



ICPA WA

Isolated Children's Parents' Association Western Australia Inc.



INFORMATION FOR BRANCH TREASURER

This information is to assist with the effective operation of your branch.

Executive position duties are outlined. It is important that branches work with both State and Federal councils to ensure all information is relayed correctly.

It is suggested that each branch executive member has a copy of this document and retains it with their branch file onto their successor.

Please read this information in conjunction with the ICPA (WA) By-Laws

All forms referred to herein are available on the ICPA WA website

THE TREASURER MUST

- Members affiliation monies
 - Collect and receipt monies and complete the necessary forms
 - Return affiliation fees to the State Treasurer along with member names/address/email.
- Ensure the Branch name and treasurer details are clear and precise on the form for the return of receipts.
- State and Federal memberships for the following year open 15th November and cover the period 1st January to 31st December.
- Membership not paid as at 31st March shall be deemed void and will not longer receive correspondence.
- Membership is payable by PayPal or direct to Branch. For members requiring a manual invoice email them as soon as possible from December onwards.
- Delegates and the Branch must be financial to be eligible to vote at State Conference. (Five financial members are required for the Branch to be constitutional. State Conference is usually held in March)
- Must keep accurate financial records, detailing all debits and credits for bank accounts.
- Pay all accounts promptly and bank all incoming deposits as soon as possible
- Ensure all bank accounts are current and reconciled.
- 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 and loss and balance sheets available to the Auditor.
- Provide an audited financial report at the Branch AGM.
- Provide an audited financial report to the State Treasurer immediately following the Branch AGM.
- Ensure accounting is open and transparent.
- Discuss and address any issues raised by the Auditor.

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 named with the **Branch** name on the cheque, e.g. Midwest Branch ICPA.

FINANCIAL YEAR and ANNUAL GENERAL MEETINGS

It is a Constitutional requirement of ICPA (WA) for branches to hold their Annual General Meeting within 3 months of the end of the financial year, i.e. 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, e.g. Accountant, local Bank Manager or Shire Council Executive Officer. **Please forward to the STATE Treasurer a copy of your audited statement which should be presented at your AGM.**

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 & travel).

FUNDRAISING

Branches must advise the State Treasurer 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 & signature
- Time duration of volunteering

ICPA ORGANISATIONAL STRUCTURE

ICPA is a 3-tiered organization consisting of Branch, State and Federal entities. A member of a Western Australia branch is also a member of ICPA (WA) and the Branch is registered with ICPA Australia. Affiliation fees are therefore payable to ICPA (WA) and ICPA Australia.

ICPA State Council thank-you for volunteering for the Treasurer position.
We are here to support you. If you require any assistance or guidance please contact a State Councillor or your Branch Mentor.

www.wa.icpa.com.au