



# *John Purchase Public School Parents' & Citizens' Association*

*"Participate and Communicate"*

## **Treasurer's Roles and Responsibilities**

The role of the P&C Treasurer is to handle all matters relating to the Associations finance, and to inform the Executive Committee and general members re same. The Treasurer primary role is to ensure that financial accountability requirements are met. This role is essential to the proper functioning of the Association and carries with it significant responsibility.

The responsibilities of the Treasurer are to:

Ensure that all funds held in the name of the P&C are properly managed and accounted for.

Create, record and maintain the financial records of the Association

Develop along with input from sub committees and the Executive a working budget

Receive and deposit monies, maintain records, draw cheques and present accounts to each general meeting;

Present all records for auditing each year and shall hand over all records to the incoming Treasurer on relinquishing office.

The requirements for handling money, keeping records, etc., in the School Manual on Financial Management shall be followed

Issue a receipt for all monies received

Present at each General Meeting a Statement of Account showing receipts and expenditure during the current month, together with an outstanding balance, and shall present a Bank Statement for notation by the President and Secretary.

Maintain an up-to-date register of Association bank accounts and the signatories to those accounts.

Establish signatories to Association bank accounts and act as a primary signatory to all Association accounts.

Instruct and consult with the P&C Bookkeeper (if one has been engaged)

Ensure that general standards of accounting are being met  
To make recommendations in regards to how to estimate the surplus for a sub committee and ensuring that any surplus is returned to the Association.

Have overall responsibility for payroll, tax and superannuation obligations.