



Dear Parents and Guardians,

## RE: Call for Applications for PTA Treasurer

We are reaching out to invite applications for the vital role of Treasurer within our Parent-Teacher Association (PTA). The treasurer plays a crucial role in ensuring that the PTA's financial matters are managed effectively, supporting the smooth running of events and activities that benefit our school community.

### Main Purpose of the Role

The treasurer is responsible for managing the PTA's funds in accordance with the decisions made by the committee, as well as charity law. They will ensure that our upcoming events are affordable and profitable, and will report regularly on the financial status of the PTA to the rest of the team.

### Key Responsibilities

- Manage finances and maintain accurate records
- Report financial information at meetings (approximately one per term) in a clear and concise manner
- Organise floats for events and ensure money is handled safely
- Bank the takings from events and fundraisers
- Make Gift Aid claims where applicable
- Implement procedures for payments and claiming expenses
- Complete the Charity Commission's annual return (if registered)
- Get accounts audited as necessary
- At the Annual General Meeting (AGM), prepare and present the financial report

### Who We Are Looking For

We are looking for someone who:

- Is confident with handling money and budgets
- Has a good understanding of numbers and financial processes
- Is methodical, organised, and can manage tasks efficiently
- Can devote on average 30 – 60 minutes per week (term time) to treasurer activities

### Benefits of the Role

This role provides a wonderful opportunity to support the school community while building strong connections with other parents and staff. You will have a chance to contribute to discussions about PTA activities, making decisions that directly impact the experiences of our children. It is also a great way to get involved, make new friendships, and help shape the future of our school's events and initiatives.



# FOREST FRIENDS



If you are interested in applying for this important role, please contact our Chair via our Facebook page or email us directly at [forest.friends@hotmail.co.uk](mailto:forest.friends@hotmail.co.uk). The deadline for applications is **Friday, 14th March 2025**. Those who apply will be invited to attend a meeting at **7:00 PM on Wednesday, 19th March**, where a vote will take place.

The successful applicant will receive full support and a handover from our outgoing Treasurer to ensure a smooth transition into the role.

Thank you for considering this opportunity to make a positive impact on our school community. We look forward to hearing from you!

Kind regards,  
Sam Balecke  
Chair, Forest Friends PTA  
Forest & Sandridge School

