



# RAF Benson Community Primary School



## Parent and Teacher Association

### Terms of Reference – Treasurer

**Date Reviewed:** Sept 17

**Next Review Due:** Sept 18

As elected Treasurer of the PTA Committee your role has the following overview:

- To manage and distribute monies raised from the PTA account. Along with providing an auditable trail of all income and expenditures so the account can be independently audited at any time.

The Treasurers responsibilities include but are not exhaustive of the following:

- Maintain an accurate record of the PTA account in an electronic spreadsheet format.
- Produce a hard copy of the monthly transactions and balance for every PTA meeting.
- Report to the committee at every meeting the financial state of the account, if unavailable the hard copy must be presented to the Chairman 2 days prior to the meeting.
- Ensure 100% accuracy is maintained when compared to the bank statements.
- Administer the account so it is available for monthly accuracy checks with the Chairperson.
- Retain all receipts and requests for monies in a month by month organised filing system.
- Guarantee the account is available for an independent yearly audit to maintain transparency at any one time.
- Maintain an up to date list of cheque book signatories and when a change is required ensure paperwork is completed and issued to the bank within 4 weeks, of requirement being identified.
- Ensure a suitable float is maintained in the school safe for routine events (i.e. ice cream Friday, event refreshments etc)
- Provide suitable floats for all events with the correct types of coins being available.
- Ensure that at the end of an event the floats should remain separated and collected for counting. Ensure each float is counted and the amount recorded against the respective stall so that a total can be generated.
- Ensure that before any fundraising total is announced all expenses have been deducted to give accurate figures of monies raised.

- After each event oversee the counting of all takings and provide a draft total to be confirmed after a second count of the monies. Each stalls total should be recorded within an electronic spreadsheet for future analysis and planning.
- Ensure all annual insurances are paid at the respective time to reduce costs (Bouncy castle liability, lottery licence etc.)
- Ensure all monies should be banked within 3 working days after the event is finalised and all monies have been counted.
- Guarantee that at no point, any monies are to be removed from the school unless it is for the purpose of banking or payment of goods. It is to remain within the school safe.
- Ensure, where practicable members of the committee that are tasked with purchasing goods should be allocated monies prior to the purchase, with the receipt and change being returned within 2 days of purchasing goods. If monies cannot be allocated prior it is essential that funds or cheque is made available within 2 days of purchase.

As a Trustee of RAF Benson Primary School PTA, you have the following collective responsibilities alongside your fellow Trustees:

- Ensure the PTA is carrying out its purpose for the public benefit
- Comply with the PTA's constitution and the law
- Act in the best interests of the PTA
- Manage the PTAs resources responsibly
- Ensure the PTA is accountable
- Comply with the PTA safeguarding protocol

**I have read and fully understood these terms of reference.**

**Name:**

**Name:**

**Treasurer:**

**Chairperson:**

**RAF Benson Primary School PTA**

**RAF Benson Primary School PTA**

**Date:**

**Date:**