

Armfield Academy PTFA
Treasurer

A key role for all committee members is to manage and control the funds the PTFA raises. Although all the committee members have equal responsibility for the control and management of PTFA funds the Treasurer plays an important part in helping the committee carry out these duties properly.

Job function

To maintain up-to-date records of all PTFA financial transactions

Main duties:

- Day-to-day management of accounts, including issuing bills and receipts on behalf of the PTFA and making payments.
- To prepare and update financial ledgers on a regular basis.
- To complete banking transactions on a regular basis.
- To organise floats for fundraising events, collect and reconcile monies raised at these events and report totals raised to the appropriate stakeholders. Money raised at school events will be locked in the school safe after the event.
- To prepare and report financial statements at PTFA Meetings.
- To prepare a concise Financial Report for the Annual General Meeting.
- Charity registration and Gift Aid