



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 Scouts Australia financial year for presentation at the BRC Annual General Meeting. Scouts has a different financial year to normal businesses.

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.

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.

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

Prepare & distribute the BRC Levy invoices to Units 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 Unit Treasurers with correct financial practice to BRC & Scouts SA standards.

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

Act as Treasurer for all Branch Rover Council activity committees if required, and assist with budgeting of committees and Rover Units.

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

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