# Duty statement—Treasurer

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| Main responsibility | Keeping appropriate records of the moneys of the Association |

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| Regular activities | * maintain records for both income and expenses * arranges for the Association’s moneys to be deposited, either directly or indirectly * draws cheques, inconjunction with a second signatory, for items approved at P&C meetings, or items incurred as part of fund-raising activities * present accounts, in the form of a report, at each general meeting * issue receipts for membership fees paid |
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| Ad-hoc activities | * arranges for floats for fundraising activities * supports treasurers of sub-committees |

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| Annual activities | * presents all records for auditing * ensures that the audited accounts are tabled for adoption at the annual general meeting * handing over all financial records to the incoming Treasurer |

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| Contact for advice | Regarding uncertainties about correct financial management protocols:   * refer to the advice in the department of school education’s school manual on financial management, or * telephone P&C Federation |

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| Back-up if unavailable | Another officer of the Association, preferably with the Treasurer’s agreement |