

✓ U3A Redcliffe – Treasurer Checklist

Governance & Financial Responsibility

- ☐ Understand Constitution and financial provisions
- ☐ Ensure compliance with QLD incorporated association requirements
- ☐ Maintain proper financial records in accordance with legislation
- ☐ Ensure financial transparency to the Management Committee and members
- ☐ Act in the best financial interests of the organisation

Day-to-Day Financial Management

- ☐ Monitor bank accounts regularly
- ☐ Reconcile bank statements monthly
- ☐ Pay authorised expenses promptly
- ☐ Maintain accurate accounting records
- ☐ Secure cash handling procedures (if applicable)

Reporting

Monthly Committee Reporting

- ☐ Prepare financial report including:
 - Income & Expenditure Statement
 - Balance Sheet
 - Bank Reconciliation
 - List of payments made each month
- ☐ Compare actuals vs budget
- ☐ Highlight variances or risks
- ☐ Answer Management Committee financial questions

AGM Reporting

- ☐ Prepare Annual Financial Statements
- ☐ Coordinate audit/review if required
- ☐ Present Treasurer's Report including Auditor's Report at AGM
- ☐ Provide clear financial summary for members

Regulatory Compliance

- ☐ Ensure annual financial reporting requirements are met
- ☐ Lodge required documents with:
 - ☐ Maintain ABN and ATO records (if applicable)
 - ☐ Monitor GST obligations (if registered)

Budgeting & Financial Planning

- ☐ Prepare annual draft budget
- ☐ Review membership fee structure
- ☐ Monitor cash reserves
- ☐ Advise Management Committee on financial sustainability
- ☐ Identify potential financial risks

Risk Management & Controls

- ☐ Ensure dual signatories on payments (as required)
- ☐ Maintain segregation of duties where possible
- ☐ Keep financial records secure
- ☐ Confirm insurance payments are up to date
- ☐ Review fraud prevention measures

Collaboration

- ☐ Work closely with President, Vice President and Secretary
- ☐ Support Course Coordinator with class budgeting
- ☐ Assist fundraising or grant applications (if relevant)

Record Keeping

- ☐ Maintain:
 - Receipts & invoices
 - Bank statements
 - Asset register
 - Budget documents
 - Financial records in accordance with ATO requirements
- ☐ Backup digital records securely

Monthly Quick Checklist

- ☐ Reconcile bank accounts
- ☐ Prepare financial report
- ☐ Pay approved expenses
- ☐ Check membership income trends
- ☐ Review cash position

End-of-Year Checklist

- ☐ Finalise accounts
- ☐ Prepare Annual Financial Statement
- ☐ Arrange audit/review (if required)
- ☐ Prepare Treasurer handover file