

Why does the OOSH centre need a bookkeeper?

Good organisational procedures are required for sound financial management of the OOSH centre. Since the implementation of CCB OOSH services are now required to operate on the same basis as a small business. This means an organisation needs to have good financial management systems in place. Services are reliant on parent fees for the majority of their income so ensuring that fees are up to date is essential.

The centre co-coordinator may be multi-skilled enough to do some of the financial management such as collecting fees, paying salaries, petty cash. However; if this isn't where their expertise lies, it may not be a good use of their time so an experienced bookkeeper may be the answer. If they are able to carry out some of the tasks the committee needs to clearly identify the task they want completed. This does not mean that the management committee can relinquish all financial responsibility to this employee. It is essential that they are accountable in the same way any employee would be!

The volunteer treasurer has an important role to play in the over all monitoring of centre finances and can be the link person between the book keeper and the management committee. However, the overall centre financial management may be too time consuming for them on a day-to-day basis.

Computer programs to assist

Computer software can assist to some extent with the financial management of the centre. A basic knowledge of accounting and computer skills are needed. Packages you may consider include Quicken and MYOB.

What does the bookkeeper do?

Some or all of the following tasks maybe the bookkeeper's responsibility

- ♦ Data entry – clear recording of all income & expenditure incurred at the centre (via cheque, books, bank books, statement, unpaid bills).
- ♦ Bank reconciliation at the end of each month - committee meetings could be organised around this, remembering that the bookkeeper will need time to do the reconciliation once the bank statement is received.
- ♦ Journal entries and end of month adjustments re: wages repayment, accruals, such as superannuation entitlements to ensure that sufficient provisions are set aside for annual leave, sick, stress or long service leave (quarterly)
- ♦ Prepare month/quarterly income/expenditure balance sheet statements for the management committee (using actuals vs. budgets comparisons)
- ♦ Liaise with the auditor at the end of the year and assist with the preparation of financial reports to any funding body
- ♦ Identify financial tasks required on a weekly, fortnightly, monthly, quarterly and annual basis.

AWARD

Bookkeepers should be employed under the Clerical and Administrative Employees State Award.

For details and definitions go to:
www.industrialrelations.nsw.gov.au



What to include in the Job Description?

Heading such as 'Hours of work,' 'Responsible to,' 'Salary,' and 'Award' can assist with the development of a job description. The task maybe divided between the Co-ordinator and the book-keeper depending on skill level. These tasks will require non face-to-face time!

Weekly

- Petty cash allocation
- Reconciliation of petty cash
- Receipting of fees (daily)
- Banking of fees

Fortnightly tasks

- Maintain staff records
- Calculation of wages
- Payment of wages
- Monitoring of outstanding fees
- Issuing reminders for overdue fees
- Monthly statements
- Completion of cashbook
- Bank reconciliation
- Preparation of financial report for Management Committee
- Payment of superannuation

Quarterly Tasks

- Complete CCB statements
- CCB Acquittal
- Pay income tax on instalment activity statement
- Assess actual costs vs. projected costs for current quarter
- Transfer funds between bank accounts if required

Annual tasks

- Prepare cash flow chart
- Pay insurances & review cover
- Adjust provisions
- Prepare end of year financial reports
- Send book of for auditing
- Assist with the development of new budget
- Consider fee structure
- Prepare group certificates
- Manage workers compensation claims as they arise

The Management Committee will need to agree an operational budget at the beginning of each year.

The Co-ordinator and bookkeeper should assist with the development of this.