



TREASURER GUIDELINES

1. Introduction

The Treasurer plays a key governance role within each Conference, ensuring that all financial activity is transparent, ethical, and compliant with Society policies, legislative requirements, and Australian Charities and Not-for-profits Commission (ACNC) standards. These guidelines outlines responsibilities, procedures, and compliance expectations for Treasurers across the Canberra/Goulburn region. They should be read in conjunction with Article 9 of Part 111 of the Rule which explains the role of a Conference Treasurer. It states that the Treasurer must not be a close family relative of the President.

Treasurers serve in a voluntary capacity. You are not expected to be a finance professional—your role is to help the Conference apply simple controls, keep clear records, and ask for help early when something is unclear. Conference Support and the Finance Team are available to guide you, provide templates, and assist with processes and systems.

In practice, support is shared:

Conference Treasurer (you) – keep local records, ensure approvals are appropriate, and confirm documentation is retained.

Conference Support – helps with budget preparation, handovers, governance questions, and where to find the right forms/templates.

Finance Team – processes invoices and payments, issues donor receipts for centrally processed donations, provides monthly reports, and assists with coding/workflow queries.

2. Financial Delegation

These delegation amounts are separate from, and should not be confused with, credit card transaction limits

- Conference President – \$6,000 per transaction
- Conference Treasurer – \$6,000 per transaction
- Conference Vice President / Secretary – \$2,500 per transaction
- Regional Council President – \$12,000
- Regional Council Vice President – \$10,000

Key principles:

- Expenditure must relate directly to Society business.

- Delegated officers must ensure adequate funds are available *before* approving purchases.
- The Treasurer must ensure no member exceeds their delegation, including through split transactions.
- All financial activity must be documented with appropriate supporting evidence.

3. Payment Methods

3.1 Corporate Credit Card

Preferred method for most Conference-related purchases

Cardholders normally include the President, Treasurer, and Secretary. Additional cards may be approved when operationally necessary.

Limits:

- Transaction limit: Maximum amount per individual purchase
- Monthly limit: Maximum cumulative spend per month, resetting on the first business day

Prohibited uses:

- Personal expenses
- Cash given directly to companions
- Cash withdrawals (except in rare, pre-approved circumstances)

Acquittals

All card transactions must be acquitted in Expense Me with:

- Valid tax invoices (preferred)
- Receipts, dockets, or statutory declarations (where permitted)
- Correct cost centre & natural account
- Appropriate GST coding
- Clear purpose and description

Workflows generated in Expense Me are reviewed by the cardholder's supervisor.

3.2 Assistance Cards

Replacing many cash-based transactions, Assistance Cards support safe, traceable emergency relief.

Conference Support/Finance will assist by providing the current templates (where applicable), answering CDS recording questions, and helping resolve discrepancies identified during monthly reviews

The Treasurer must ensure:

- Cards are securely stored and logged.
- All card distribution is entered into CDS.

- All expenditure for companion support, including purchases made with credit cards, must be recorded in CDS.
- Monthly assistance card reports are reviewed to ensure correct use.

3.3 Accounts Payable (AP) Payments

Invoices must be sent to the Finance Team for processing, using TechnologyOne (TechOne) workflows.

Process:

- Supplier invoices Finance directly or via the Conference.
- Finance enters invoice into TechOne with coding.
- Workflow is sent to Treasurer/President for approval.
- Approver verifies:
 - Goods/services were received
 - Quantity and price are correct
 - Coding is correct
- Finance processes payment (BPay Tues / EFT Thurs).

For companion assistance (rent, utilities, essential items):

- Treasurer provides the invoice
- An **Authority to Pay** form must accompany the request
- Supporting documentation must meet original tax invoice requirements

3.4 Reimbursements

Members using personal funds must submit a **Reimbursement Form** with:

- Valid invoices or receipts
- Treasurer/President approval

Finance then processes payment to the member's bank account.

4. Handling Conference Income

The Society centralises the management of all donations—including cash, cheque, card, and electronic payments—to ensure accuracy, transparency, and compliance with ACNC and Society requirements. Treasurers must ensure all Conference income is processed promptly, securely, and with complete documentation.

4.1 Cash and Cheque Donations

Treasurers must:

- Bank all takings as soon as possible (risk mitigation requirement).
- Use deposit books or ATM deposit cards with the Conference's agency number.

- Keep deposit receipts and attach them to the deposit form.
- Email completed deposit forms to Finance.

4.2 Credit/Debit Card Donations via Finance

- Conferences must not email credit card details, as this poses a financial fraud risk.
- Details must be phoned to Finance or posted securely.
- Finance processes donations, credits the Conference, and issues donor receipts.

4.3 Direct Debits

Donors making direct debit payments must use the Society's approved account details and include appropriate description (Conference + purpose + donor name).

Treasurers must notify Finance if receipts are required.

4.4 Electronic Donations Using Smart Mini Readers

Smart Mini Readers provide Conferences with a secure, cashless way to accept electronic donations during meetings, outreach, parish activities, and fundraising events. These devices process payments via tap-and-go, chip, and mobile wallets (Apple Pay, Google Pay)

5. Budgeting and Reporting

Treasurers, with the assistance of Conference Support, prepare an annual budget which reflects forecast income and expenditure. Conference Support can help with prior-year references, templates, and timing, and Finance can help explain the monthly reports that inform budgeting decisions.

Budget Development Must Consider:

- Previous year expenditure trends
- Forecast need (seasonal trends, companion demand, rising costs)
- Dialogue with the Conference President
- Expected available funds across the Society

Reporting Requirements

Treasurers must review monthly financial reports:

- Income & Expense Report – emailed by Finance
- Transaction Report – emailed by Finance
- Assistance Card Report – maintained by Treasurers

These should be compared with Conference records, and discrepancies must be reported to Finance promptly.

Support reminder: Finance provides the standard monthly reports and can re-issue them if missing; Treasurers review them against Conference records and raise questions early so discrepancies can be corrected promptly.

6. End-of-Year Stocktake

At the end of each financial year, Finance will request the number and value of all Assistance Cards (EFTPOS, Coles and Woolworths) so they can be recorded in TechOne.

Treasurers coordinate the local stocktake by:

- Collect information from members who hold cards
- Complete the Stocktake Form by the due date
- Return the form to Finance for recording in TechOne

7. GST Compliance

Treasurers must verify:

- GST claims can only be made when invoices are addressed to *St Vincent de Paul Society Canberra/Goulburn*.
- GST codes used align with the transaction type.

GST *cannot* be claimed for goods/services invoiced to a companion (e.g., whitegoods purchased in their name without reference to St Vincent de Paul Canberra Goulburn).

8. Compliance, Audit, and Record-Keeping

The Treasurer must ensure:

- All records—receipts, invoices, correspondence, approvals—are retained in accordance with Society policy.
- Assistance cards, credit cards, deposit books, and vouchers are stored securely.
- Financial activity complies with ACNC requirements, Society bylaws, and internal policies.
- Member reimbursements, companion assistance, and credit card acquittals are supported by valid documentation.
- The Conference is always audit-ready.

It is the Treasurer's responsibility for the security, accuracy, and ethical handling of funds

9. Risk Management

Treasurers help minimise financial, operational, and reputational risks by:

- Ensuring secure handling of cards, vouchers, receipts, and deposit books
- Avoiding cash transactions wherever practical
- Ensuring dual oversight where possible (e.g., two people checking stored cards)
- Reporting irregularities immediately to Conference Support or Finance
- Ensuring all financial decisions can withstand audit and ethical scrutiny

10. Cyber Security & Fraud Prevention

Treasurers must:

- Never email credit card numbers or sensitive personal information
- Use secure passwords on ExpenseMe and CDS
- Avoid storing financial information on personal devices
- Report suspicious emails or unusual financial behaviour to IT or Finance
- Ensure personal devices used for Society work have updated security protections

11. CDS Requirements for Treasurers

While CDS is primarily used for companion support records, Treasurers rely on accurate entries to reconcile Assistance Card use and financial assistance. Treasurers must ensure:

- All assistance is entered in CDS by members
- Receipts are uploaded or referenced where required
- Assistance aligns with Conference policies and budgets
- Any anomalies are raised with the President or Conference Support

12. Quick Reference Checklists

12.1 Monthly Treasurer Checklist

- Acquit all credit card transactions in Promaster
- Review Income & Expense, Transaction, and Assistance Card reports
- Bank cash/cheque donations and send deposit forms to Finance
- Reconcile Assistance Card distribution and CDS entries
- Ensure documentation is filed and accessible

12.2 Annual Treasurer Checklist

- Complete budget with President
- Submit end-of-year stocktake

- Ensure all outstanding invoices are processed
- Review financial procedures with incoming office bearers (if applicable)

12.3 When Approving an Invoice Checklist

- Is it within delegation?
- Is it for legitimate Society business?
- Are goods/services received and correctly charged?
- Is coding correct?
- Is documentation complete?

For assistance, contact:

Finance Team – finance@vinnies-cg.org.au

Conference Support - conferences@vinnies-cg.org.au