P&C Treasurer Key Tasks

## Starting as Treasurer

* Ensure / request the outgoing Treasurer of the P&C or a subcommittee to:
	+ Reconcile all accounts
	+ Undertake a stocktake
	+ Transfer all records and accounts to new Treasurer
	+ Prepare the final financial statements
	+ Organise an audit as required
	+ Review any outstanding tasks
	+ Count and reconcile petty cash.
	+ Get the keys and passwords to all security locks, safe and electronic files
* The outgoing Treasurer of a P&C or a subcommittee transfers all records and accounts in their possession, custody or control as soon as practicable to their successor-in-office.
* Incoming treasurer to gain access and control of the P&C account keeping tool.
* Update the P&C’s “ATO authorised contacts” for changes with P&C committee members and contact details.
* Determine what subcommittees exist and which of them operate a separate bank account. Check that subcommittee bank accounts are still required.
* Change signatories for accounts at the bank.
* Download a copy of the latest P&C Accounting Manual. Review and get familiarised with the reporting and policy requirements.

## Management

* Ensure funds are used for the objectives and functions of the P&C.
* Ensure compliance with financial controls (e.g. segregation of duties) and identify any weaknesses.
* Detect and report any suspected fraud or misappropriation.
* Be involved on the school budget committee (if the school has one) or other decision-making forums.
* Develop and deliver a proposed budget for the P&C.
* Maintain an accountable forms register for chequebooks (with cheque numbers), order books, receipt books and purchase orders.
* File and hold all P&C records for appropriate periods.
* Develop and maintain operating guides for commercial activities.
* Develop a costing and pricing strategy for commercial activities for the coming year.
* Monitor subcommittees’ accounting books to ensure that correct processes and procedures are followed. Transfer any excess funds in subcommittee accounts to the P&C general account in accordance with the subcommittee operating guidelines established with the P&C.
* Minute any decision to establish a Deductible Gift Recipient (DGR) School Building Fund.
* Ensure grants funds are spent, reported and recorded as per the terms and conditions of the grant.
* Keep P&C insurance up to date.

## Employees

* Ensure that P&C employees receive the correct wages, pay slips, superannuation and leave entitlements as per the relevant industrial award.

## Banking

* Ensure banking security.
* Promptly bank all money received in the appropriate account. Bank collections daily, or secure all unbanked money in a night safe or the school safe.
* Ensure the amount banked matches the total of receipts issued.

## Receipting

* Two people (not related) collect and count money.
* Issue receipts whenever money changes hands (including when collections are handed over to the Treasurer).
* Issue receipts in sequential order on date of takings, for the total amount collected.
* Ensure PCIDSS compliance when processing payments.

## Purchasing and Payments

* Follow procurement and contracts guidelines.
* Payments are to be made by EFT, debit card, cheque, and (for small payments) petty cash.

## Assets and Stock

* Keep and maintain a register of assets, stock and equipment.
* Ensure assets are controlled and secure to prevent theft and loss.
* Complete stocktakes of the P&C’s assets
* Check and ensure that the P&C’s assets and activities are appropriately insured.

## Reconciliation

* Record all transactions in the chosen P&C accounting package as they occur.
* Ensure all accounts are current and reconciled.
	+ Reconcile cashbooks, chequebooks, manual records and receipt books with bank statements.
	+ Prepare a bank reconciliation statement as at 31 December every year.

## Reporting

* Ensure all transactions are recorded and reported in an appropriate record keeping tool.
* Complete monthly financial reconciliations and reporting, with all mandatory financial reports and statements presented to the P&C.
* Ensure all mandatory ATO reporting is completed and submitted including:
	+ Business Activity Statement (BAS) (when P&C is GST registered) or Instalment Activity Statement (IAS)
	+ Single Touch Payroll.
* By 31 March each year prepare and table at the Annual General Meeting
	+ Annual financial statements
	+ Consolidated financial statements where multiple bank accounts operate
	+ Compliance report
	+ Certification by the P&C Executive of the annual financial statements.

## Audit

* Ensure that the P&C financial statements are audited by a person qualified under the [Education (General Provisions) Act 2006](https://www.legislation.qld.gov.au/legisltn/current/e/educgenpra06.pdf) and the [Education (General Provisions) Regulation 2017](https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2017-0161#pt.6).
* Make all accounts, chequebooks, deposit books and receipt books available to the auditor allowing ample time to prepare the audited financial statement for the AGM.
* Discuss and address any issues raised by the auditor with the Executive.
* Deliver a report on the audit at the AGM, and give a copy of the audited financial statements to the Secretary.
* A copy of the Association’s audited financial statements are required to be provided to the relevant school and school supervisor in the Regional Office by 31 May of each year.