

MARION PROBUS INC

ROLES AND RESPONSIBILITIES OF OFFICERS

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PRESIDENT

The duties of the President are summarised as follows:

- Should be familiar with the Constitution, By-Laws/Standing Resolutions and have a copy available for reference at all meetings;
- Should understand how to chair a meeting and protocol for motions, debate/discussion and voting;
- Should ensure that an agenda is prepared for the meeting;
- Should begin and end meetings on time;
- Should take the opportunity to meet all members, guests and visiting Probus members on a fellowship basis;
- Should ensure that Management Committee recommendations are brought to the membership for decision/ acceptance and ratification;
- It is the duty of the President to keep in mind and to remind members from time to time of the aims, objects and origins of Probus, emphasising the importance of fellowship, friendship and fun. It is recommended that this be done at the commencement of each meeting.
- To advance Probus fellowship beyond your own club, members should be encouraged to subscribe to the flagship publication of the Probus organisation and to take an interest in the articles and offers from sponsors and advertisers.
- Encourage members to contribute stories, articles, letters and photographs for publication in the magazines. Raise awareness and promote the magazine as a membership tool.
- It is a good idea to invite the President of your sponsoring Rotary club and your RDPC to special occasions (change-over, birthday/anniversary meetings and special functions), it is a gesture that is greatly appreciated.

Carry out the induction of a new member with dignity and the modest ceremony befitting the occasion. The President will call upon the proposer to introduce the member. The proposer does so, clearly announcing the new member's name, former vocation and current interests. The President then very briefly outlines the purposes of Probus and inducts the new member in the format recommended by the PSP, presents the inductee with a Probus pin or badge and asks the members to extend a welcome, which they do by acclamation.

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EX OFFICIO

The Immediate Past President (IPP) is recognised as Ex-Officio on the Management Committee in recognition or virtue of his/her past service as club (or association) President. This is not an elected position, but is an appointment to offer support and advice. By-Laws/ Standing Resolutions indicate the voting powers of the IPP; the IPP does not have any greater authority within the Management Committee; the IPP is eligible to hold any other position on the Management Committee. If elected to such a position the IPP would only have one vote, as that elected officer.

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VICE PRESIDENT

The duties of the Vice President are summarised as follows:

- Should be familiar with the Constitution, By-Laws/Standing Resolutions and have a copy available for reference at all meetings;
 - Should understand how to chair a meeting and protocol for motions, debate/discussions and voting;
 - Should work closely with the President to become familiar with the role and responsibilities of the Presidency;
 - Should take the opportunity to meet all members, guests and visiting Probus members on a fellowship basis;
 - Takes over the running of the meetings in the President's absence;
 - Deals with any Presidential issues that may arise in the Presidents absence;
 - Takes over the duties of any Management Committee member in their absence or arranges an alternative assistant;
 - Assist any Management Committee member who has a heavy work load;
 - Communicates regularly with the club Historian and Welfare Officer;
- Learn and understand the role of the President
Liaise with Club Marion over meeting requirements including change to agreed layout or additional tables and chairs, microphones and access to Club equipment stored at Club Marion.

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SECRETARY

The duties of the Secretary are summarised as follows:

- The Secretary should be familiar with the Constitution, By-Laws/Standing Resolutions and have a copy available for reference at all meetings;
- The Secretary records Minutes of Management Committee meetings and monthly general meetings and presents these Minutes at the following meeting for formal adoption as a 'true and correct record', ensures Minutes are signed by the President or Presiding Officer at the meeting and recorded in the Register of Minutes.

The membership determines how the Minutes are to be presented or circulated;

- At Marion Probus the Secretary reads a précis of Minutes at the general meeting;
- where requested, provides a brief report to the Newsletter Editor for inclusion in the club Bulletin or Newsletter.

In each case the accuracy of the Minutes or report is the responsibility of the Secretary, and it is the Secretary that presents the Minutes and moves the motion for formal adoption as a 'true and correct record'.

Should be consistent with the following:

- Prepare agendas for each Management Committee meeting, general meeting, special general meeting and the Annual General Meeting and issues formal notices.
- Record Minutes of the Annual General Meeting and circulates as directed.
- Present the Annual General Minutes at the following Annual General Meeting for formal adoption as a 'true and correct record' and must ensure Minutes are signed by the President or Presiding Officer at the meeting.
- Issue notices for the election of Management Committee members and officers, nomination and proxy forms in accordance with the requirements of the Constitution.
- Keep a register of names, addresses and such other information the club or PSP may require, of all members.
- Provide the Public Officer with a register of members.
- Keep an up-to-date list of office bearers, Management Committee members including addresses, email and telephone numbers.
- Present new applications for membership at the first Management Committee meeting after receipt. If there is no vacancy, the name should be placed on a waiting list or club protocol followed.
- If required the Management Committee may seek approval of the membership to appoint (not elect) an assistant Secretary at the Annual General Meeting. Such assistant to the elected Secretary does not have voting rights. However, if the assistant is acting for the Secretary in their absence then the assistant would have one vote representing the elected Secretary. Such appointment and guidelines should be formally adopted as a By - Law or Standing Resolution.
- Respond to all correspondence in a timely manner. Correspondence should be presented to the Management Committee and files of all correspondence should be maintained.

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All Official Probus correspondence will bear the Probus logo; other unidentified correspondence may be discarded as unsolicited mail if found to be inappropriate or returned to sender or sent to PSP to follow up on possible illegal use of club mailing address. Mail suited to activity officers and tour leaders should be passed onto the appropriate officer.

The Secretary should work in conjunction with the Treasurer to ensure following the Annual General Meeting that the clubs accreditation requirements are met by completing and returning PSP Annual Returns and payment by due date of 30th April.

Payments include;

- PSP Administration and Insurance Capitation Fees for Members (ordinary, life and honorary) (no fees for non active members) and clubs self assessed Non Member Fees. Methods of payment may include club cheque or B-Pay.
- PSP have issued each club with the PSP Biller Code and a club individual B-Pay Reference Number; this information should be recorded and passed onto the Treasurer.

Forms include;

- Directory Update
- Annual Return, Administration & Insurance Capitation Fee and Active Retirees™ Magazine Subscription Return
- Statistical Information

In conjunction with the Membership Officer:

- update the club listing for the PSP Membership Database which is a requirement of accreditation
- provide PSP with names and contact details of those individuals listed on the club waiting list to be included in the **CENTRAL REGISTER FOR PERSONS INTERESTED IN JOINING A PROBUS CLUB**.
- Provide PSP with current financial membership list on PSP sample template (refer PSP Membership Database)
- PSP will provide clubs with a copy of their submitted annual list which includes members Option 1 or Option 2 (as detailed in PSP Membership Database section) for updating and returned to PSP.

Before vacating office at the end of your term, brief your successor on the Secretary's duties and any Management Committee matters still pending or decisions still to be implemented; and hand over all records.

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TREASURER

The role of Treasurer is important; and while it is not essential to have accountancy qualifications it is desirable that the Treasurer at least be familiar with elementary bookkeeping and banking procedures. The duties are not onerous but they should be discharged conscientiously.

Should be consistent with the following;

- The Treasurer should be aware of government concessions and taxation requirements for a Probus Club and ensure that these are complied with.
- Ensure that the club has a bank account with cheque facility and keep control of the cheque book. Two signatories should sign all cheques, and there should be at least four signatories available; including President, Vice President, Secretary, Treasurer; as detailed in the Constitution, By-Laws and Standing Resolutions.
- A Standing Resolutions to authorise the Treasurer and one other delegated officer, appointed by the Management Committee, to use Electronic Funds Transfers for payment of club accounts.
- The Treasurer needs to work in conjunction with the Secretary to arrange payment for PSP Annual Administration and Insurance Fees for members (ordinary, life and honorary) and clubs self assessed Non Member Fees – due following the Annual General Meeting; methods of payment include cheque or B-Pay. PSP have issued each club with PSP Biller Code and an individual B-Pay Reference number for club payments.
- If required the Management Committee may seek approval of the membership to appoint (not elect) an assistant Treasurer at the Annual General Meeting. Such assistant to the elected Treasurer does not have voting rights. However, if the assistant is acting for the Treasurer in his/ her absence then the assistant would have one vote representing the elected Treasurer. Such appointment and guidelines should be formally adopted as a ByLaw or Standing Resolution.
- Attend all meetings of the Management Committee and submit a detailed monthly report; and present a summarised financial statement to the monthly general meeting. (If unavailable, arrange for deputy to present statement.)
- The accuracy of the financial report is the responsibility of the Treasurer and it is the Treasurer that moves the motion to formally adopt the financial report for acceptance.
- Prepare a budget each year, giving consideration to the annual financial commitments and the club's existing financial position, and recommend the amount of members annual subscription; consider inclusion of magazine subscription as part of the fee and recommend new member joining fee. NB – effective 1st April, 2011 all newly accredited clubs will have an 80% membership mandatory magazine subscription level. This Policy does not apply to clubs formed prior to this date.)
- Collect annual subscriptions and issue receipts (Determine Club Protocol).
- If a charge is made for tea/coffee at monthly meetings, the Treasurer or other delegated officer should collect money from members as they arrive.
- Ensure club monies received are banked within two working days (to comply with insurance requirements).
- Pay all accounts by non-negotiable cheque or if applicable use EFT facility. Small

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accounts / purchases can be also be paid using 'petty cash' with appropriate supporting documentation.

- Reconcile cash book balance with Bank Statement and follow up on any un-presented cheques.
- Maintain close liaison with club Secretary and Membership Officer and the Public Officer in keeping register, attendance roll up to date; and also the financial status of members.
- Close books at the end of the club's financial year, submit accounts for audit and prepare a report for the Annual General Meeting.
- Arrange to update bank signatories after the Annual General Meeting (and at any other time during the year should there be a change of signatories for any reason).
- Prepare a list of the club's assets including the following information:
 - Purchase or market value (include date of purchase)
 - Depreciated value (for inclusion in Annual Financial Statement)
 - Name of officer responsible for each item.
- Prepare guidelines detailing what items of expenditure incurred by officers may usually be considered for reimbursement.

The Treasurer should work in conjunction with the Secretary to ensure that following the Annual General Meeting that the clubs accreditation requirements are met by completing and returning PSP Annual Returns and payment by due date of 30th April.

Payments include;

- PSP Administration and Insurance Capitation Fees for Members (ordinary, life and honorary) (no fees for non active members) and clubs self assessed Non Member Fees. Methods of payment include cheque or B-Pay. PSP have issued each club with the PSP Biller Code and a club individual B-Pay Reference number; this information should be recorded by the Secretary and the Treasurer.

Forms include;

- Directory Update
- Annual Return, Administration & Insurance Capitation Fee and Active RetireesTM Magazine Subscription Return
- Statistical Information.

Members incurring expenditure should submit itemised claims with receipts and should be reimbursed within five days of presentation of any claim.

Before vacating office at the end of your term, brief your successor on the Treasurer's duties and any Management Committee matters still pending or decisions still to be implemented; and hand over all records.

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NEWSLETTER EDITOR

The size, format and choice of material for the Newsletter are the responsibility of the Management Committee upon the recommendation of the Editor.

Editors should ensure Privacy requirements are met and may include the following items in any issue:

- The day's guest speaker and subject
- Club speaker (if any)
- Program for the next two or three meetings
- Future outings and co-ordinators contact numbers for each outing
- Report of last meeting, often with a précis of the guest speaker's address and club member's talk
- News of club interest groups and co-ordinators contact numbers
- Touring packages
- Special news of members: birthdays, anniversaries, on overseas trips, hospital stays
- Information from the Management Committee and PSP. (Option to include news on Rotary projects and opportunities for members to act as volunteers)
- Include a Privacy Statement in the newsletter.

It is important that all members receive a copy of the newsletter to keep them informed on all club activities and matters as well as information from PSP. The members determine the method of circulation; post, email or collection from meeting. Consideration should be given to provide a copy of the newsletter and the method of distribution to those members absent or on leave.

It is recommended that a copy of the club monthly newsletter be sent to your sponsoring Rotary club, your RDPC, PSP and also to adjoining or sister Probus clubs. This will strengthen the relationship between Rotary and Probus, promote club activities. A copy should also be sent to the Editor of the Active Retirees™ Magazine and provide networking opportunities.

The Management Committee may appoint a deputy editor and/or a small sub-committee to be responsible for the newsletter from time to time.

Clubs may seek sponsorship from local businesses to cover newsletter printing and postage costs. Such sponsors would have recognition in the newsletter in the form of a small advertisement or statement. Example;

'This newsletter is kindly printed by Joe Blogg Pharmacy – 56 High Street, Somewhere – Tel: 00998989 – prescriptions home delivered.'

Sponsorship of club monthly newsletter does not authorise or entitle the sponsor to use the Probus name or Probus emblem Trademark.

No contracts to be undertaken or signed by clubs (or associations) without the approval of PSP (see guidelines for Trademark usage).

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GUEST SPEAKERS OFFICER

Arranging interesting programs is one of the most important and challenging assignments in a Probus Club. To hold the interest of members, programs must be well balanced with informative and thought-provoking subjects presented by accomplished speakers. Some highly qualified people are uninteresting speakers; so it is a good idea, if possible, to check on a person's "track record" before extending an invitation to speak at your club. Club members should be asked regularly to provide the names of potential speakers.

In addition:

- Aim to arrange a varied program six months in advance
- Attend Management Committee meetings and provide a list of future speakers
- Give Newsletter Editor a list of future speakers each month for the information of members; and also announce names and subjects of next three speakers at each meeting
- Approach the speaker at least three months before the meeting at which the person is invited to speak. If necessary, explain the objectives of Probus.
- Check payment or other expectation from speaker prior to confirming booking.
- Ask speaker for the title of the talk and biographical note (for the information of the newsletter editor and the member chosen to introduce the speaker)
- Follow up with a letter confirming the arrangements, setting out details of location, time (suggest arrival in time to have tea/coffee with members), length of address (up to 45 minutes plus question time), transport arrangements and your contact telephone number.
- Follow up with reminder telephone call about five days before the date of meeting, checking on any special arrangements, equipment required (white board, screen, projector) and confirm any transport arrangements.
- Greet speaker on arrival; offer refreshments, introduce to President, Management Committee and member who will be introducing the said speaker.
- Arrange for a member, preferably one with some understanding of or interest in the subject, to thank the speaker and present a small gift as a memento of the visit. Attractive small gifts with the Probus emblem are available from RDU Merchandise and Promotions. It is very important that the persons introducing and thanking the guest speakers be reminded that they are not extra guest speakers!
- Try to have a short list of emergency speakers who can fill in with an interesting talk at short notice. It is most probable that there are excellent speakers in your own club who, if asked, will have a program prepared; but make sure you have more than one reserve speaker.
- Many clubs have a Member talk at each meeting; for 10 minutes before the morning tea break about their professional or business career or some special interest. Such talks can be very interesting and help to promote friendship within the club.

PSP may be contacted for any state/territory speakers listing.

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MEMBERSHIP OFFICER

The Membership Officer has two main responsibilities: member services and membership extension.

SERVICES

Within the club, the duties are simple:

- Prepare (or purchase) a name badge for each member.
- Ensure that name badges are available at each meeting, that they are handed to members as they arrive and collected before they leave.
- Maintain a record of members and visitors at each meeting and advise the Secretary of those present.
- In co-operation with the Secretary and Treasurer, ensure that a complete list of members' names and addresses is maintained; and ensure that an updated copy is in the hands of the officer responsible for posting or delivering the club newsletter. (If the club distributes newsletters at meetings and mails copies to absent members, ensure that, after each meeting, a list of absentees is given to the member responsible for mailing.)

EXTENSION

For effective membership extension it is important that the club approved application form be used and that all applications bear the signature of the proposer and seconder as well as that of the applicant. It is suggested that the form should provide for information about the proposed member: date of birth, marital status (and name of spouse), former vocation, position(s) held in firm, department or organisation, titles, honours and awards, academic or professional qualifications.

Applications should not be issued unless the club has a vacancy for membership or has set a protocol for a waiting list. No monies should be accepted prior to acceptance of membership. (see sample Application for Membership Form Probus Club Handbook)

Prepare information for induction of a new member but the President ensuring that the New Member Induction Kit and members name badge is available.

Develop a New Member Induction Kit that contains;

- Induction certificate
- Club Constitutional Documents
- Club Newsletter
- Active Retirees™ Magazine
- Probus Travel Insurance Pack
- Probus Rendezvous flyer or brochure
- Club contact details and time/dates of regular club activities

After induction the Membership Officer should ensure that the proposer and/or seconder takes the new member in hand for the next few meetings to ensure that he/she meets and gets to know other members, is encouraged to join in club activities and becomes fully assimilated.

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OUTINGS & ACTIVITIES and TOUR OFFICERS

The jobs of the Activities and Tour Officers are demanding, exciting and rewarding. It requires planning and organisational skills, patience and imagination. It is usual to be organising an event and at the same time collecting monies for club outings and activities in advance. While there are two primary roles, in Marion Probus there are assistants appointed for dedicated Activities including Walking Group, Ten Pin Bowling and Caravan Tours.

The Management Committee should consider and recommend for approval, every activity and tour once they are satisfied that the event will meet all club management guidelines and is financially viable. For insurance purposes all club activities must be recorded in club Minutes as 'a recognised activity of the club'.

The Activities Officer and Tour Officers should:

- Attend Management Committee meetings.
- Investigate and list suitable outings including maintaining liaison with other clubs with a view to arranging occasional joint outings.
- Ascertain feasibility, costs and booking arrangements
- Submit proposed outings to Management Committee.
- Ask members at general meetings for interests, suggestions and popularity of proposed outings.
- Book well ahead. Notify Newsletter Editor of arrangements for publication at least two months in advance of the date of outing. (N.B. check newsletter deadlines.)
- When announcing planned outings, be careful to give date, time and place of departure and return, costs, contact person's telephone number, clear directions (if members are to travel independently), and contingency plans.
- Collect money at a chosen date before each outing and keep complete records; issue receipts • Give all money collected to Treasurer for banking and request club cheque in favour of coach and/or venue management (restaurants, hotels/motels)
- Carefully record all expenses, such as postage and telephone calls, and submit to Treasurer, with receipts if possible, for reimbursement.
- In costing each outing, ensure that all expenditure is covered but, as Probus is not a fundraising body, do not seek to make a profit. Surplus monies are banked into the general account of the club.
- Keep a list of outings to avoid repetition and also as a help to other clubs who may seek your suggestions.
- Advise members of availability of Probus Travel Insurance - Contact PSP for Travel Insurance Pack to distribute to members for their consideration.

The Activities and Tours officers must act in accordance with the following policies and management plans as set out in Standing Resolutions;

- Privacy Policy in accordance with the Privacy Act.
- Tours & Refund Policy.
- Risk Management Policy.

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CARE OFFICER

The Care Officer keeps in touch with sick or bereaved members or those members feeling isolated or lonely or who may be in need of moral support or physical help. Activities may include:

- Make sure Members feel they are still a part of the Club;
- Ensure Members receive a monthly newsletter;
- Alert them to any Club activity that may be of interest including Activities and Christmas Luncheon and find out if they need assistance with transport. Advise the Management Committee if help is required with this.
- Endeavour to make contact by visit, phone or card each month.
- Send cards with appropriate messages to sick or bereaved members.
- Advise Management Committee if support is needed,
- Report to Management Committee as required, and general meeting details of your activities. (Ensure Privacy to members)

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SPECIAL LADIES CONVENOR

The Special Ladies Convenor keeps in touch with widows of members. Activities may include:

- Check The Advertiser for Death Notices for any Member or Special Lady. Attend the funeral or if not possible delegate attendance to a Carer.
- Advise the Management Committee new Special Ladies and Carer allocation
- Make sure Special Ladies feel they are welcome at the Club Outings and Activities;
- Ensure Special Ladies receive a monthly newsletter;
- Alert them to any Club activity that may be of interest including Ladies Days, Activities and Christmas Luncheon and find out if they need assistance with transport. Advise the Management Committee if help is required with this.
- Endeavour to make contact by visit, phone or card each month.
- Send cards with appropriate messages to sick or bereaved members.
- Advise Management Committee if support is needed, either by member visits or transport to meetings.
- Report to Management Committee as required, and general meeting giving details of your activities. (Ensure Privacy to members).
- Recruit Special Ladies Carers to assist with visits such that no one has any more than five Special Ladies to visit.
- Advise Special Ladies Carers on safety and protocols for visits to Special Ladies including:
 - Personal safety and security considerations;
 - Pet safety
 - Privacy Policy

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HOSPITALITY OFFICER

- Report to the Management Committee as required.
- Liaise with the Vice President for access to equipment and supplies stored at Club Marion
- Recruit volunteers to assist with hospitality and arrange roster and allocate tasks.
- Ensure availability of equipment as required and that this is stored at venue or brought to each meeting if kept elsewhere.
- Purchase disposable cups, stirrers, coffee, tea-bags, sugar, milk, biscuits and plastic garbage bags for tea/coffee break if required.
- If china cups are used and tea and coffee is served from pots, it will be necessary to have extra equipment (including dish cloths and tea-towels) available and have a washing-up detail organised.
- After the meeting, tidy up, dispose of garbage and store equipment.

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PUBLICITY OFFICER

The role of the Publicity Officer is to report on club activities to the local community media. Not all local news media send reporters and photographers to events organised by community groups.

To have your clubs news and events reported, you must be pro-active: • Submit articles to your local newspapers and radio stations.

Points to be considered:

- Check deadline dates and always submit your copy well before deadline closure.
- Photographs should be clear prints accompanied by a caption naming those pictured.
- Enquire if copy and photographs may be electronically submitted. Don't be discouraged if your article does not appear in a publication - keep trying.

If your article is used by local media, telephone or drop a note of appreciation. A polite word of thanks will not only make their day but also may encourage consideration and acceptance of future articles. Please be aware of the requirements of the Privacy Act. Regularly submit articles and photographs of interest to PSP for the bi-monthly Active RetireesTM publication. Encourage members to submit stories to be eligible for the Annual Literary Award and enter the National Photographic Competition.

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ASSISTANT ROLES

The Management Committee may seek approval of the membership to appoint an assistant Secretary and assistant Treasurer. Such assistant is not a sitting member of the Management Committee and are not entitled to vote. However, if the assistant is acting for a Committee member in his/her absence then the assistant would have one vote representing the Management Committee member.

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PROBUS MAGAZINE LIAISON OFFICER

The Liaison Officer can work hand-in hand with the Publicity Officer to encourage members to submit interesting articles for publication and to regularly supply the Editor of the official Probus magazines with club news that may be of interest to members in other clubs. It is important that the Liaison Officer has an email address for contact with PSP.

Presenting a quarterly report or promotional session at your general meetings and your Annual General Meeting, giving an overview of the content and special attractions in the official magazines would encourage readership of the publication and promote an interest and awareness of official matters, club activities, and tour and holiday opportunities. Encourage members to support the official publication. Consider providing new members with back copies of the magazines with their induction pack.

Set up a static display of magazines at club meetings. Utilise spare copies of the magazine and encourage distribution to prospective members, your neighbours and friends, local hospitals, retirement villages, council or community halls, libraries, dentist, doctor and other professional waiting rooms - tag the magazines with your club contact details.

The Liaison Officer should encourage members to submit:

- Articles and photographs of interest for the bi-monthly publication
- Stories for the Literary Excellence Award
- Photographs for the magazine and National Photographic Competition

The articles may be of interest to others in your community and may encourage or ignite an interest in membership. PSP publishes ACTIVE RETIREES; the ONLY official Probus magazine in Australia for the Probus organisation. Clubs are encouraged to annually subscribe to a level that provides all members with access to the publication. The flagship publication is a source of income for the Probus organisation which assists in maintaining an appropriate level of annual fees and providing services to clubs. Clubs are encouraged to incorporate magazine subscription fees into member's club annual fee.

State based association publications are not official publications and do not generate income for the Probus organisation; the publications serve the purpose of communicating social events and activities to association affiliated clubs.

The Active Retirees™ magazine offers a range of products and services, articles of interest, Probus club news, puzzle pages, jokes, prizes, Probus Travel Insurance, Probus Cruise Club, Probus Getaways, Probus annual Rendezvous, official information with regular features such as the Chairman's Message, Management Matters and Q & A. The National Photographic Competition is open to all Probus members in Australia with great prizes on offer. The Literary Excellence Award is judged annually from published articles.

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MONTHLY & ANNUAL REPORTING FOR PROBUS CLUBS

Financial statements should be prepared regularly for the Management Committee. Financial statements include a balance sheet and income and expenditure statement (also known as Profit and Loss Statement) and notes to the accounts. Annually the financial statements and audit report should be presented for approval of members at the AGM. Where incorporated, reporting is required to the state or territory regulatory authority. Most lodgements incur a filing fee.

The Probus Club Handbook contains information on the legislative requirements for incorporated clubs in each state and territory.

Also included in this handbook is a sample Profit & Loss which can be used by Probus Clubs. This profit and loss statement can be used for both monthly and annual financial reporting. It contains examples of both income and expenditure and note that clubs may have all or some of these items. Clubs may also have other items in these categories that are not listed.

There is also a bank reconciliation which should be provided on a monthly and annual basis as part of the financial reporting known as the Annual Financial Report.

Most clubs would not need to prepare a Balance Sheet as part of the Annual Financial Report as the only asset/s that the club would own would be the bank account/s. A Balance Sheet would need to be prepared if the club has purchased assets, note that assets should be depreciated. The audited Annual Financial Report presented at the Annual General Meeting of a club is based on the monthly reports and can be in the same format.

For the Annual General Meeting, a report from the person that conducted the audit should be presented with the Annual Financial Report, this report should provide an opinion as to whether or not the Annual Financial Report is a fair representation of the financial position of the club.

The President and Treasurer should also provide reports at the Annual General Meeting, the President should comment on aspects of the club such as increasing or decreasing membership, increasing or decreasing magazine subscriptions, length and age of waiting lists, activity levels and overall club health. Also included at the end of the Bank Reconciliation is a membership summary which provides information on various aspects of membership which includes the classification of members and gender composition. This information could be presented to members as part of the President's Report.

The Treasurer's report should provide an overview of the financial performance of the club in terms of current surplus levels and should include comparisons to previous years. The Treasurer should also comment on the upcoming budget and would also be seeking approval of joining and annual fees payable by members for the next year. Each member of the club should be aware of what their joining and annual fees are made up of and these fees should be a true representation of the running costs of the club per member. These would include the annual capitation fees payable to PSP which is currently

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\$10.00 payable per member as well as the \$10.00 Active Retirees™ Magazine annual subscription fee. As these fees are paid to PSP, they should be shown separately in the Profit and Loss.

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AUDITING

PSP requires all Probus Clubs and Probus associations to annually audit their financial records prior to presentation at their Annual General Meeting. This requirement is irrespective of the legislation requirement under the Incorporation Act of your state/territory and applies to incorporated AnD unincorporated clubs.

Financial Statements are to be audited by a person appointed at the previous Annual General Meeting.

Recommendation

- 1) Management Committee recommends the formal appointment of the Auditor
- 2) Audited Statement of Accounts are required to be presented at the Annual General Meeting for formal adoption.
- 3) The accounts of the club should not be audited by a person who:
 - a) has helped to prepare the accounts
 - b) who is a member of the Management Committee
- 4) In most cases there is no formal requirement to have the accounts audited by a Chartered Accountant.

NB - Incorporated Probus clubs and Probus associations also must also meet the auditing requirements under their respective state/territory Incorporation Act. A listing of the current requirements of each state / territory is included in this handbook.

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RECORDS OFFICER

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