

The P&C Treasurer

Role description

**Ensure the P&C complies with the
Accounting Manual**

Financial statements/reports at each meeting

**Pay accounts promptly when authorised
by a meeting**

Issue receipts for monies received

Maintain accountable forms register

Maintain P&C asset register

**Monitor wages and ensure accounts
are current and reconciled**

Prepare annual financial statements for auditing

Ensure accounting is open and transparent



For more information see the
booklet "Congratulations!
You've been elected Treasurer
of the P&C" on the info place

