



**anca**  
australian national capital artists

## AUSTRALIAN NATIONAL CAPITAL ARTISTS INC.

Officer of ANCA

The ANCA Board is responsible for managing the affairs of the Association. Nominations to be a tenant member of the Board are sought annually at the AGM. Once established, the ANCA Board elects the officers from within its membership. The Board also elects one member who is a former ANCA tenant and a non-tenant member with necessary professional expertise. Each of the ANCA Board member roles is undertaken on a voluntary basis.

**POSITION** Treasurer

**DIRECTION FROM** ANCA Board

**RESPONSIBILTIES** The Treasurer is responsible for overseeing the financial administration of the organisation, ensuring true accounts are kept in the form of general records, accounting books and records of receipts and expenditure connected with the business of running ANCA.<sup>1</sup> Reviewing procedures and advising the Board of financial strategies is also involved.

### THE ROLE

- For a one year term
- Attend Board meetings (every 5 - 6 weeks)
- Carry out the responsibilities of an Officer of the ANCA (Committee) Board
- Keep up-to-date records of all transactions
- Ensure the organisation complies with tax obligations including GST, payroll tax, etc.
- Monitor the ANCA budget
- Check annually that the Arts Administrator has provided the nominated auditor with a list of financial accounts and records of ANCA for auditing
- Keep up to date with ANCA's accounts and current interest rates to get the best return on accounts. Advice can be sought from ANCA's financial advisor.
- Advise the Board of recommended investment approaches and ensure the accounts register is kept up to date (see Table 1 attached)
- Present the previous month's financial reports at Board meetings
- Check assets vs liabilities for any maintenance issues and future costs
- Be a signatory on ANCA accounts
- If you are a tenant member of ANCA, provide fair and equitable representation of tenant's views at ANCA Board meetings

#### Note:

*To assist the Treasurer, the paid position of the ANCA Arts Administrator has the day to day responsibility for keeping true financial accounts, receiving monies and issuing official receipts. ANCA also employs a Bookkeeper who compiles ANCA's financials reports for each Board meeting. An Auditor is also employed to check the records annually and to deliver the annual financial report. This report is checked by ANCA's Ministerial appointee - Financial advisor on the Board - then tabled and reported at ANCA's Annual General Meeting (AGM). The ANCA Board may*

<sup>1</sup> Please read ANCA's Rules paying particular attention to points 12-17 regarding Income and Property of ANCA, Public Fund, Finance, financial Year and Audit

*direct any changes and improvements. The Treasurer works within this framework and with advice from experts on the Board.*

## **FURTHER INFO**

- ANCA Constitution - March 2014
- ACT Associations Incorporation Act 1991  
[www.legislation.act.gov.au/a/1991-46/current/pdf/1991-46.pdf](http://www.legislation.act.gov.au/a/1991-46/current/pdf/1991-46.pdf)
- ACT Office of Regulatory Services  
[www.ors.act.gov.au/community/associations](http://www.ors.act.gov.au/community/associations)
- Our Community  
What's involved in being a Treasurer of a not-for-profit group?  
[www.ourcommunity.com.au/financial/financial\\_article.jsp?articleId=2898](http://www.ourcommunity.com.au/financial/financial_article.jsp?articleId=2898)
- Australia Council - On Board: Serving on the Board of an Arts Organisation  
[http://www.australiacouncil.gov.au/\\_\\_\\_data/assets/pdf\\_file/0010/45874/On\\_Board\\_Second\\_edition.pdf](http://www.australiacouncil.gov.au/___data/assets/pdf_file/0010/45874/On_Board_Second_edition.pdf)

## **APPENDICES**

Checklist

Appendix A: ANCA Bank Accounts and Information

Appendix B: ANCA Treasurer History

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### **Administrative use only:**

- Appropriate Board Member Role Sheet
- Current Board activities
- Constitution
- ANCA History
- Last Board Meeting Minutes

## **CHECKLIST**

At the beginning of the year

- Ensure that all documentation required for audit is compiled and delivered (early February)

Every 6 weeks

- Ensure that the financial reports are ready for Board meetings

Other Tasks

- Keep bank account table up to date with current interest rates

## ANCA BANK ACCOUNTS

FUNCTION	ACC. #	BANK	ACC. TYPE	CURRENT INT. RATE	COMMENTS
Everyday Account	040 004 276	St.George	Freedom Business		<ul style="list-style-type: none"> <li>\$10.00 account fee p/mth</li> </ul>
DGR Account	429 823 544	St.George	Society Cheque		<ul style="list-style-type: none"> <li>No fees</li> <li>Need to keep for community to make donations to ANCA</li> <li><b>Peter Irving &amp; Jennifer Web are the signatories</b></li> </ul>
Online Saver	448 775 752	St.George	Business Access Saver		<ul style="list-style-type: none"> <li>High interest rate</li> <li>Access funds via online transfer to Everyday Account</li> <li>If Everyday Access funds exceed \$45K transfer excess to Online Saver</li> </ul>
Preventative Maintenance Online Saver	476 269 275	St.George	Business Access Saver		<ul style="list-style-type: none"> <li>High Interest rate</li> <li>\$480 transferred monthly to save for Preventative Maintenance</li> <li>Access funds via online transfer to Everyday Account</li> </ul>
ANCA Trust	0334 656 341	St.George	Term Deposit	2.45% pa	<ul style="list-style-type: none"> <li>6 month term</li> <li>Maturity date: 13/09/16</li> <li>Interest paid at maturity</li> <li><i>Check in February for interest rates</i></li> </ul>
Investment	0337 025 684	St.George	Term Deposit	2.65% pa	<ul style="list-style-type: none"> <li>12 month term</li> <li>Maturity date: 20/06/16</li> <li>Interest paid at maturity</li> <li><i>Check in early June for interest rates</i></li> </ul>
Investment	0353 048 368	St.George	Term Deposit	2.45% pa	<ul style="list-style-type: none"> <li>12 month term</li> <li>Maturity date: 13/12/16</li> <li>Interest paid at maturity</li> <li><i>Check in early December for interest rates</i></li> </ul>
Investment	0353 048 341	St.George	Term Deposit	2.45% pa	<ul style="list-style-type: none"> <li>12 month term</li> <li>Maturity date: 13/12/16</li> <li>Interest paid at maturity</li> <li><i>Check in early December for interest rates</i></li> </ul>

## ANCA BANK INFORMATION

- Each account (unless otherwise stated) has 4 signatories being the Chair, Treasurer and Secretary of the ANCA Board and the Arts Administrator.

- 2 signatories are required in order to action the accounts.
- Any new term deposit accounts require: meeting minutes, signatories, forms to sign, ABN, etc.
- RE: Term deposits - On date of maturity, a letter will be sent to the ANCA office. From the maturity date, we have 14 days to make any changes. If no change is made, the term deposits will rollover at the new interest rate specified by the bank. It will be important to check for the best rates.
- If another bank has a better rate, ask for the bank to match it. They use the term "Discretionary". Always worth asking to get a better deal.
- ANCA's financial year is 1<sup>st</sup> January to 31<sup>st</sup> December.

Appendix B

**ANCA BOARD TREASURER HISTORY**

<b>YEAR</b> from AGM to AGM	<b>TREASURER</b>
1990 - 1991	
1991 - 1992	
1992 - 1993	
1993 - 1994	
1994 - 1995	Gil Pfitzner
1995 - 1996	Lyn Turner
1996 - 1997	David Ferguson
1997 - 1998	Kirsten Wolf
1998 - 1999	Sharon Peoples
1999 - 2000	Michael Southwell-Keely
2000 - 2001	Joy McDonald
2001 - 2002	Pamela Bailey
2002 - 2003	Adam Young
2003 - 2004	Nicholas Harper
2004 - 2005	Elizabeth Kelly
2005 - 2006	Martine Peters
2006 - 2007	Tim Foster
2007 - 2008	Jay Kochel
2008 - 2009	Simon Maberly
2009 - 2010	Louise Pinder
2010 - 2011	Louise Pinder
2011 - 2012	Louise Pinder
2012 - 2013	Mary Kayser
2013 - 2014	Simon Cottrell (until September)
	Annika Romeyn (from September)
2014 - 2015	Annika Romeyn
2015 – 2016	Annika Romeyn (until December) / Denise Higgins (from February 2016)