

PTA Treasurer

This role doesn't require an accountant but it does need someone who is organised, has a reasonable head for figures, can use spreadsheets and is able to read and understand relevant legislation. The Treasurer has overall responsibility for managing PTA funds and complying with legislation governing charities.

- Maintaining and tracking details of income and expenditure for PTA
- Preparing a summary of annual income and expenditure (together with supporting information) for an independent review
- Supplying on an annual basis financial and other information to the Charities Commission
- Ensuring compliance with relevant legislation governing Charities
- Producing adhoc financial information for PTA Chair and Vice-Chair
- Producing a short Treasurer's report and figures to be presented at PTA open evenings (held each term)
- Input into what PTA funds are spent on
- Prepare floats for all PTA events
- Overall responsibility for counting and banking money post-event and producing the profit/loss made at each event
- Responsible for banking other money raised (e.g. Abel & Cole, Xmas Trees, Xmas cards etc)
- Responsible for paying 3rd party suppliers and reimbursing parents either by BACS or cheque