



## **TREASURER POSITION DESCRIPTION**

### **Reports to**

- President, Committee Members and Members of CABBI for an elected term of 12 months

### **Primary Role**

The Treasurers primary role includes but is not limited to

- Oversee the financial administration of the Incorporation
- Review procedures and financial reporting
- Advise the Committee on financial strategy
- Keep the finances healthy so the organisation can achieve its mission

### **Responsibilities and Duties**

- Keep up-to-date records as well as an audit trail for all transactions
- Protect the organisation against fraud and theft, ensuring safe custody of money
- Make sure the Committee understands its current financial situation
- Make sure the committee complies with tax and business regulations
- Prompt banking – depositing of cash (cheques are no longer acceptable)
- Payment of invoices and tracking income and expenditure throughout the year
- Work with the Committee to develop strategy and help set goals
- Provide historical data or analysis as required

### **Requirements for the role**

The Treasurer should be

- A Financial Member of CABBI
- A Practicing Artist or craftsperson (preferably)
- A resident in Batemans Bay or Eurobodalla Shire
- Have good organisational and analytical skills
- Background in business or bookkeeping experience preferable
- Have the support of the majority of the Incorporations Members
- In possession of a current Drivers Licence

**Creative Arts Batemans Bay Inc      Treasurers Position Description      June 2026**

**PLEASE SEE ATTACHMENT 1 FOR TREASURERS POSITION DESCRIPTION**

## **ATTACHMENT 1 TREASURERS POSITION DESCRIPTION**

### **CREATIVE ARTS BATEMANS BAY INC**

- Be a Member of CABBI Management Committee
- Attend a Monthly Committee Meeting (second Tuesday of every month except January) and present a Treasurers Report in writing and verbally
- Be a member of the IMB (Illawarra Mutual Bank)
- Have a minimum of two authorised signatories with IMB access
- Control 3 Accounts: Visa Debit Card (2xVD 1 Eftpos), Everyday, and Investment Accounts
- Deposit cash at least fortnightly, and on the last day of every month using duplicate cash deposit book supplied by the IMB
- A Second Deposit book is kept for Exhibitions and Pop Ups only
- The Investment Account is rolled over every three months, you will be notified two weeks prior to rollover by Post/Mail, the Secretary should hand this on to you.
- To rollover the Investment Account, you need to source a form from the IMB, and get one of both of the signatories to sign, then return to the IMB (if this form is not deposited within 7 days of the roll over date, IMB will roll it over at the lowest possible interest rate)
- CABBI uses only the SQUARE INVOICING/EFTPOS SYSTEM. Those members choosing to transfer, or set up their own payment systems will not be receipted, and may risk their payment not being recognised as a payment but as a donation to CABBI. All Members have been reminded of this on several occasions.
- Liaise with the Accountant yearly to fill out and send Self Assessment Forms to the Australian Tax Office. Due October, yearly.

**INVOICE ALL MEMBERS EXHIBITING AT THE GALLERY every month around the 15<sup>th</sup> giving all two weeks notice prior to payment on the first of the following month, set reminder for 1 day post due date (you will receive an updated list monthly from the Gallery Managers)**

- Daily receipt of the Sales Registers from The Gallery via email
- Check ALL SR forms off on the Square Dashboard which will be loaded on your CABBI Lap top
- Check totals, cash, card entries, all entries registered through Square.
- Any discrepancies or omissions found, email the Gallery Managers to notify the Members involved asap
- Collect SR (hard Copies) from The Gallery every week and collate, scan, send to Bookkeeper that evening.
- The Bookkeeper has a person collating these Sales Registers during all weekdays. Do not send all at once at the end of the month.
- (Members working in the Gallery, are responsible for reimbursement of all monies they failed to collect, Gallery Managers job to notify)
- Deposit cash promptly (only one of your other two signatories can collect and deposit the cash for you)
- YOU WILL RECEIVE THE MONTHLY FINANCIALS FROM BOOKKEEPER USUALLY PRIOR TO THE SECOND TUESDAY OF EVERY MONTH, which you need to send most on to the committee.
- STATEMENT OF ARTISTS ARE INCLUDED, which have to be separated personally and scanned to computer.
- The CABBI payment system is CASH not Accrued. **All Artist payments are made the month following their SALE (eg sell in March, paid in April.)**
- Pay all artists through the payment system of IMB, then statements emailed separately to them. **All payments automatically go to both of the Signatories to authorise** before payment is deposited into the Artists account. (It is illegal to send bulk statements.)
- If a payment is returned to the IMB it means that the banking details for that artist is incorrect and you will have to contact them for confirmation.
- Scan and email the combined Financials to all Committee Members prior to the Management Meeting if possible and another copy goes to Mundi Thomlinson to put up on our website

- **NO GALLERY, MEMBERSHIP OR EXHIBITION FEES ARE TO BE ACCEPTED THROUGH THE GALLERY.** All members are required to use the **INVOICE** system
  - **CABBI uses the SQUARE** eftpos system, which is easiest to manage, we have two machines, one kept in The Gallery, and the second for Exhibitions and both can be used simultaneously and separated on the Dashboard. (never combine, you will find out why!!)
  - CABBI also has an external wifi 'Nightstalker'. This wifi is on a **plan** not prepaid, to be used for exhibitions etc. (Telstra won't give us prepaid for this and the cost to disconnect and reconnect each time is exorbitant)
  - The Mobile at The Gallery is connected to Southern Phone. The cost is direct debited from the everyday account, although when the cost raises, you must adjust the Account details asap.
  - The Computer ,NBN, wifi etc is Telstra, and this also is direct debited and any increases must be updated asap.
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- **Membership renewal invoices are to be sent out 4 – 5 weeks prior to the Membership date 1<sup>st</sup> July yearly**
  - Receive new Membership notification from Webhive, forward this notification to all of Committee and the Membership person. Invoice (\$60) (Family for 2 \$100), and when paid notify the membership person and committee to add to List.
  - Monitor and pay for the Rental of The Hub Mogo, which is used for all CABBI's workshops and Meetings. I have not had any success with the Mogo Chamber of Commerce sending us an invoice so usually create a small remittance email at the end of every month, and just notify them that I have transferred money.
  - You will be invoiced by the Uniting Church in regard to Rental of their hall for the Saturday Social Art Group affiliated with CABBI. A designated person from that group will transfer into CABBI the rental collected for the month.

## **EXHIBITION AND POP UP**

- **ALL SPONSORSHIP MONIES ARE TO GO THROUGH THE INVOICE SYSTEM -THE EXHIBITION COMMITTEE IS RESPONSIBLE FOR CREATING A SPONSORSHIP PACKAGE THAT EXPLAINS ALL OF THIS SYSTEM TO ALL SPONSORS. No Cash, Cash donations, Cash Cards are ever to be accepted.**
- Collate Entry Forms with the Exhibition Committee Person delegated to receive these entry forms, at present our Workshop Manager, checking all information ,costing, contact email address, and ensure bank details present, and that they have included a Statement by a Supplier Form. (ATO) Then INVOICE their fees. Collate when fees paid and notify the Exhibition Committee and Management Committee.
- A designated person on the Exhibition Committee is responsible for the Rostering of the Exhibition. This is to ensure that at least two people have full knowledge of the Square and Sales Register system. These TWO people ONLY, are totally responsible for that day's taking and registration of all sales on the square.
- Set up the Square, Wifi, Sales Reg forms etc on opening day, not before.
- Run on the same system with the Sales Register Forms and SQUARE at the Gallery, but they are not emailed through every day from the Exhibition.
- The Sales Registers, cash, entry donation cash has to be picked up at least every second day. The cash Register forms have to be checked every second day minimum for mistakes etc. (if you can, it is advisable to do them every day otherwise it may take hours. Unfortunately, this means that the Treasurer should go in every afternoon to collect all of this.)
- The SQUARE terminal and WIFI **are not to be turned off** for the duration of the Exhibition
- As with all CABBI Artist payments, they are paid the Following Month. **(Sell in January, paid in February.)**
- Provide a \$200 Float

## **Receipts and Invoices**

**EVERY TIME THE CABBI VISA DEBIT OR EFTPOS CARDS ARE USED BY COMMITTEE, AND WHEN ANY MEMBER PURCHASES AN ITEM FOR CABBI** and wishes to be reimbursed, they must keep the hard copy receipt for the Treasurer. This receipt is then stapled to a reimbursement form and at the end of the month, which in turn must match up with the details on the account statements. They are then scanned and sent to the Bookkeeper. This is mandatory. If no receipt is available, a Stat Declaration Form must be filled out, scanned and emailed to the Bookkeeper.

**ALL INVOICES AND RECEIPTS RECEIVED VIA EMAIL** must also be copied and scanned and sent to the Bookkeeper at the end of every month. All must also match up with bank statements.

**LIAISE, VERBALLY AND ONLINE, WITH AUSTRALIAN TAX OFFICE, AUSTRALIAN BUSINESS REGISTER, BOOKKEEPER AND ACCOUNTANT WHEN NECESSARY.**