



SS. Peter & Paul
Catholic Primary School



S. Peter and S. Paul
RC School PTA

PTA Treasurer

Job Description: Treasurer of the PTA at S. Peter and S. Paul Catholic School, London EC10
Start date: November 2018

This is a voluntary role, and can be a job-share. The additional person must also apply and be voted in.

The role is for 12 months, and will normally continue until the next PTA Committee election date. The position ceases immediately if the Treasurer is no longer a parent/carer at the school.

Personal attributes

This is a key role on the PTA. Although a finance background is desirable, it is not essential. Enthusiasm and commitment will count more.

Be comfortable working with numbers.

Tact and discretion. Be impartial

Methodical and patient. Attention to detail.

Good organization skills.

Reasonable head for figures.

Able to create and manage XL spreadsheets.

Able to read and understand relevant financial legislation.

Role Summary

The Treasurer has overall responsibility for managing PTA funds and complying with legislation and governing charities.

Keeping track of different types of payments and receipt

Maintain bank statements

Provide financial information to PTA and parents

Liaise with parents, teachers and PTA with regards to expenses and incomes

Prepare and manage the floats for all fundraising events

Repay expenses to volunteers and make payments to creditors at fundraising events.

Attend Committee meetings and inform parents of financial position

Communicate with external auditors

Make bank payments of funds.

Keep up to date and compliant with regulatory prerequisites for a charity organisation.

Further details on Treasurer duties

Our PTA finances are very transparent, and the figures are to be available for all PTA to access via the web site. Liaise with Secretary.

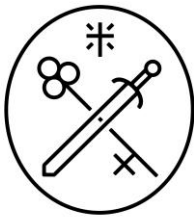
Day-to-day management of PTA accounts, including issuing invoices and receipts on behalf of the PTA, and making payments.

Prepare and update financial ledgers on a regular basis.

Complete banking transactions on a regular basis.

Develop a comprehensive budget for the year. Adopt it at an early meeting and use it to guide our financial activity, and drive our targets. Input from the PTA on the priority spend.

Develop a robust expenses policy. Set a monthly date for expenses to be submitted. Receive and check expenses claims, and pay recipient promptly (within 7 days of closing date). Include in policy the procedure for paying suppliers in advance, and procedure for when expenses need to be reimbursed immediately.



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Decide what medium to repay expenses (small amounts cash, larger amounts by cheque or BACS?).
Organise the kitty for fundraising events, in discussion with the organiser(s).
Overall responsibility for counting (with an agreed other PTA member) money post fundraising event and producing the profit/loss made at each event.
Producing a short Treasurer's report and figures to be presented at PTA open mornings/evenings, and for upload to PTA web site.
Prepare a summary Financial Report for the Annual General Meeting.
Preparing a summary of annual income and expenditure (together with supporting information) for independent review / audit.
Prepare and submit financial reports for the annual Charity Commission return.
Amortise capital expenditure across an agreed period.
Agree and minute the date our PTA financial year starts/ends.
Document financial control policies, and record them in the minutes of a meeting.
Although our PTA is non-profit organisation, investigate whether we need to pay tax on any receipts, and also whether we can reclaim VAT on purchases.
Develop future-proof computer based filing system that can be easily transferred to the next treasurer.