Serpentine Jarrahdale Grammar School P&F Roles and Responsibilities

The Treasurer

The Treasurer is to assist the President in his/her aim to make sure the organisation runs effectively primarily in the area of finance. This is an elected position for the duration of one academic year. In accordance with the P&F constitution, the Treasurer is a member of Committee of Management and has exactly the same rights as all members and committee members.

The Treasurer will:

- Assist in carrying out the responsibilities of of overseeing the day to day running of the Committee of Management, and act as representative of the P&F.

- Carry out the responsibilities of of overseeing the day to day financial running of the P&F Association.

- Ensure that the P&F conducts its business in line with the aims, vision, mission and values of the P&F Association.

- Ensure that the P&F conducts its business with the school aims, mission, vision and values.

Treasurer's responsibility to:

- Be responsible for the financial management of the P&F, including all subcommittee accounts.

- Ensure that the Secretary is given a copy of the Financial Statement prepared for each meeting, to be inserted into the Minutes, or to be distributed as a tabled report with the agenda of meetings.

- Provide advice on the financial position of the Association in relation to any discussions on expenditure.

- Ensure that appropriate approval is given by the association for proposed expenditure.

- Sign and date the Certification of Accounts that goes with the audit.
- Be a signatory on P&F accounts.
- Maintain a small petty cash at a monetary value set by the P&F Committee of Management.
- Ensure that all money is collected, received, banked and recorded.
- Keep accurate accounts of receipts and expenditure.
- Prepare an annual statement, which must be audited.
- Ensure that all monies received are banked promptly in the appropriate account.
- Pay all accounts promptly when authorised.
- Keep accurate records and effective processes in place.
- Make available to the auditor all chequebooks, deposit books and receipt books together with books of account.
- Ensure a copy of the audited Annual Financial Statement is attached to the minutes of the Annual General Meeting.