



BUNDANOON PUBLIC SCHOOL  
**P & C ASSOCIATION**

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## Policy and Procedure No. 4

### Treasurer Role

**Role:** Treasurer &/or Assistant Treasurer

*\*The term "Treasurer" will be used to mean the Treasurer and/or the Assistant Treasurer in this document.*

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#### **Procedure Objective:**

To outline the entire scope of the role, and the details of the tasks conducted within it, in the context of the Bundanoon Public School P&C.

To provide guidance for future Treasurers, to be used in conjunction with the P&C Federation guidance documents, to ensure the role is conducted within the spirit of the national body & to the benefit of the Bundanoon Public School.

To ensure volunteers have the confidence to approach this and other roles as efficiently & effectively as possible.

#### **Procedure:**

The Treasurer is responsible for all funds held in the name of the P&C Association, including banking, revenue & fund-raising activities, and paying suppliers for goods and services utilised by the P&C. To that end, the Treasurer is also responsible for ensuring that all P&C activities related to money are conducted with transparency, and in accordance with all relevant laws and regulations, including those of the Federation of Parents and Citizens' Associations of NSW. This is to be externally validated once a year by means of an audit, which the Treasurer is responsible for overseeing and reporting on.

The role is further broken down as follows;

#### **Cash collection and banking**

Cash and cheques are collected by Snack Shack, Uniform Shop and through other fundraising activities. From time to time, cash floats may also be required to support these aspects of the P&C.

The people responsible for these should make sure that any cash collected is counted, and a tally sheet signed and dated to show the amount collected. This cash is then held in a safe and secure place, for the Treasurer to bank. This is usually done by the individual responsible for collecting the money, in conjunction with a school representative, who will open the safe and confirm the funds being stored.

The Treasurer should not count funds alone.

The Treasurer should then collect this money, at regular intervals, ideally within two days of being collected, but within a week.

The funds should be taken to the bank, and deposited in the relevant account, with a deposit slip being completed for each deposit. The deposit amount, and date and details specifying how the funds were generated (e.g. snack shack revenue, uniform shop sales, summer fair stall takings, etc) should be recorded in the Monthly Report spreadsheets in the P&C One Drive folders.

### **Bank Accounts & Banking**

The State P&C Federation requires 2 signatures for all bank accounts, and all cheques and electronic transfers require 2 signatures or logins to be processed.

Monthly reconciliation should be conducted to ensure account balances tally with statements that record all transactions.

Both accounts are fee free with the Commonwealth Bank, based out of Moss Vale.

Cheques require a "Cheque Requisition Form" to be completed by the person requesting the cheque and be signed by 2 P&C Executive members.

### **Payments to suppliers for snack shack, uniform shop and fundraising events**

Snack shack supplies are set-up on account with local suppliers (Jumping Rock Café, Grayco, Coles), so all goods should be manageable on account with electronic payments (as opposed to cheques)

Where possible all transactions should be done electronically, but attention should be paid to ensuring suppliers are paid within their trading terms, and those using personal funds for P&C activities are reimbursed as soon as possible.

Payments should not be made without receipts or invoices to account for the expense.

Bank accounts require two payees, for cheques and electronic transactions.

### **Fundraising events**

Teachers Federation "Beginning Teachers" Conference – held in March and September each year. The co-ordinator of this event will complete the invoice to give to the representative of the teacher's federation on the weekend. They promptly send a cheque for payment.

Brigadoon – we generally have a stall of some sort. A float will need to be issued as requested by the co-ordinator. Stall takings & the float will be returned to you to receipt and bank.

Brigadoon – we also man the entrance gates and at some point down the track we will receive a payment via cheque from the Brigadoon committee.

Election Day's – voting poll booths are held in our school for elections: The P & C usually holds a cake stall and or BBQ – we usually have a cake box decorating competition. The cake boxes are in the snack shack and I ordered a big order last year. A small float will need to be issued, receipted and banked when returned.

Crazy Camel – Mel Schutz organised and ran this last year – she collected and collated all the orders and just gave me the money to bank.

Xmas Fair – each class group required a float. The jumping castles were paid in advance and wristbands were pre-sold for this and banked prior to the event. Money had to be counted on the evening of the fair, receipted and banked.

School Concert - Due to copyright laws the school cannot charge and receive an entry fee from the audience to attend to the school concert. The P & C can however collect "donations" at the door on the way in. Generally, in the past we bank this money into our account and write a cheque for the same amount to the school – however due to the increase cost of the concert in our school hall in recent years, the principal asked the P & C to contribute more money, which we did.

Someone from the P & C needs to stand at the doors of the concert and collect the money in some buckets we have (I think they are in the snack shack)  
This money needs to be receipted and banked.

### **Monthly and Annual reporting**

Cash accounting is the method used, so bank statements should be reconcilable against revenues and expenses, monthly, with the final book balance equalling the actual bank balance.

Revenue and Expenses can be recorded in the reconciliation sheets as they are collected or incurred monthly.

You are required to deliver at the monthly P&C meeting;

1. Treasurers report on significant activities (e.g. fund raising) held that month.
2. Bank balances including any discrepancies between ledgers and accounts
3. Statement of P&C funds – the breakdown of what funds being held are intended to be used for

You will need to complete an annual summary of all money in and all money out reconciled to the bank balance. This will need to be presented with the audit report at the AGM.

The President will make a speech at the end of year presentation assembly and will need an annual summary of all money in and out up to that point.

The Treasurers Report should be distributed no later than the Thursday night before the scheduled P&C meeting, to give everyone an opportunity to request further specific information. The treasury has no obligation to respond to any requests received after 5pm on the Friday before the P&C meeting.

A full ledger needs to be prepared for each P&C meeting, and printed out for anyone wanting to review the previous months transactions.

### **Insurance**

The P&C has "General Public Liability Insurance", through CGU Insurance, for cover up to A\$50,000,000 for any one incident.

They do not issue a reminder or a renewal, you are required to go to the P & C Federation website and complete the online renewal – I have included a copy of this from last year so that you can see the answers to all items.

This will need to be completed prior to 1 August so that you can make payment before the due date.

We take out increase property cover of an extra \$15,000 to cover the uniform shop stock and this costs roughly an extra \$210.

The Certificate of Currency can be found under "P&C/2017 Year/Insurance", and the policy is an extension of that held by the Federation of Parents and Citizens Group.

The insurance is valid up until **4pm, on August 1, 2018**

Link to insurance folder with certificate of currency; [Insurance folder](#)

## **Membership**

Membership needs to be paid annually, at the AGM, for a member to have voting rights. These rights do not take effect until the meeting after the member has paid.

The membership register is kept in the OneDrive folders, at the following location;

[Membership forms](#)

Membership has been increased in 2018, to \$2 per person, for an annual membership.

All members receive copies of the minutes from each P&C meeting.

## **Annual Audit of Accounts**

As part of the proper governance, the P&C accounts must be audited annually.

For 2016 & 2017, this was done by Deborah Buchanan, at a cost of \$110 for each of the Uniform Shop and the Main P&C account. Her details are [here](#)

They will need electronic copies of bank statements for the year, monthly reconciliations, receipts, tally sheets, supplier invoices, and any other documents that support the revenue and expenses of the P&C association.

The audit report must be submitted to the P&C Federation, within one month of the P&C AGM. Email the audit report to [mail@pandc.org.au](mailto:mail@pandc.org.au)

## **Supporting documents**

["Operational Guide for Treasurers"](#)

["Memberships and Insurance Guide"](#)

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Effective (date):	August 11, 2018
Written by:	Ross Norris
Reviewed by:	Miriam Pearson
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