



PTFA Treasurer

Main purpose of the role

The treasurer controls the PTFA funds in line with the committee's decision as well as charity law. They make sure upcoming events are affordable and profitable and report financial information to the rest of the team.

The treasurer's responsibilities

- Manage the day to day finances
- Keeps a detailed and accurate record of the PTFA's financial activity
- Reports on the finances at meetings in a clear, concise way
- Arranges floats for events
- Ensures money is kept safely before, during and after events
- Banks the takings from events and fundraisers
- Makes gift aid claims
- Implements procedures for making payments and claiming expenses
- Completes the Charity Commission annual return
- Gets accounts audited where necessary.

At the AGM

- Prepares the financial report

