



Tewantin State School P&C Job Description

Treasurer Role Description

The P&C Association Treasurer has responsibility for the financial management of the Association, including all sub-committee accounts. In their role, they must ensure the Operations Coordinator is compliant with the Accounting Manual for P&C Associations in all respects. This includes preparation of an annual budget and Annual Operational Plan for the Association in consultation with other members of the Association's Executive Committee, Operations Coordinator and Principal. It is the Treasurer's responsibility to ensure accurate accounts of receipts and expenditure are maintained.

Responsible to:

The P&C Treasurer is directly responsible to the President and Executive Committee Members of the Tewantin State School P & C Association.

The P&C Treasurer is elected by the Association Members at the annual AGM and is responsible for representing the views of the P & C Committee.

The P&C Treasurer may chair the Finance Committee of the Association.

Many of the bookkeeping functions are performed by the **P&C Operations Coordinator**. The Treasurer must work in conjunction with the Operations Coordinator to ensure the Association's financial and accounting obligations are met. This will include the following regular banking and payment tasks.

It is the Treasurer's responsibility to:

- ensure the P&C and Operations Coordinator comply with the P&C Accounting Manual
- prepare an annual operational plan and a budget, in consultation with the P&C executive Operations Coordinator and Principal.
- that financial statements/reports are submitted at each meeting These will be provided by the Operations Coordinator for the previous month/s.
- ensure all subcommittees have their financial statements/reports at each meeting
- after each event, all monies must be counted and banked on that day.
- be provided the school's budget and annual operational plan (AOP)
- make sure that the School is given a copy of the signed financial statements prepared for each meeting
- monitor wages and ensure all accounts are current and reconciled
- ensure accounting is open and transparent, and welcome questions.
- be one of 3 authorised signatories that are required
- co-sign the electronic payments input by the Operations Coordinator.



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- ensure P&C float is kept on hand at the school for various fundraisers. (Disco, sports day, Mother's Day Stall, Father's Day Stall etc.)
Tuckshop and Uniform shop have separate floats.

Spring Fair Raffle

- Collect and bank money daily during this time of year.
- You will need to work in conjunction with the Office Staff & Spring Fair Committee.

When you are first appointed

- Obtain all records from the previous Treasurer
- Organise a handover from Treasurer & Operations Coordinator.

Monthly requirements

P&Cs are required to conduct a minimum of three meetings per semester, most P&Cs hold monthly general meetings. General meetings are usually held on the same day of the month (e.g., 3rd Tuesday) in the same location at the same time. The year's schedule is to be determined in advance at the Annual General Meeting (AGM).

At each general meeting of the Association, the financial reports for the previous calendar month are to be presented for all accounts held by the association and its subcommittees. Monthly financial reports must include the following:

- bank balances
- statement of receipts and payments
- bank reconciliation (with original bank statement)
- trading statement showing year-to-date figures
- monitoring of the budget position.

Prior to General Meetings

- prepare financial reports as explained above in conjunction with the Operations Coordinator.
- collate all accounts requiring approval for payment.



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At General Meetings

- Countersign all reports/statements once they have been produced by the Operations Coordinator to be endorsed at the meeting
- discuss and address any issues raised in relation to the association's financial position
- submit all accounts for approval to be paid
- ensure all decisions to purchase and authorisations to pay are approved and recorded as such in the minutes of the meeting.

Following General Meetings

- ensure promptly payment of any accounts as authorised at the meeting.

Annual requirements

The P&C financial year is January to December.

The Annual General Meeting needs to be held prior to 31 March in the following financial year. Prior to the Annual General Meeting, ensure that:

- the annual financial statements are prepared (where multiple bank accounts exist, prepare consolidated financial statements that combine the financial statements for all the associations accounts)
- an audit has been performed of the annual financial statements and accounts of the association and its subcommittees (see "Auditor's Requirements" in the Accounting Manual for a list of the documents the auditor requires)
- the audited annual financial statements are certified by you (as Treasurer), the President and the Secretary
- a budget for the new financial year is prepared using an inclusive and collaborative process with the P&C Executive, Operations Coordinator and Principal.
- the annual insurance premium is paid to P&Cs Qld which is due on or before 31 March

At the Annual General Meeting:

- present the association's audited financial statements in conjunction with the Operations Coordinator for endorsement – this must be a consolidated audit including all subcommittees
- present a copy of the auditor's report and management letter (if any) and ensure that any issues raised are discussed and addressed
- propose an auditor for the following year
- present the association's budget for the new financial year for endorsement.



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Following the Annual General Meeting

- the Operations Coordinator will forward a copy of the audited financial statements to the Principal along with the Accountability Transmission Report by 31 May each year. Independent Public Schools are required to forward their audit documents to their Principal
- the Operations Coordinator will have signatories for all P&C bank accounts changed at the bank as quickly as possible. Banks require a copy of your minutes to confirm any change to executive roles.

Budget and Annual Operational Plan

A budget for the association and its subcommittees must be prepared each year and be endorsed at the Annual General Meeting.

A budget is a plan of the expected receipts and payments during the next year and should:

- estimate the income and expenditure for each financial period
- predict the expected cash flow, and
- identify potential cash shortfalls. Budgeting is a continual exercise of planning, monitoring, reviewing and reporting. P&Cs are encouraged to plan their year's activities and establish an Annual Operational Plan (AOP) that links to the school's AOP.

The P&C's AOP should include:

- P&C objectives and goals for the year
- a calendar of events for the upcoming year
- resource and staffing requirements
- implementation timetables
- a process for monitoring progress against the plan.

Treasurer's Checklist

- Payments are supported by invoices, receipt, dockets, and/or claim forms
- All payments are uploaded by the Operations Coordinator & authorised by two P&C executive members.
- Two people are responsible each time for collecting and counting money, and both verify and sign-off amounts.
- A third person does the banking, not one of the two persons who counted the money.
- The amount of banking corresponds to the total amount that was verified as having been received
- Banking is performed daily where possible, with all money stored securely until banked
- All receipts and payments are monitored against the budget



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- Subcommittee accounts, if applicable, are regularly monitored and funds surplus to working capital are transferred to the P&C's main account
- Debit card accounts, if applicable, are regularly monitored
- Financial records are filed and held for the required time period as detailed in the Accounting Manual.

P&Cs with paid employees

Awards and industrial agreements

P&C employees in Queensland are employed under the Parents and Citizens Associations Award – State 2016. This is an amalgamation of the P&C Retail Award, Children's Services Award, and Health and Fitness Award. Any changes to pay rates in the Award are announced by the Queensland Industrial Relations Commission in September each year.

Income Tax and Superannuation Instalments

Each employer is responsible for ensuring that the correct taxation and superannuation instalments are deducted and forwarded to the Australian Taxation Office and the superannuation fund. All P&Cs with paid employees should now be SuperStream compliant, that is, paying superannuation contributions for employees.

Student Protection Risk Management Strategy

A copy of the Strategy must be provided to all employees to ensure they are aware of the processes and procedures outlined in the Strategy. **An understanding of the Student Protection Fact Sheet is the minimal training required for all volunteers and P&C employees as per the Department of Education and Training's guidelines.** Both the Student Protection Risk Management Strategy and the Student Protection Fact Sheet are available on the P&Cs Qld website.

Obligations in relation to OSHC (Outside School Hours Care)

As Approved Provider for the Tewantin State School OSHC, all members of the Executive Committee are required to apply for a PRODA account- this is the business equivalent of MYGOV.

Requirements are NB. Costs are covered by the P&C Association

- Police check
- Bankruptcy Register Search
- ASIC_ Australian Securities & Investments Commission

Due to the nature of the business of OSHC it is also a requirement to complete Mandatory Child Protection Training.



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Knowledge and Skills Required

Ideally the Treasurer is someone who:

- Can communicate effectively.
- Is well informed of all association activities.
- Is aware of the future directions and plans of the association.
- Has a good working knowledge of the constitution, rules and the duties of all committee members and subcommittees.
- Is a supportive leader for all association members.

In relation to OSHC

- Have a well-informed knowledge of:
 - NQF- National Quality Framework
 - NQS- National Quality Standards
 - QIP- Quality Improvement Plan

Training

- Complete the Schools MAST & Asbestos training
- Attend training sessions on P&C procedures and being an Approved Provider.

Period of Appointment

- The Treasurer is appointed for a 12-month period.