include an Income/Expenditure statement (with balances and assets) for him/her to verify and sign. Please show separately the State and Federal Affiliations, and State and Federal Donations.
- **Please forward a copy of your audited statement, which should be presented at your AGM, to the QLD Treasurer [treasurer@icpaqld.com.au](mailto:treasurer@icpaqld.com.au)**

## **BRANCH RECORDS** (minimum requirements)

- The Treasurer must keep documentation to support all income & expenditure:
  - Receipts – receipt all income with receipts to match money received and detailing what income is for (membership, catering etc)
  - Deposit Book / Bank statements – write receipt numbers in deposit book & on bank statements to match cheque/cash banked
  - Software program or cash book listing all income & expenditure. Reconcile to bank statements.
  - Where possible expenditure should be ratified prior to payment by a motion at a meeting. Other expenditure will need to be endorsed at the next meeting.
  - Members Register - to be kept up to date - use membership spreadsheet received from State Membership Officer.
  - Branch meetings – present financial report ‘stating balance as at date’ for each account held by the branch. Detail all income/expenditure transactions since last report.
- **Move your report for adoption and seek endorsement for accounts paid** – (documented in minutes) and copy to be sent to Secretary for attachment with minutes.

## **BRANCH LIFE MEMBERS**

- Affiliation fees for all Branch Life Members are to be paid by the Branch and are entirely the Branch responsibility. The Qld ICPA 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*.
- *An invoice for Branch Life Memberships will be sent to all branches and is due by **1st January** in the new membership year.*

## **CONFERENCES – STATE & FEDERAL**

- 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 should pay the expenses of branch delegates to attend State and Federal conferences (registration costs, accommodation & travel).

## **FINANCIAL YEAR & ANNUAL GENERAL MEETING**

- It is a Constitutional requirement for ICPA Qld Inc. to hold its Annual General Meeting within 3 months of the end of the financial year i.e. by 31 June. Branches may choose a financial year that suits their needs unless they are also incorporated. You will need to close your financial year with time to have the books audited ready for your AGM.
- At all AGMs and General Meetings, a quorum shall consist of at least 5 or 50% of the Branch members (including the Executive), whichever is less.
- Following the branch AGM a BRANCH EXECUTIVE CONTACT DETAILS form must be sent to the Assistant Secretary [assistantSecretary@icpaqld.com.au](mailto:assistantSecretary@icpaqld.com.au) so records can be updated. This form must be sent after an AGM even if there are no executive changes..

## **FUNDRAISING**

- There are many worthwhile and needy groups and organisations in the community looking for support. ICPA must confine itself to its charter of operations. When branches conduct fundraising activities, they have a responsibility to raise funds in the spirit of the Constitution and By-laws of ICPA Qld. This is to ensure that the general public knows and understands why the fundraising is being conducted and where and why the funds will be distributed. It is then the branch's responsibility to ensure that the funds are distributed according to the aims of the objectives of the constitution and by-laws for the association.

## **GOVERNMENT DEBIT TAX & WITHHOLDING TAX**

- All Branches are entitled to an exemption from this Tax. Please check your bank statements, and if you are still paying it, please apply to the Office of State Revenue, phone 1300 300734 for an Application for Exemption Form DT2.
- Please ask for an emailed copy of the Income Tax Exempt Charity Status Certificate if withholding tax has been kept from a term deposit for not supplying a Tax File Number.

## **GST**

- The **ABN** for ICPA Qld Inc. **65 411 031 053**
- Endorsed as **Income Tax Exempt Charitable Entity**
- Branches, for GST purposes, are non-profit sub entities (NPSE'S) -
  - maintaining independent systems of accounting
  - separately identifiable because of location or activities
  - not required to register for GST or an ABN but may do so if the branch wants
- Memberships are GST inclusive.
- Branch Art Union and raffle ticket sales, and fund-raising events (eg catering events) are GST exempt:
  - **No** GST is charged on items being sold and the branch cannot claim input tax credits (GST) on expenses incurred.
  - When issuing an invoice for payment (e.g. after a catering event or selling goods for fundraising), use ICPA Qld Inc ABN and include on the invoice the wording "No GST".

## **INSURANCE**

- Please ensure your Branch has submitted a **Risk Management Form two weeks prior to your function**. Please display the ICPA Branch Banner at all functions.
- For further information refer to Insurance & Risk Management Information.

## **NEWS & VIEWS MAILING LIST**

- This mailing list is compiled from the membership lists. To avoid delays, the previous year's list is carried forward for the first edition of News and Views for 2023. Please encourage **early** payment of memberships prior to 31<sup>st</sup> March to save names having to be reinstated for Pedals and News & Views.

## **CONTACTS FOR FURTHER INFORMATION**

ICPA QLD  
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