St Andrews Public School Parent Body

Role of the Treasurer

Whilst all Parent Body members should be mindful of complying with financial accountability requirements, this is the treasurer’s primary role. The treasurer receives and deposits monies, maintains records, draws cheques and presents accounts. The Treasurer presents a report in the form of an income and expenditure statement together with a reconciled bank statement for each parent body meeting.

The Treasurer also gives advice and sets an example for others so that all funds held and handled by the parent body are openly accounted for. The Treasurer is responsible for all funds held in the name of the parent body. This includes any sub-committees. This does not mean that treasurers must undertake the actual bookkeeping themselves but they must ensure that the various sub-committee financial records have been kept to the Treasurer’s satisfaction.

The Treasurer should encourage members to understand the state of the Parent Body finances and to ask questions about what they don’t understand.

The Treasurer must ensure a cash book or books are kept, recording all financial transactions of the Parent Body.

Audit

The financial accounts of the Parent Body must be submitted to an independent audit each year.

The Treasurer produces a full statement of financial position declaring all funds held in the name of the Parent Body (including those of sub-committees). After completion of the audit the financial statements, with all signed certificates appended, are to be presented to the Annual General Meeting for approval and adoption.

Appointing an auditor

You must appoint the auditor at the Parent Body’s Annual General Meeting.

The auditor does not need to be a qualified professional. The auditor must possess appropriate skills and experience in auditing and financial record management together with an appreciation of the issues of probity as they relate to the role of parent body auditor. The auditor must not have or appear to have any conflict of interest arising, for example, from a personal or business relationship with an officer of the parent body and must be prepared to swear that the records are a true and correct statement of the information provided by the Treasurer.

The Treasurer is responsible for the handing over of all financial records to the incoming Treasurer should the Annual General Meeting decide to elect a new Treasurer.

There are many useful conventions, which should be followed when dealing in financial matters. The role of the treasurer will be made much easier if all parent Body members appreciate and understand that rules and protocols are not intended as a personal affront to their integrity.
Proper accounting procedures have two purposes:

- They prevent loss and fraud. You might trust everyone in parent body, but accounting procedures remove temptation and the procedures will tell you if the wrong thing is happening and where.
- To protect the Parent Body Executive. Good accounting of Parent Body funds removes any basis for accusations of financial impropriety against executive members.

Cheques

- Never sign blank cheques, even for people you trust.
- Do not make cheques out to cash (unless reimbursing petty cash).
- Ensure all cheques are marked ‘Not Negotiable’.
- Cheque signatories should sight all supporting documents; ensure they are correctly drawn to the payee and there is agreement between the amount on the invoice and the amount on the cheque before signing cheques.
- Monitor that payments are approved for appropriate purposes.
- Two members of the same family should not, as a general rule, act as signatories.
- Where possible, cheque signatories should not counter-sign a cheque drawn in their favour.
- The school principal should not be a signatory to the Parent Body bank accounts.

Payments

- All accounts should be paid by cheque, except for small payments (under $10) from petty cash.
- Support all payments with invoices, receipts or dockets.
- Mark all paid invoices with a ‘paid’ stamp and cheque number.
- Payment should always be made on an invoice and not a statement.

Receipts

- Issue receipts in sequential date order as per takings.
- Ensure two independent members of the Parent Body are responsible for collecting and counting money, with one being an Executive member. Likewise, at the end of the collection period, counting should occur in the company of at least two members and the amount verified, in writing, by each member involved in the count.
- No one under the age of 18 years is to handle cash at any function.
- Issue receipts to people responsible for collecting and counting money.

Banking

- Check that the amount banked corresponds with the receipt totals.
- All cash received must be banked in its entirety. Expenses relating to a fundraiser should be paid from petty cash or by cheque.
- All monies should be banked within 48 hours.
- Bank money daily or secure in a fireproof safe if you are unable to bank on the day. (Your cash may not be insured if you do not make an effort to secure it adequately.)
• Copies of deposit slips should state the names of the people carrying out banking and be signed by both.

**Cash books (computerised bookkeeping package or manual)**

• Keep cash books up to date. The cash book should be totalled and balanced at the end of each month.
• Match the sequence of entries in the cash book with the sequence of receipts and cheque payments.
• Figures must never be erased with white-out. If you make an error in your cash book, receipt book or cheque butts, rule a line through the incorrect figure and write the correct figure next to it.