

# **Executive Roles**

## **The Treasurer**

The Treasurer has overall responsibility for the financial management of the P&C Association, including all subcommittee accounts. In their role they must comply with the Accounting Manual for P&C Associations in all respects. They prepare an annual budget and Annual Operational Plan for the P&C in consultation with the Association's Executive Committee. It is the Treasurer's responsibility to keep accurate accounts of receipts and expenditure.

One of the key aspects of the role of Treasurer is managing the finances well. It is not only an important part of keeping the functions and P&C operations running, but GOOD financial management is also critical to ensure transparent use of funds and monitoring how funds are used to benefit all students in the school. There are, sadly, a small minority of people who misuse the P&C funds. To avoid this occurring at your school, you will need to make sure the P&C systems are well documented, and the guidelines in the Department of Education's Accounting Manual for P&Cs are followed appropriately.

The [P&C Guide](#) is a great source of information regarding financial responsibilities and prevention of fraud.

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For more detailed information regarding annual financial requirements, the P&C finance training package from DoE and debit cards & direct debits [click here](#).

## Contact Us:

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# ROLE DESCRIPTION

## The Treasurer

Ensure P&C complies with the Accounting manual

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Financial statements/reports presented at meetings

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Pay accounts promptly when authorised

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Issue receipts for monies received

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Maintain accountable forms register

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Maintain P&C asset register

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Monitor wages

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Ensure accounts are current and reconciled

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Prepare annual financial statements for auditing

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Ensure accounting is open and transparent

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