

BOWA Treasurer To Do List @ February 2024

Overview

Receipts and Payments

In the *Accounts <year>.xlsx* spreadsheet record:

Receipts in the *Receipts* tab

Payments in the *Payment* tab

Monthly Reconciliation Report

Reconcile the following tabs with *Receipts* tab of *Accounts <year>.xlsx* spreadsheet:

- *Membership Subs*

- *Visitor Income*

Reconcile monthly monies and produce a report in *Monthly Reports <year>.xlsx*

Membership Subs

Membership (\$25) is a calander year and most members pay online by early March and one or two pay in cash at the AGM.

- Enter details (including Rx number for cash receipts) in the *Receipts* tab in the *Accounts<year>.xlsx* spreadsheet

- In the *Accounts<year>.xlsx* spreadsheet, update *Membership Subs* tab to reconcile with *Membership Subs* column in *Receipts* tab

Commonwealth Bank

BSB: 066 124 Account Number: 00902265

Signatories: Two to sign

CommBiz online banking

Service ID: (check with treasurer) | Service Name: BOWA

User ID: (check with treasurer) | User Name: Rob Frew (current Treasurer)

CommBiz User Guides

CommBiz User Guides Information.docx provides CommBiz links:

- New signatories: How to get started with CommBiz

- Administrator: How to Add and Remove Authorisers

How to Initiate and Authorise a CommBiz Payment using CommBiz website

How to Initiate and Authorise a CommBiz Payment.docx provides step by step intructions for the Treasurer

How to Authorise a CommBiz Payment using CommBiz website

How to Authorise a CommBiz Payment.docx provides step by step intructions for the Second Authoriser

How to Print a CommBiz Payment using CommBiz website

How to Print a CommBiz Payment.docx provides step by step intructions for the Treasurer

Committee Meetings

- Three meetings a year with the first within a couple of weeks following the AGM. The meeting venue is normally at a committee member's house in the afternoon starting at 2pm

- Present the Secretary with hard copies of Monthly Reconciled Accounts since the last meeting

- The host is able to claim \$20 for food and beverage for the meeting.

Committee meeting on 23 August 2018, the Minutes read: 'It was moved 'that the hosts of a Committee meeting be paid \$20 towards the catering costs of the meeting'.

(Proposed Steve Napier; seconded Peter Wasser) CARRIED'

HikeWest Insurance (all values below are at Feb 2024. Check with past Treasurer for any changes)

In Expenses spreadsheet record Insurance and Membership Levy as two items in the details

Insurance:

- Public Liability Insurance: \$5.42 per member
- Personal Accident Insurance: \$3.96 per member
- **Total: \$9.38 per member**

Membership Levy:

- Bushwalking Australia Inc. (BAI) levy: \$1.00 per member
- HikeWest Inc levy: \$5.00 per member
- **Total: \$6 per member**

Questionnaire Form to be submitted by 6th April requires accurate member numbers to determine the HikeWest Insurance cost for the next financial year

Chubb Association Liability Insurance - Requires a Nil Claims Declaration in June (wasn't required in 2023)

Mt Dale Bibbulmun Track Maintenance

Mt Dale Bibbulmun Track maintenance coordinator (currently Steve Napier)

A volunteer driver can be reimbursed \$30.

Motion: That a \$30 contribution to fuel be paid to BOWA volunteers carrying out rostered Bibbulmun Track maintenance (other than maintenance on whole of Club events), limited to one vehicle for each rostered maintenance. Payments are to be calculated and made at the end of each calendar year. (Moved Gordon Hobday; seconded Simon Hesp).

CARRIED

Visitor Income

The Walk Leader pockets the \$5 cash and bank deposits \$5 for the visitor income

- Record visitor walker name in Cash Receipt book
- Enter visitor walker name, including Rx number in the *Receipts* tab in the *Accounts<year>.xlsx* spreadsheet

Obtain by email the *Walk Record* sign-in sheet from the Membership Secretary (this is required for the Auditor)

Month	Task
	<p>Reconcile accounts for Audit</p> <p>The Accounts File contains the following:</p> <ul style="list-style-type: none"> - Bank Statements covering January to December (Quarterly statements and 11th January statement will cover transactions) - Excel spreadsheet Accounts <year>.xlsx for: <ul style="list-style-type: none"> - Profit and Loss - Receipts - Payments - Visitor Income Fees: Reconciled with Receipts - Membership Subs: Reconciled with Receipts - Excel spreadsheet Monthly Reports <year>.xlsx - CommBiz Payments - Walk Record sign in sheets (eCopies and hard copies) showing number of visitors for cash receipts - contact Membership Secretary to provide - Insurance forms for HikeWest - Cash Receipts Book(s) - Cheque Book - no longer required <p>USB contains:</p> <ul style="list-style-type: none"> - Excel spreadsheets for Accounts <year>.xlsx and Monthly Reports <year>.xlsx
January	<p>Contact John Steele (BOWA Life Member) to conduct the Audit (no charge)</p>
January	<p>Membership Subs</p> <p>Ask the Membership Secretary to email membership that subs are due for <year></p> <p>Membership is a calendar year and most members pay online by early March and but one or two may pay in cash at the AGM. Last year membership is valid until 30 June.</p> <p>Membership numbers are required for completing the Hike West Insurance form by 6 April (this varies and was later in 2024)</p>
February	<p>Collect audited accounts from John Steele</p> <p>Both sign the Accounts Reconciliation page</p> <p>Photocopy x 3 to take to the AGM</p>
February	<p>Membership Subs - Reminder</p> <p>Ask the Membership Secretary to email membership that haven't currently renewed, if they wish to do so</p> <p>Supply the Membership Secretary, President, Secretary the current list of members.</p> <p>Reconcile the current list of members with the Membership Secretary</p>
February	<p>Prepare a report for the AGM</p> <p>Account monies for year <></p> <p>Surplus or deficit amount and an explanation</p> <p>Pie chart of expenses - produced from Accounts <year>.xlsx on Payments tab</p> <p>The report can be copied from C:\BOWA\<previous year>\Treasurer\Treasurer Report.docx</p> <p>Print the report x 2</p>

	<p>AGM</p> <p>Present the Treasurer report</p> <p>Provide the Secretary the original signed Accounts Reconciliation</p> <p>Provide John Steele a copy of the signed Accounts Reconciliation</p> <p>Take a printed copy of the Membership Subs tab for members that have paid and markup for those who haven't paid</p> <p>Take Cash Receipt Book</p>
March	Collect cash subs from members who still prefer to pay by cash and record in the Cash Receipt Book (only one in 2023)
	<p>First Committee Meeting</p> <p>Attend first committee meeting soon after the AGM</p> <p>Meeting Minutes need to state the following:</p> <p>Full name of bank signatories:</p> <p>Robert Frew</p> <p>Sybrand Hesp</p> <p>Michael George Page</p> <p>Stephen Clive Napier</p>
March	
	<p>Commonwealth Bank</p> <p><i>Application and Authority for Business Accounts</i> form - Signatories:</p> <ul style="list-style-type: none"> - Obtain the printed form from Subiaco branch and take to first Committee meeting for all signatories to sign <ul style="list-style-type: none"> Take last years completed form as a reference - The bank requires a certified copy of the Committee Meeting minutes with Full Name details of signatories - obtain from the Secretary - Take the completed form and certified Committee Meeting minutes to the Subiaco branch to be processed <p><u>For a new signatory and not a Commonwealth Bank customer:</u></p> <ul style="list-style-type: none"> - Visit a Commonwealth Bank branch to be identified using your driver licence and Australian passport and inform that you will be a <i>signatory on a society cheque account</i>. The bank should then provide you with a Customer Identification File (CIF) number which is required for completing the <i>Application and Authority for Business Accounts</i> form <p>Commonwealth Bank - CommBiz banking</p> <p>The CommBiz Administrator, currently the Treasurer, can update signatories online, once all signatories are in the banking system and setup in CommBiz</p> <p>Complete and print the <i>CommBiz Account Authority Variation</i> Form and take to the March Committee meeting. New online signatories are required to sign the form</p> <p>The online form can be found using the links in <i>CommBiz User Guides Information.docx</i></p> <p>Take last years completed form as a reference</p> <ul style="list-style-type: none"> - Email the signed CommBiz Account Authority Variation Form to bankfeed@cba.com.au <p>New online signatories:</p> <ul style="list-style-type: none"> - Are provided a temporary login id and password via email - Once online account is activated, download the Commbiz App
March	
	<p>Membership Subs - Reminder</p> <p>Ask the Membership Secretary to email membership that haven't currently renewed, if they wish to do so</p> <p>Supply the Membership Secretary, President, Secretary the current list of members.</p>
March	Cross check the current list of members with the Membership Secretary

March	<p>Treasurer Alias Email Contact Hugh Stickley hugh.stickley@gmail.com for setting up the Treasurer alias email to your personal email</p>
April	<p>HikeWest Insurance The Bushwalking form questionnaire is currently supplied by Amber Kaur treasurer@hikewest.org.au in April Fill out the questionnaire from past records and collaborate with the Membership Secretary for membership numbers for the current year. The form needs to be submitted by 6th April</p>
May	
June	<p>HikeWest Insurance Fill out the Chubb Association Liability Insurance Nil Claims Declaration form and return to Amber Kaur treasurer@hikewest.org.au The form needs to be filled out after 1 June and submitted by 8 June. Wasn't required in 2023 - email on 9/6/23 from Dave Osborne president@hikewest.org.au</p>
July	<p>HikeWest Insurance Invoice is emailed to the BOWA Treasurer early July based on the questionnaire submitted in April. Payment due by early July as per Invoice</p>
July	<p>Website using Hostopia Australia (panthur) - Renewal for 2 years Domain Renewal for bushwalkerswa.asn.au (31/7/2022 to 30/7/2024) = \$24.00 Economy Advanced - bushwalkerswa.asn.au Dedicated IP Address (31/7/2022 to 30/7/2024) = \$237.60 Payment due by end of July Tax Invoices @ July 2022 are emailed to Peter Wasser: pwasser@bigpond.com who is the BOWA website contact</p>
August	
September	
October	
November	
December	