



Executive Officer Role Description

Treasurer



The Treasurer is responsible for the financial management, reporting, and compliance functions of the Branch Rover Council (BRC). The role ensures the Council maintains sound financial practices, meets its financial obligations, and complies with all relevant Scouts SA and BRC financial policies.

The Treasurer's responsibilities include, but are not limited to:

- Maintaining accurate, complete, and current financial records on behalf of the Branch Rover Council
- Ensuring all BRC Finance Policies are regularly reviewed, maintained, and accessible to all Rovers
- Preparing and presenting monthly financial reports to the BRC Executive, and providing financial updates at each BRC meeting
- Preparing annual financial statements, including the Balance Sheet, Income and Expenditure Statement, and Profit & Loss Statement, for presentation at the Annual General Meeting (AGM).
- Supporting the BRC Executive in the development of the annual budget, ensuring:
 - o The proposed budget is presented at the September BRC meeting;
 - o Rover Units are given adequate opportunity to review and discuss the budget before the October BRC meeting;
 - o Any feedback or questions are addressed prior to the budget being submitted for approval at the November BRC meeting.
- Ensuring all approved invoices are paid in a timely manner and maintaining appropriate records of suppliers and payments.
- Managing the invoicing, receipt, and reconciliation of all funds payable to the BRC.
- Issuing annual BRC Levy invoices by 31 January, based on Scouts SA MyScout membership records as at 1 January each year, and monitoring levy payments. Any outstanding balances are to be reported to the BRC Executive by 1 March.
- Providing guidance and support to Rover Units undertaking financial audits, promoting compliance with BRC and Scouts SA financial standards and best practices.
- Ensuring all Independent Rover Units submit annual financial statements following their AGM.
- Supporting procurement and financial administration activities associated with BRC merchandise and related initiatives.
- Facilitating a comprehensive handover to the incoming Treasurer within one month of the conclusion of their term, including the transfer of records, documentation, and training where required.

The Treasurer is accountable to the Branch Rover Council and the BRC Executive for the effective stewardship of Council funds, financial reporting, budget management, and compliance with all relevant financial policies and procedures.