# Duty statement—canteen treasurer

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| Main responsibility | Keeping track of canteen money at all times |

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| Regular activities | * Collecting money form the school office each day. * Banking money on a regular basis. * Maintaining a standard float and paying for all stock. Accounts are to be paid at the beginning of each month. * Monitoring prices in the canteen and communicating closely with the canteen co-ordinator to ensure the canteen always operates with a profit. * Providing a monthly financial report to W.E.P.S. P&C. * Maintaining accurate financial records. |

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| Annual or ad-hoc activities | * Present all records for auditing * Ensure 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 |  |

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| Back-up if unavailable | Canteen co-ordinator |