

## Official Role of Treasurer, iaw PTA.Com

### PTA treasurer

#### Main purpose of the role

The treasurer controls the PTA funds in line with the committee's decisions as well as charity law. They make sure upcoming events are affordable and profitable and report financial information to the rest of the team.

#### The treasurer's responsibilities

- Manages the day-to-day finances
- Keeps a detailed and accurate record of the PTA's financial activity
- Reports on the finances at meetings in a clear, concise way
- Arranges floats for events
- Ensures money is kept safely before and during events
- Banks the takings from events and fundraisers
- Makes Gift Aid claims
- Implements procedures for making payments and claiming expenses
- Completes the Charity Commission annual return (if registered)
- Gets accounts audited where necessary

#### At the AGM

- Prepares the financial report

# Treasurer

The PTA treasurer is responsible for keeping track of the PTA's money. The treasurer will ensure that upcoming events are affordable and profitable, by taking an active part in planning them and working out costs. They must keep records of income and expenditure, including donations from parents and other sources, show ticket sales and other income to date, as well as understand how much money has been raised so far.

The treasurer also arranges floats for events if necessary (e.g. at sports days), implements procedures for making payments or claiming expenses from the PTA funds and prepares financial statements for the AGM. The treasurer role suits someone who is organised and good with numbers.