

## Epping and Districts Financial Services Limited

### DUTIES OF THE TREASURER

Under the Corporations Act, the position of Treasurer is not a statutory position, but it is recommended and regarded as best business practice.

The role of the Treasurer is to coordinate the financial operations of the company.

N.B. The Treasurer should have appropriate business and accounting transactional experience.

The duties of the Treasurer include:

1. Chair the Finance Committee
2. Provide leadership in preparing and interpreting financial statements for the Board and for the annual report
3. Ensure that the company's financial responsibilities are met with regard to:
  - a) budgets
  - b) cash flow
  - c) monthly accounts
  - d) audit requirements
  - e) cheque authorization
  - f) financial reporting
  - g) due diligence.
4. Prepare annual budget
5. Provide monthly financial reports to the Board.
6. Coordinate the financial results for the company's annual report.
7. Compile and lodge six-monthly and annual returns to ASIC.
8. Prepare Annual Investment Income Return
9. Prepare and support bookkeeper to lodge BAS each quarter.
10. Review PAYG and BAS returns as prepared by the bookkeeper and for submission to the ATO.
11. Review draft MYOB accounts as prepared by the bookkeeper.
12. Coordinate company audits and remit all documents required for audit purposes.