



MALANDA SHS SPECIFIC ROLE DESCRIPTION

	P & C TREASURER	Date Published: 11/ 02 / 19
<p>School MISSION: “Within a supportive learning environment, to ensure all our students develop the literacy and numeracy skills in junior secondary that will enable them to successfully meet our Service Commitment within the senior secondary years”.</p> <p>Role PURPOSE: to conduct and monitor all financial aspects of the school P&C.</p>		

Role Relationships:	Primary Role
<p><i>School Council</i></p> <p><i>School Principal</i></p> <p><i>P&C QLD</i></p> <p><i>P&C President</i></p> <p><i>P&C Executive</i></p> <p><i>Parents</i></p> <p><i>Staff</i></p> <p><i>Local businesses</i></p> <p><i>Wider school community</i></p> <p>Line Manager: <i>P&C Vice President</i></p> <p><i>Tuckshop Convenor</i></p>	<ul style="list-style-type: none"> • <i>The P&C represents the school in the wider community and will champion the school, its students and staff</i> • <i>The Treasurer will provide financial leadership in managing all financial systems for the P&C.</i> • <i>The Treasurer will manage all financial aspects of the committee and its members.</i> • <i>The Treasurer has overall responsibility for the financial management of the P&C, including all subcommittee accounts.</i> • <i>The Treasurer is the first in line on anything to do with the P&C's finances.</i>

Next Date of Review: 10/12/19

What is the work?	Desired outcomes
<i>Ensure the P&C complies with the Accounting Manual</i>	<i>Complete to schedule</i>
<i>Ensure all money received is receipted and banked in the appropriate account as soon as practicable</i>	<i>Complete to schedule</i>
<i>Pay all accounts when payment has been authorised at a meeting</i>	<i>Complete to schedule</i>
<i>Issue receipts for all money received</i>	<i>Complete as required</i>
<i>Prepare an annual operation plan and budget in consultation with the P&C Executive</i>	<i>Complete to schedule</i>
<i>Maintain an accountable forms register (for receipt books, cheque books, deposit books etc.)</i>	<i>Complete to schedule</i>
<i>Maintain an asset register detailing all assets purchased by the P&C for P&C use</i>	<i>Complete to schedule</i>
<i>Monitor wages and ensure all accounts are current and reconciled</i>	<i>Complete to schedule</i>
<i>Prepare the annual financial statements of the P&C for the auditor, including any sub committees</i>	<i>Complete as required</i>
<i>Ensure the P&C's annual insurance is paid and monitored throughout the year for one-off events and/or additional stock that may require supplementary cover</i>	<i>Complete to schedule</i>
<i>Ensure the annual financial statements are audited under the Education (General Provisions) Act 2006</i>	<i>Complete as required</i>
<i>Ensure accounting is open and transparent - Welcome questions</i>	<i>Complete to schedule</i>
When first appointed the Treasurer should:	
<i>Obtain all records from the previous Treasurer</i>	<i>Complete as required</i>
<i>Change bank account signatories for the P&C's bank account/s as quickly as possible (including themselves as Treasurer and other new Executive members, while removing previous Executives)</i>	<i>Complete to schedule</i>
<i>Identify who was the previous contact for the ATO and notify the ATO of the new contact person</i>	<i>Complete as required</i>
<i>Meet with sub committees to discuss how they keep their books (if sub committees are delegated this responsibility)</i>	<i>Complete as required</i>
<i>Begin recording the transactions of the P&C as they occur during the month</i>	<i>Complete to schedule</i>
<i>Meet with the book keeper (If one is employed by the P&C) to establish a working relationship</i>	<i>Complete as required</i>
MEETINGS	
<i>Supply financial statements / reports</i>	<i>Complete to schedule</i>
<i>Ensure all sub committees provide their financial statements / reports</i>	<i>Complete to schedule</i>
<i>Give the Secretary a copy of the signed statements following each meeting for insertion in the minutes.</i>	<i>Complete to schedule</i>
<i>Perform all other duties in accordance with the P&C Handbook and the Accounting Manual</i>	<i>Complete to schedule</i>

