

The P&C Treasurer

Role description

Ensure the P&C complies with the Accounting Manual

Financial statements/reports at each meeting

Pay accounts promptly when authorised by a meeting

Issue receipts for monies received

Maintain accountable forms register

Maintain P&C asset register

Monitor wages and ensure accounts are current and reconciled

Prepare annual financial statements for auditing

Ensure accounting is open and transparent



For more information see the booklet "Congratulations! You've been elected Treasurer of the P&C" on the info place

