

**Scotland Island Residents' Association Incorporated (SIRA)
Committee of Management (SIRAC)
Finance, Membership and Insurance Sub-Committee**



The Constitution of the Scotland Island Residents' Association Incorporated (SIRA) vests in the Committee of Management (SIRAC) the "power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the association" (Article 12), and provides for delegation to a sub-committee "the exercise of such of the functions of the committee as are specific in the instrument [of delegation]" (Article 20).

The Finance, Membership and Insurance Sub-Committee oversees the following functions carried out by the Treasurer in accordance with the SIRA Constitution, the Associations Incorporation Act 2009 and Associations Incorporation Regulation 2010:

1. Receipt of all income and payment of accounts
2. Maintenance of accurate accounts showing full details of all receipts and expenditure
3. Supervision of account entries into MYOB by a bookkeeper and registered BAS agent and lodgement of quarterly BAS statements
4. Invoicing membership subscriptions annually at the beginning of each financial year and receiving renewals and donations
5. Preparing the accounts at the end of the financial year for audit to include:
 - income and expenditure statement and balance sheet
 - bank reconciliations and statements
 - records of all receipts and payments
 - evidence of insurances
6. Preparing the annual Financial Statement for NSW Transport and submitting by required date
7. Submitting an audited annual Financial Statement to the AGM held within six months of the end of the financial year
8. Lodging an Annual Summary of Financial Affairs with NSW Fair Trading within one month after the AGM
9. Renewing leases with Pittwater Council for Community Vehicle and Community Hall
10. Renewing the license with Pittwater Council for the Tennis Private Pontoon on behalf of Users
11. Managing funds in accordance with objects of the Association or as the Committee determines
12. Maintenance and renewal of appropriate insurances to be reviewed as required
13. Making available all records, books and other documents upon request for inspection
14. Ensuring privacy of all personal information collected for the purpose of administering the affairs of the Scotland Island Residents' Association and communicating with members.

Addendum to SIRAC Finance and Insurance Charter

The SIRA Constitution, the Associations Incorporation Act 2009 and Associations Incorporation Regulation 2010 refer to the following requirements related to Finance and Insurance:

1. Treasurer

It is the duty of the Treasurer of the association to ensure that:

- (a) all money due to the association is collected and received and that all payments authorised by the association are made; and
- (b) correct books and accounts are kept showing the financial affairs of the association including full details of all receipts and expenditure connected with the activities of the association.

2. Insurance:

The association shall effect and maintain insurance.

3. Funds - Source

- (1) The funds of the association shall be derived from annual subscriptions of members, donations, and subject to any resolution passed by the association in general meeting, such other sources as the committee determines.
- (2) All money received by the association shall be deposited as soon as practicable and without deduction to the credit of the association's bank account.
- (3) The association shall, as soon as practicable after receiving any money, issue an appropriate receipt.

4. Funds - Management

- (1) Subject to any resolution passed by the association in general meeting, the funds of the association shall be used in pursuance of the objects of the association in such manner as the committee determines.
- (2) All cheques, draft, bills of exchange, promissory notes and other negotiable instruments shall be signed by any 2 members of the committee or employees of the association, being members or employees authorised to do so by the committee.

5. Custody of Books, etc.

Except as otherwise provided by these rules, the public officer shall keep in his or her custody or under his or her control all records, books and other documents relating to the association.

6. Inspection of Books, etc.

The records, books and other documents of the association shall be open to inspection, free of charge, by a member of the association at any reasonable hour.

7. Financial Statements (*Associations Incorporation Act 2009 No. 7, Financial Reporting*)

- (1) As soon as practicable after the end of each financial year, the committee of a Tier 2 association must cause financial statements for that year to be prepared, in accordance with this section, in relation to the association's financial affairs (including its affairs as trustee of any trust).
- (2) The financial statements must give a true and fair view of the association's affairs and must deal with such matters as are prescribed by the regulations.

8. Financial Statements for Tier 2 Associations (*Associations Incorporation Regulation 2010*)

For the purposes of section 47 (2) of the Act, the financial statements prepared by a Tier 2 association must include the following:

- (a) an income and expenditure statement and a balance sheet that sets out the appropriately classified individual sources of income and individual expenses incurred in the operation of the association and the assets and liabilities of the association,
- (b) details of any mortgages, charges and other securities affecting any property owned by the association,
- (c) a separate income and expenditure statement and balance sheet for each trust for which the association is the trustee.

9. Submission of Financial Statements to AGM

At each annual general meeting of a Tier 2 association, the association's committee must cause the association's financial statements for the previous financial year to be submitted to the meeting.

10. Lodgement of Summary with Director-General

(1) A Tier 2 association must lodge with the Director-General, in accordance with this section, a summary, in the approved form, of the association's financial affairs for the previous financial year.

(2) The summary:

(a) must be lodged within:

- (i) one month after the annual general meeting for the current financial year, or
- (ii) 7 months after the end of the previous financial year, whichever is the earlier, or within such further time as the Director-General may allow, and

(b) must be accompanied by the fee prescribed by the regulations.

11. Keeping of Accounts and Minutes of Proceedings

(1) An association:

- (a) must keep records that correctly record and explain its financial transactions and financial position, and
- (b) must keep minutes of the proceedings of its committee meetings and general meetings.

12. Auditor to be Qualified and Independent

(1) Subject to subsection (2), an audit under this Part must be carried out by:

- (a) a registered company auditor within the meaning of the Corporations Act 2001 of the Commonwealth, or
- (b) a person approved by the Director-General for the purposes of this Part, either generally or in relation to a specified association or class of associations, or a person who belongs to a class of persons so approved.

(2) Except with the written approval of the Director-General, an audit under this Part may not be carried out by any person who is, or who has at any time within the last 2 years been:

- (a) a member of the association, or
- (b) an employee of, or provider of professional services (other than audit services) to, the association or to a committee member or public officer of the association.