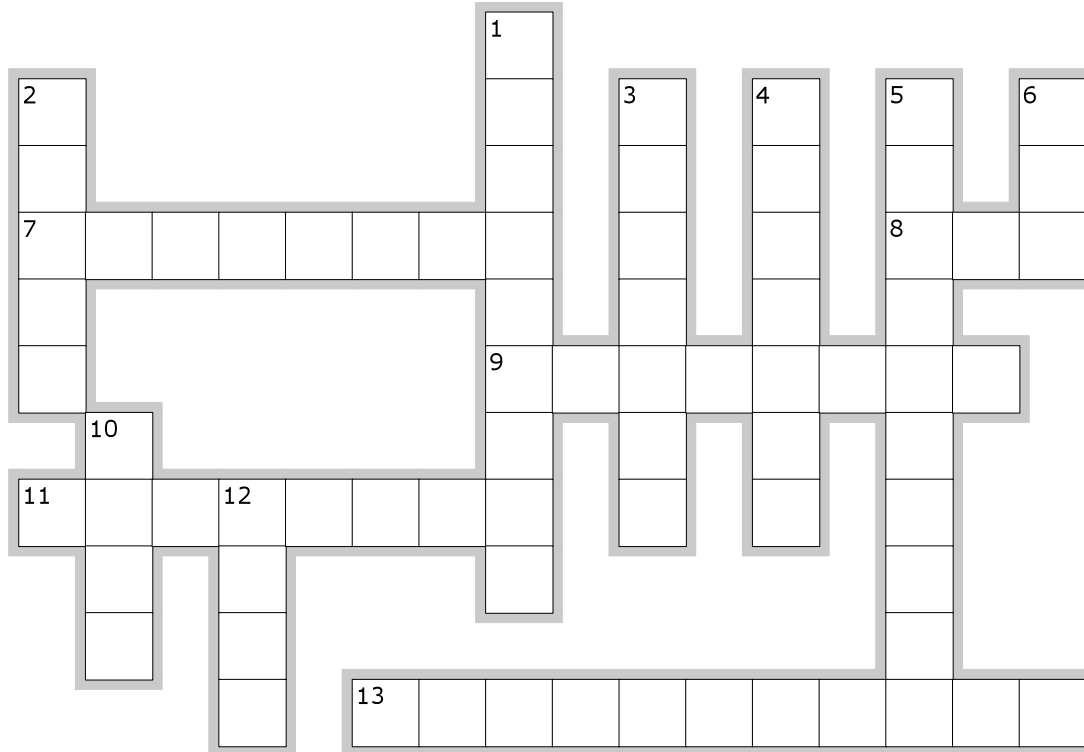


End of Year Treasurer Training 2009



EclipseCrossword.com

Across

7. What is done with the petty cash before 31 December? (8)
8. What is the name of the peak organisation that supports preschool parent associations? (Tip: they also have a list of auditors if your doesn't want to continue) (3)
9. Is it the outgoing committee or the incoming committee's job to approve a playgroup? (8)
11. What do I do with all the payments and receipts before the end of the year? (8)
13. Who provides the software tailored to your needs? (11)

Down

1. What is important to do with the new treasurer? (4, 4)
2. When do I get the audit done? (5)
3. What do I need from the Secretary to go with the audit? (7)
4. What is the name of the form signed by the auditor? (2, 4)
5. What condition do the accounts need to be in before going to the auditor? (10)
6. Name of the form to be lodged with the ATO before handing over the books (3)
10. How many years of records do I hand over to the new treasurer? (4)
12. When do I contact the auditor? (4)

[Welcome Treasurers]

- Thanks for your commitment to your pre-school during 2009.
- CPS and Admin Bandit wish you and your families a Merry Christmas and safe and happy holiday period.



[Introduction]

- Role of the Treasurer
- To the audit and beyond
- Crossword
- Questions
- Feedback survey



[Role of the Treasurer]



[Audit & beyond - break it down]

- Preparing for the audit
- Doing the audit
- Next year
- Provide the new treasurer with
- Tell the new treasurer about



[Preparing for audit - finalise]

- Contact the auditor ASAP
- All transactions to 31st December
 - Approved – incl. audit and end of year clean
 - Finalised – incl. petty cash & Admin Bandit licence renewal
 - Reconciled
- Lodge the BAS
- Prepare a balance sheet



[Preparing for audit - gather]

- Print a hard copy of ALL the end of year reports
- Get the minutes
- Get a copy of last year's audit
- Get the AR Form



[Doing the Audit]

- Do it EARLY – ready for AGM
- Leave data on the computer until audit is complete
- Take everything on the cheat sheet
- Get AR Form (Qu 9) signed by the auditor



[New year]

- Petty cash float, EOY clean, audit
- Budget
- Playgroup/playschool
- ATO Registration Details Form
- Voluntary resource donation amount
- Contact details with Admin Bandit



[Provide the treasurer with]

- Change of signatories form
- Completed AR Form & audited financial statement
- Signed ATO Change of Registration Details
- Five years of financial records



[Tell the new treasurer about]

- Playgroups starting in week 3 of term 1
- CPS treasurer training
- Admin Bandit software login – update details to theirs



[Questions]

- As you complete the crossword
- About next year?
- Anything else?



[Feedback and Survey]

Thank you for participating,
have a great festive season



Treasurer's Cheat Sheet - End of Year

Preparing for the audit

- Contact the [auditor](#) NOW.
- [Approve all payments](#) with the committee
- [Finalise all transactions](#) up to 31 December
- [Reconcile](#) up to 31 December
- Finalise petty cash by mid December and [rebank the float](#)
- Lodge the BAS (due 28 Feb)
- Print one hard copy of ALL the [End of Year](#) reports
- Get [minutes](#) of meetings
- Get copy of [AR form](#)
- Get a copy of the previous year's audit
- Prepare a [Balance Sheet](#)

Doing the audit

- [Arrange it for an early date](#)- so it is ready for next year's AGM
- Take with you
 - Receipt book/s
 - Savings book (if you have one)
 - Copies of the BAS
 - All End of Year reports
 - Constitution (if a new auditor)
 - AR Form
 - Bank deposit book/s
 - Cheque book/s
 - Bank statements
 - Tax invoices
 - Minutes of meetings
 - Previous year's audit report
- Get Question 9 on AR Form signed by the auditor

Next year

- Write the petty cash float cheque for the teacher
- Draft a budget (based on this year's receipts & expenditure)
- Approve playgroup/playschool for new year (if you have one)
- Sign Section 1 on the [ATO Registration Details Form](#) to hand over
- Recommend voluntary resource donation amount to new committee
- Ensure contact details are correct with [Admin Bandit](#)

Provide the new treasurer with:

- [Change of signatories form](#) (from the appropriate bank)
- Completed AR Form & audited financial statement
- Signed change of [Authorised Contact](#) for ATO Change of Registration Details
- [Five years](#) of financial records

Tell the new treasurer about:

- [Fund Raising being Separate](#) for GST purposes
- [Playgroups](#) starting in week three of term one and attracting GST
- [Admin Bandit software](#)
- [CPS treasurer training](#) provided in the new year

Treasurer's Cheat Sheet - End of Year

"Preparing for the audit" additional notes

- **Auditor** - If your auditor is not available, a list of auditors is available from the [CPS office](#).
- **Approve all payments** - Include approval for the end of year clean and the audit.
- **Finalise all transactions** - means paying all the bills and banking all the money. It is good to encourage suppliers to bank their cheques before 31 Dec too. Perhaps include a note with the cheque when posting.
- **Reconcile** - any transactions dates after 31 December go into next year's accounts including the end of year clean and the audit fee.
- **Re-bank the float** - Record the re-banking of the petty cash float via the Bank Deposit screen under "Repaid Petty Cash". No monies are to be held by the teacher over the holidays. Tell the teacher to finalise petty cash by mid December.
- **End of year** reports are available via the Reports Menu in Admin Bandit software.
- **Minutes** - you may have been keeping these during the year, otherwise, get copies from the Secretary to show approval of expenditure.
- **AR Form** - is available via a link from www.adminbandit.com.au i
- **Balance Sheet** - You'll need to prepare a balance sheet (get clues from last years). If you're having trouble ask the auditor for assistance.

"Doing the audit" additional notes

- **Arrange it for an early date** - Vital to have the audited financial statement ready for the AGM because it is a requirement of the Registrar General's Office to lodge the AR Form with the audited financial statement.

[Back to the cheat sheet](#)

"Next year" additional notes

- **ATO Registration Details Form** - is available via a link from <http://www.adminbandit.com.au/Support/Resources/tabid/208/Default.aspx>.
- **Admin Bandit Details** - Ensure your contact details are up to date by logging in to www.adminbandit.com.au with your userid.

"Provide the new treasurer with" additional notes

- **Change of Signatories Form** - it is helpful to explain the process of changing the signatories. ie. Each new signatory has to go to the bank with the 100 points and a copy of the *AGM minutes* showing their position on the committee. The last one to do it leaves the form with the bank.
- **Authorised Contact** - You are the authorised contact with the ATO until the next treasurer lodges the Change of Registration Details form with the ATO. So it is in your interests to assist that process.
- **Five years** - The handover of the records is often more successful when done at an agreed time within a few weeks of the AGM. Can even involve a cuppa or alcohol! ☺

Treasurer's Cheat Sheet - End of Year

"Tell the new treasurer about" additional notes

- **Fund raising separate** – for GST purposes. The motion for the meeting and explain the impact on ATO refunds and to set it in the software.
- **Playgroups** – the outgoing committee approves the running of a playgroup. Remember to tell them it is one of the few activities which include GST.
- **Admin Bandit Software** –
 - Remember how daunted you were at the start of the year. Be kind and hand over the paperwork and logins to access Admin Bandit Online.
 - Web-based version for \$199 (GST incl) for a 12 month licence.
- **CPS treasurer training** – They are not alone, CPS provides training and is here to help. Dates will be provided in the new year.

[Back to the cheat sheet](#)