



Elmbridge Primary School, Elmbridge Road, Gloucester, GL2 0PE

## **PTA TREASURER**

### **Important information about the role**

The role of treasurer is a pivotal part of the PTA. This person will be an elected officer and member and the Treasurer automatically becomes a Trustee of the Elmbridge Primary School PTA. This means they have a legal duty to ensure that the PTA acts lawfully and is managed properly.

Although this role oversees the PTA's financial position, it is the equal responsibility of all PTA Committee members to manage and control the funds raised by the PTA.

The role of Treasurer is to ensure the Committee carries out these duties properly and in accordance with relevant legislation governing charities.

### **Main Responsibilities**

- Automatically becomes a Trustee and member of the PTA Committee.
- Maintain accurate and detailed financial records including all income and expenditure.
- Report on current financial information and position at each meeting.
- Liaise with the bank.
- Make approved payments.
- Consult with the bank or building society regarding the availability of higher rate interest accounts.
- Count and bank monies.
- Prepare and co-sign cheques as required.
- Provide and account for cash floats at events.
- Charity registration and Gift Aid.
- Pay agreed expenses.

- Prepare annual accounts and liaise with the independent examiner of accounts.
- Ensure the committee has agreed appropriate procedures for the handling of financial matters.
- Prepare end of year report for AGM.

### **Further information**

- Reporting on the current financial position at each committee meeting - This must be recorded in the minutes. The report should include an update on any income and expenditure since the last meeting, the current balance and further useful financial information for the Committee requires to make sound decisions. If the Treasurer is unable to attend a committee meeting, a written report should be sent to the Chair in advance of the meeting. All financial decisions taken should be recorded in the minutes of the meeting.
- Before the AGM, the Treasurer must have the accounts drawn up in collaboration with the Chair and either audited or independently examined as specified in the constitution. The Treasurer should also present a financial report at the AGM.
- Responsibility for handling the money raised at events, making approved payments, and planning for counting of money at events. At each event, two people, the Treasurer and another Committee member should take charge of monies received and count the proceeds before they leave the event venue. Once both parties agree the total, it should be recorded and then banked or placed in a place for safe keeping.
- The Treasurer operates the bank account, reconciles the bank statements, and liaises with the bank regarding changes to the bank mandate and list of authorised signatories. The Treasurer should retain the cheque book and arrange for all payments to be authorised by a second signatory ensuring regular payments, are made on time to guarantee benefits and take advantage of any discounts. The person co-signing must see what is being paid for before signing and once processed the original invoices should be kept by the Treasurer.

**Previous Experience** - While not essential, it would be helpful to have previous experience in the following areas:

- Working as a treasurer for a voluntary organisation.
- Financial experience or an accountancy background from bookkeeping to an ACCA Qualification.
- Experience handling funds for and at events.

**Good news** – A full handover and support will be provided by the outgoing PTA Treasurer and existing PTA Committee Members.

Charity number: - 1110878