

ROLES AND RESPONSIBILITIES OF THE TREASURER OF THE AUSTRALIAN NETWORK FOR PLANT CONSERVATION

The Constitution

The ANPC Constitution defines the role of the Treasurer as follows:

18. Treasurer

- (1) The Treasurer of the Network-
 - (a) shall collect and receive all moneys due to the Network and make all payments authorised by the Network;
 - (b) shall keep correct accounts and books showing the financial affairs of the Network with full details of all receipts and expenditure connected with the activities of the Network; and
 - (c) shall ensure annual auditing of books and accounts.

In Practice

The ANPC employs a Business Manager and a volunteer Bookkeeper who are responsible for day-to-day financial transactions and other administrative matters such as GST, PAYG, Superannuation, Payroll and Bank Reconciliation.

In summary the roles exercised by the Treasurer are as follows:

- Provide guidance, as required, to the Business Manager and Bookkeeper to ensure they have the necessary guidance, procedures and support to enable them to discharge their responsibilities.
- Develop written procedures to assist the Business Manager and Bookkeeper in the exercise of their responsibilities.
- Monitor for any GST, PAYG, Superannuation, Payroll and Bank Reconciliation issues.
- Participate in development of funding proposals and preparation of financial reporting against grants received.
- Prepare annual financial statements for audit.
- Prepare and present reports for meetings of the ANPC Committee and for the Annual General Meeting of the Network (approx. 7 meetings per year held around midday on Wednesdays via Zoom).