The Treasurer

Main purpose: To ensure accurate financial records are kept and that best practice procedures are followed when counting money, making payments and banking. The Treasurer should keep your committee updated with regular reports and ensure end-of-year reports are completed for the association's AGM. If your PTA is a registered charity, they will also be required to coordinate the Charity Commission's annual return.

Key responsibilities

These vary from committee to committee but generally they include:

- Keeping accurate and up-to-date financial records
- Presenting financial updates at each committee meeting
- Managing the PTA bank account and holding the association cheque book/debit card
- Monitoring and managing online payment platforms
- Preparing floats
- Ensuring best practice procedures are followed for counting and banking money, making payments and claiming expenses by all committee members
- Making any approved payments on the committee's behalf
- Preparing the annual Treasurer's report for the AGM and arranging an independent examination of the association's accounts
- Completing the relevant Charity Commission's annual return if your PTA is registered as a charity
- Managing Gift Aid (or assists the committee member responsible)

Qualities of a good Treasurer

- Knowledge of finances
- Organised
- Attentive to detail
- Able to meet deadlines
- A good understanding of spreadsheets or accountancy software