

## **LPPC Job Description for Role of the Treasurer**

### Objective of the Role

The main role of the Treasurer is to manage the financial accounts for the Parent Council.

### Responsibilities

- Keep accurate financial records
- Present a financial report at each Parent Council meeting
- Liaise with the bank, hold the cheque book, arrange and manage signatories
- Banking Money
- Make approved payments
- Pay agreed expenses
- Provide cash floats at events and reconcile cash/ report on funds raised after events
- Maintain a spreadsheet to record all income and expenditure and ensure budgets for sub groups are kept separate.
- Ensure receipts are received for all expenses to enable the books to balance. Where this is not possible a petty cash receipt must be made out for the expense.
- Report on money raised after an event (e.g games stall, bake stall, nearly new) to enable the committee to decide if this is an effective fund raiser for future events.
- Organise an annual review of the accounts and arrange for this to be verified by someone that is not a member of or related to a member the committee.
- Present an annual financial report of the accounts at the AGM.
- Ensure that the accounts are up to date and available to any parent who asks to see them.
- Ensure all money received by the group is recorded.
- Obtain a receipt for all payments where possible. Where this is not possible, a petty cash receipt must be provided.