

## PARKLEA PUBLIC SCHOOL P&C ASSOCIATION



# ROLE OF THE TREASURER

Whilst all P&C members should be mindful of complying with financial accountability requirements, this is the treasurer's primary role.

The treasurer receives & deposits monies, maintains records, draws cheques and presents accounts.

The treasurer presents a report in the form of an income and expenditure statement together with a reconciled bank statement for each P&C meeting.

The treasurer also gives advice and sets an example for others so that all funds held and handled by the P&C are openly accounted for.

The treasurer is responsible for all funds held in the name of the P&C. This includes the uniform shop and the fundraising committee. This does not mean that treasurers must undertake the actual bookkeeping themselves but they must ensure that the various sub-committee financial records have been kept to the Treasurer's satisfaction.

For further information please see [www.pandc.org.au](http://www.pandc.org.au) website where you will find a very detailed outline of the responsibilities of this position, and also an operational guide for P&C Treasurers.

This executive role is vital within the successful running of our P&C as we have suppliers that need to be reconciled and cheques that need to be drawn as needed to ensure that our P&C can consistently provide our uniform shop service to our community.

Payments on behalf of the Fundraising Committee will be required from time to time, when items are purchased say for Mother's Day stalls etc throughout the year, and accurate records of the takings for these events tabled as part of the monthly income / expenditure statement presented at the P&C meetings.

You don't need an accounting degree to complete this role. Many who have held this position in the past have been parents just like you, no special training, just an eye for detail and able to balance a cheque book.

The P&C have templates for all of these functions, so the systems are there for your use and make the task as easy as possible.

If this is your area of expertise then we would love to see you at the AGM.