



Hope | Believe | Achieve

PTFA (PARENTS, TEACHER AND FRIENDS ASSOCIATION)

Registered Charity No: 1024243

ROLE OF TREASURER

Main purpose of role: To manage and control PTA funds according to the wishes of the committee.

Typical responsibilities:

- Reporting finances at PTA meetings in a clear, concise way that all members can understand
- Preparing a financial report for the AGM
- Maintaining up-to-date records of all the PTA's financial activity
- Organising floats for fundraising events
- Ensuring money is kept safely before and during events, and banking takings afterwards
- Reporting income and expenditure information after events
- Managing Gift Aid claims
- Completing the Charity Commission annual return (if registered) and getting accounts audited where necessary
- Managing finances on a day-to-day basis, including making payments, completing banking transactions and issuing bills and receipts
- Ensuring PTA bank cards and cheque books are safely stored
- Implementing procedures for making approved payments and claiming expenses and ensuring they're followed by all members

Skills required:

- Organised
- Good with numbers
- Confident handling money

'I feel proud to announce the profit made'

'After supporting the PTFA as a helper and attending meetings for a couple of years, I was asked if I would take on the role of treasurer. My main responsibilities are reconciling bank statements, keeping up-to-date monthly cashbooks, producing termly reports for PTFA meetings and finalising the annual accounts.'

After events, I bank any cash and produce an income and expenditure report. I also submit our annual return to the Charity Commission, organise TENs and

the lottery licence and renew our insurance. In addition, I run the 300 Club and I am the administrator for our Easyfundraising and AmazonSmile schemes.

I do have accounting qualifications however I don't think that's necessary in order to take on the role of treasurer; I think its important to have organisation skills, to be comfortable with numbers and not be scared of paperwork.

To anyone considering becoming a treasurer, I would say that it's such a rewarding role. After the post-event number-crunching, it makes me feel very proud to announce the profit made, and to reward everyone's hard work put into that event. I can honestly say I love it!

Claire Smith, treasurer, Haslingden High School & Sixth Form, Rossendale, Lancashire (1,600 pupils)