POSITION:

Treasurer

LOCATION:

St Pius X Catholic Primary School
Corner Ley Street and Cloister Avenue
MANNING  WA 6152

REVISION DATE:

May 2014

OBJECTIVE:

The principle objectives of this position are to:

- Account for and report on the finances of the P&F.

STATUS:

This volunteer position will report directly to the P&F President and the Executive Committee.

RESPONSIBILITIES:

Responsibilities of this role will include:

- Act in accordance with the P&F Constitution.
- Act in accordance with the School Vision, Mission and Values.
- Act in accordance with the school polices.
- Prompt receipting and banking of all money received.
- Pay all expenses as authorised.
- Present an up-to-date financial report at each committee meeting and general meeting.
- Prepare regular bank reconciliations.
- Prepare an annual budget of expected income and expenses for the P&F.
- Maintain an accurate cash flow to ensure that the P&F is able to meet its monetary obligations.
• Ensure that financial support for the school is by way of donations to the school working account; this will enable GST input credits to be obtained through the school. Physical resources and equipment are not to be purchased with P&F funds.

• Prepare cash floats for activities such as quiz nights, school disco’s and fetes.

• Liaise with the bank regarding account signatory changes and any other banking requirements.

• Pass on financial records in good order.

EXPERIENCE / PERSONAL ATTRIBUTES
The following qualities are considered essential:

• Accurate book keeping skills.

• Computer literate – Intermediate level of knowledge of Excel.

REFERENCE DOCUMENTS:
These documents include:

• Catholic Education Office Sydney, Information Sheet 4 – Parent Associations and Money Matters.

• Contact can be made with the Parents and Friends Association of Western Australia to seek advice, use resources and documentation provided on their website.