# Duty statement—canteen treasurer

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| Main responsibility | Keeping track of uniform shop money  |

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| Regular activities | * Collecting money from the uniform shop regularly, either directly or via the school.
* Banking uniform shop money on a regular basis.
* Paying for all stock. Accounts are to be paid as per payment conditions.
* Providing a monthly financial report to the P&C meeting.
* 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 | * P&C Treasurer
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| Back-up if unavailable | Uniform shop co-ordinator |