**P & F TREASURER - ROLE AND RESPONSIBILITIES**

# Treasurer

As treasurer you are responsible for all financial dealings of your P & F and its sub-committees (e.g. fundraising events, canteen, etc.).

## Role:

It is the Treasurer’s role to ensure that:

* All the financial dealings of the P & F are carried out in accordance with clauses 6.3 and 13 of the Diocese of Broken Bay P & F Constitution.
* Receives all monies and keeps appropriate financial records.
* Presents, at each general meeting, a statement of accounts showing current receipts and expenditure and a bank reconciliation since the last meeting, together with the outstanding balance, and shall present a bank statement for notation by the President and secretary.
* Organise the annual audit of accounts in accordance with 13.4 and presents the annual financial report of the P & F.
* Passes on records, in good order, to the incoming treasurer.
* Receive all monies and keep accurate records of all such monies received.
* Issue a receipt for all monies received;
* Obtain and keep receipts for all monies paid from the P & F, and without delay bank all monies received intact.

## No money shall be withdrawn from the said account unless authorised by the P & F.

* Prepares each cheque, signs it, attaches relevant invoice or other documentation and presents it to a co-signatory for endorsement.
* All books, receipts, vouchers and monthly statements of account shall be made available to the auditors prior to the annual general meeting.