



Be Prepared...
for new adventure!

1ST ERMINGTON GROUP SUPPORT COMMITTEE

Treasurer - Role and Responsibilities

The role includes the following:

- Operate and maintain accounts of Group Support Committee including sub committees including receipting of money, issuing receipts, banking, presenting accounts for payment to Committee meetings.
- Ensure accounts also include in the name 'The Scout Association of Australia' and require two signatories to operate all accounts.
- Arrange annual audit of all accounts of the Group, i.e. Group Support Committee, Group Council, Sections, Sixes, Patrols, Units etc., and presentation of statements of each account in the required format through Group Leader to District.
- Ensure that all accounts are operated as per Scout Association rules.
- After consultation with the Group Support Committee and Group Council prepare an annual budget.
- Review bank account signatories annually and update as required.
- Arrange collection of Group levies (Fees) reporting position monthly to Chairperson and Group Leader.
- Prepare monthly accounting statements for presentation at Group Support Committee meetings.
- Prepare annual statements and reports for Branch in preparation for the Annual Meeting.
- Review operation costs and present proposals for change in fees to Group Support Committee as required.

Reports to the Group Chairperson.