



ARE YOU THE TREASURER?

The Treasurer is responsible for providing feedback to the P&F in regards to the finances of the group, in the form of a financial report tabled at each meeting. It is important to understand that the Treasurer is the steward and not the owner of the funds. In line with the new P&F Terms of Reference, P&F receipt and payment of monies must be transacted through the school operating bank account, with the P&F funds quarantined for P&F endorsed use only.

As detailed in the P&F Terms of Reference guidelines, the Treasurer is required to:

- prepare and present a finance report at each P&F meeting;
- prepare and present the Annual Financial Report at the Annual Community Meeting;
- prepare the annual budget to support the P&F Annual Event Plan;
- support the P&F Committee to prepare a plan of how fundraising income received and P&F levies (if applicable) will be spent. The plan should be prepared in consultation with the School Leadership Team and the School Advisory Council, once a planning meeting has been conducted (see 11.9 P&F Terms of Reference);
- collect and bank monies from fundraising events;
- collate P&F reimbursement forms, petty cash receipts and supplier invoices and ensure they are correctly authorised before providing to school finance staff for payment;
- ensure grant acquittal requirements are met (if applicable); and
- ensure motions relating to finance decisions, including approval of donations to the school, are presented to P&F Committee (where applicable).

To protect both the Treasurer and the P&F, it is strongly recommended that:

- the elected person holds a current National Police Clearance, which can be applied for through Australia Post, and
- the Treasurer follows the P&F Financial Practices Guide to ensure compliance to CEWA's Policies and Executive Directives.

All Catholic schools must hold an appropriate insurance policy with Catholic Church Insurance to cover the P&F members and CEWA against losses for any unintentional wrongful act committed.

For more information, please phone our office on 9338 9985.

