



Terms of Reference - Treasurer

As elected Treasurer of the Friends of Denver School your role has the following overview:

- To manage and distribute monies raised from the PTA account. Along with providing an auditable trail of all income and expenditures so the account can be independently audited at any time.

The Treasurers responsibilities include but are not exhaustive of the following:

- Maintain an accurate record of the PTA account.
- Produce a hard copy of the monthly transactions and balance for every PTA meeting.
- Ensure 100% accuracy is maintained when compared to the bank statements.
- Administer the account so it is available for occasional accuracy checks with the Chairperson.
- Retain all receipts and requests for monies in a month by month organised filing system.
- Guarantee the account is available for an independent yearly audit to maintain transparency at any one time.
- Maintain an up to date list of cheque book signatories.
- Ensure a suitable float is available for all events.
- Ensure that at the end of an event the floats should remain separated and collected for counting. Ensure each float is counted and the amount recorded against the respective stall so that a total can be generated.
- Ensure that before any fundraising total is announced all expenses have been deducted to give accurate figures of monies raised.
- After each event oversee the counting of all takings and provide a draft total to be confirmed after a second count of the monies.
- Ensure all annual insurances are paid at the respective time.
- Ensure all monies are banked as soon as possible after the event is finalised and all monies have been counted.
- Ensure, where practicable members of the committee that are tasked with purchasing goods retain receipts so that cheques can be raised in repayment.

As a member of The Friends of Denver School, you have the following collective responsibilities alongside your fellow members:

- Ensure the PTA is carrying out its purpose for the public benefit
- Comply with the PTA's constitution and the law
- Act in the best interests of the PTA
- Manage the PTAs resources responsibly
- Ensure the PTA is accountable
- Comply with the PTA safeguarding protocol