

# Treasurer

- Ensures accurate financial records are kept and best practice procedures followed for counting money, banking and making payments
- Presents regular financial updates to the chair and committee
- Manages PTA bank account and holds association cheque book (rarely used), bank card and card payment reader
- Organises cash floats for events and counts takings
- Meets with the school bursar to set budget for expenditure
- Prepares Annual ***Treasurers report*** for the AGM
- Completes the Charity Commission annual return (online)
- Ensure the annual gambling license is renewed
- Act as a trustee for the PTA and updates trustee details with Charity Commission

*The role can be shared amongst 2 Co-Treasurers*