



Ainslie P&C Treasurer

The Ainslie P&C is a medium-sized non-profit with moderately complex accounts but the Treasurer will receive support for accounting issues from Cosgrave Soutter (on a paid basis).

The specific tasks are the same as those listed in the ACT P&C Council handbook for Treasurers (<https://www.actparents.org.au/images/TreasurersHandbook.pdf>):

The treasurer is responsible and accountable to the P&C association for all money held in P&C accounts (including sub-committees), for keeping clear and proper records and providing reports to the P&C on their financial position.

Key day-to-day duties are to:

- *receive, care for and bank all money received by the association*
- *pay all authorised bills and invoices from association funds*
- *keep clear and adequate records of all transactions*
- *ensure there are adequate controls and safeguards on funds*
- *ensure that the P&C remains solvent and does not operate if insolvent*
- *report regularly to the P&C (usually at each general meeting) on the financial position, funds received and spent*

In addition, once a year, you will need to:

- *develop Annual Financial Statements (statement of income and expenditure, plus statement of financial position), including reports from all sub-committees*
- *prepare records for and arrange an annual audit or financial review*
- *present the audited/reviewed financials and auditor/reviewer's report at the association's Annual General Meeting (AGM)*
- *ensure there is adequate insurance for all P&C activities and assets*
- *ideally, prepare and present an annual budget*

For more information, please contact Alessandra Whiting (2019 Ainslie School P&C Treasurer) AinsliePandCTreasurer@gmail.com. Alessandra will provide a detailed handover and technical guidance to the new Treasurer as required.