

Executive Officer - Position Description

Treasurer

Keep true and correct accounts showing the financial affairs of the Council.

Submit to the Executive, as required each month, full and complete statements for the financial affairs of the BRC.

Present a financial report to the BRC at each Business Meeting.

Prepare the balance sheet and statement of income and expenditure at the conclusion of each financial year for presentation at the BRC Annual General Meeting.

Assist the BRC Executive with the preparation of the annual BRC budget for presentation at the April BRC business meeting.

Assist the Chairman & BC Rovers with an application for grants from Scouts SA by February, and on an on-going basis as new grants are released.

Control all cheque and bank books, and ensure the accuracy of signatories, including contact details.

Ensure the payment of all valid accounts presented to the Branch Rover Council in a timely fashion, and within any terms provided on the invoice.

Maintain a record of all suppliers to BRC for distribution to Activity & Event Committees.

Assist the Quartermaster in maintaining the valuation of BRC assets.

Ensure the invoicing and collection of all accounts owing to the Branch Rover Council.

Prepare & distribute the BRC Levy invoices to Crews on or before the October BRC meeting, based on Scouts SA records in MyScout at 1 October each year. Monitor payment of all BRC Levy invoices and advise the Chairman if any remain outstanding at 31 December, in accordance with the BRC Finance Policy.

Assist Crew Treasurers with correct financial practice to BRC & Scouts SA standards.

Ensure that all Rover Crews submit an annual financial statement to the Branch Rover Council following the Crew's Annual General Meeting.

Assist the Activities Officer and activity committees/crews with budget development and provide insight during the approval and review processes.

Act as Treasurer for all Branch Rover Council activity committees as required.

Assist with all merchandise or purchasing related activities of the Branch Rover Council or committees.

Maintain copies of each Crew's assets. This register shall be updated at least annually.

Ensure an appropriate handing over process to the next Treasurer, including the provision of any training that may be required. This should be done within a month of the appointment of a new treasurer.