

Congratulations!
You've been elected

Treasurer

of the P&C

CONTENTS

- The P&C executive 3
- Role of the Treasurer..... 4
 - When you are first appointed 4
 - Monthly requirements..... 5
 - Annual requirements 6
- Budget and annual operational plan 8
- Treasurer’s checklist..... 9
- P&Cs with paid employees 10
 - Awards and industrial agreements 10
 - Income tax and superannuation instalments 10
 - Student Protection Risk Management Strategy 10
 - Blue Cards..... 10



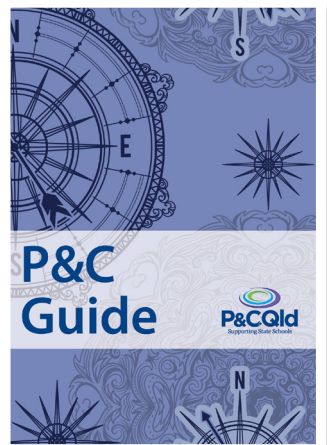
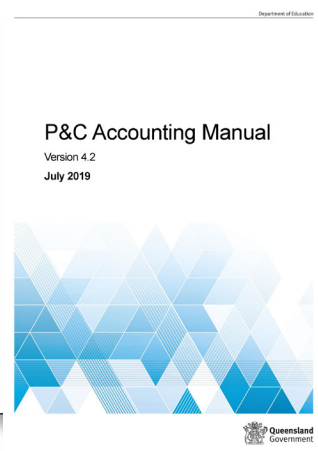
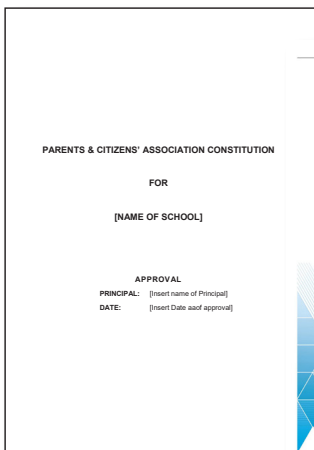
Congratulations and thank you for volunteering to assist your school community.

This booklet is designed to provide an overview of your new position and assist you with your role as P&C Treasurer.

THE P&C EXECUTIVE

You and your fellow office bearers are now the “Executive” of your P&C Association. As such, you have certain legal responsibilities, especially if your P&C Association has paid employees e.g. tuckshop convenors, outside school hours care staff etc.

The following three documents are **essential** to the success of your P&C and its operations. They contain all of the information and resources that you and your P&C will need. They are available on the P&Cs Qld and Department of Education websites:



ROLE OF THE TREASURER

The Treasurer has the overall responsibility for the financial management of the P&C, **including** all subcommittees.

It is the Treasurer's responsibility to:

- ensure the P&C complies with the *P&C Accounting Manual*
- prepare an annual operational plan and a budget, in consultation with the P&C executive
- supply financial statements/reports at each meeting
- ensure all subcommittees have their financial statements/reports at each meeting
- prepare the annual financial statements for the P&C, which are then audited and presented at the AGM
- ensure all monies are banked in the appropriate account as soon as practicable
- be involved in the preparation of the school's budget and annual operational plan (AOP) where possible
- pay all accounts promptly when authorised by a meeting
- issue receipts for all monies received
- make sure that the Secretary is given a copy of the signed financial statements prepared for each meeting, to be inserted in the minutes book
- maintain an accountable forms register (for receipt books, cheque books, deposit books etc.)
- maintain an asset register detailing all assets purchased by the P&C for P&C use
- monitor wages and ensure all accounts are current and reconciled
- ensure accounting is open and transparent, and welcome questions.

When you are first appointed

- Obtain all records from the previous Treasurer.
- Have signatories for P&C bank accounts changed at the bank as quickly as possible to reflect the new executive.
- Identify who has been the previous contact person for the Australian Taxation Office (ATO) and notify the ATO of the new contact person via AUSkey.
- Meet with subcommittees to discuss how they keep their books. Ensure that they are following the *P&C Accounting Manual* and using the same accounting software as the P&C.
- Begin recording the transactions of the P&C as they occur during the month.

Monthly requirements

At each general meeting of the association, the financial reports for the previous calendar month are to be presented for **all accounts** held by the association and its subcommittees.

Monthly financial reports must include the following:

- cashbook
- statement of receipts and payments
- bank reconciliation (with original bank statement)
- trading statement showing year-to-date figures
- monitoring of the budget position.

Prior to general meetings:

- prepare financial reports as explained above
- collate all accounts requiring approval for payment.

At general meetings:

- sign all reports/statements and have the President countersign them once they have been endorsed at the meeting
- discuss and address any issues raised in relation to the association's financial position
- submit all accounts for approval to be paid
- ensure all decisions to purchase and authorisations to pay are approved and recorded as such in the minutes of the meeting.

Following general meetings:

- promptly pay all accounts as authorised at the meeting.



Annual requirements

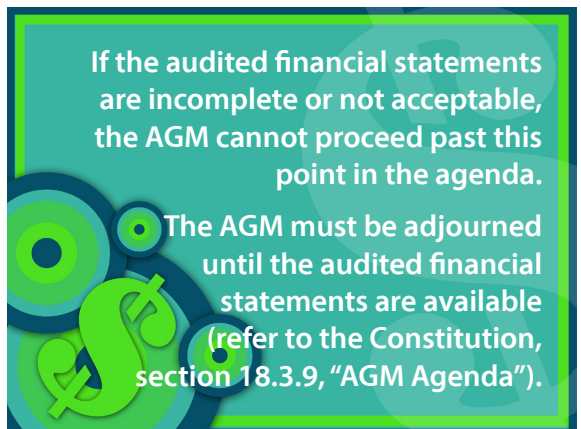
The P&C financial year is January to December. The Annual General Meeting needs to be held prior to 31 March in the following financial year.

Prior to the Annual General Meeting, ensure that:

- the annual financial statements are prepared (where multiple bank accounts exist, prepare consolidated financial statements that combine the financial statements for all the associations accounts)
- an audit has been performed of the annual financial statements and accounts of the association and its subcommittees (see “Auditor’s Requirements” in the *Accounting Manual* for a list of the documents the auditor requires)
- the audited annual financial statements are certified by you (as Treasurer), the President and the Secretary
- a budget for the new financial year is prepared using an inclusive and collaborative process preferably with a committee/working group
- the annual insurance premium is paid to P&Cs Qld which is due on or before 31 March
- seek quotes from auditors for the next financial year.

At the Annual General Meeting:

- present the association’s audited financial statements for endorsement – this must be a consolidated audit including all subcommittees
- present a copy of the auditor’s report and management letter (if any) and ensure that any issues raised are discussed and addressed
- propose an auditor for the following year
- present the association’s budget for the new financial year for endorsement.





Following the Annual General Meeting:

- forward a copy of the audited financial statements to your DoE regional office by 31 May each year. Independent Public Schools are required to forward their audit documents to their Principal;
- if required, have signatories for all P&C bank accounts changed at the bank as quickly as possible. Banks may require a copy of your minutes to confirm any change to executive roles.

BUDGET AND ANNUAL OPERATIONAL PLAN

A budget for the association and its subcommittees must be prepared each year, and be endorsed at the Annual General Meeting.

A budget is a plan of the expected receipts and payments during the next year and should:

- estimate the income and expenditure for each financial period
- predict the expected cash flow, and
- identify potential cash shortfalls.

Budgeting is a continual exercise of planning, monitoring, reviewing and reporting.

P&Cs are encouraged to plan their year's activities and establish an annual operational plan (AOP) that links to the school's AOP.

The P&C's AOP should include:

- P&C objectives and goals for the year
- a calendar of events for the upcoming year
- resource and staffing requirements
- implementation timetables
- a process for monitoring progress against the plan.



If you fail to plan,
you plan to fail!

TREASURER'S CHECKLIST

- Payments are supported by invoices, receipt, dockets, and/or claim forms
- All cheques issued are made out to a person or organisation not to "Cash" and not left blank
- All payments (via cheque/EFT) are authorised by two P&C executive members
- Two people are responsible each time for collecting and counting money, and both verify and sign-off amounts
- A third person does the banking, not one of the two persons who counted the money
- The amount of banking corresponds to the total amount that was verified as having been received
- Banking is performed daily where possible, with all money stored securely until banked
- All receipts and payments are monitored against the budget
- Subcommittee accounts, if applicable, are regularly monitored and funds surplus to working capital are transferred to the P&C's main account
- Debit card accounts, if applicable, are regularly monitored
- Financial records are filed and held for the required time period as detailed in the *P&C Accounting Manual*



P&Cs WITH PAID EMPLOYEES

Awards and industrial agreements

P&C employees in Queensland are employed under the *Parents and Citizens Associations Award – State 2016*. This is an amalgamation of the P&C Retail Award, Children's Services Award, and Health and Fitness Award.

Any changes to pay rates in the Award are announced by the Queensland Industrial Relations Commission in September each year.

Income tax and superannuation instalments

Each employer is responsible for ensuring that the correct taxation and superannuation instalments are deducted and forwarded to the Australian Taxation Office and the superannuation fund.

All P&Cs with paid employees should now be using Single Touch Payroll and be SuperStream compliant.

Student Protection Risk Management Strategy

A copy of the Strategy must be provided to all employees to ensure they are aware of the processes and procedures outlined in the Strategy.

An understanding of the Student Protection Fact Sheet is the minimal training required for all volunteers and P&C employees as per the Department of Education's guidelines.

Both the Student Protection Risk Management Strategy and the Student Protection Fact Sheet are available on the P&Cs Qld *info place*.

Blue cards

All members of the P&C Executive Committee, where the P&C Association operates an outside school hours care service, must hold a Business Blue Card (this does not include the executive members of an OSHC subcommittee).

The blue card *business* application form is different to the *volunteer* blue card application form. It includes a declaration that must be signed by a prescribed person i.e. Justice of the Peace, Commissioner for Declarations, Lawyer or Police Officer. There is a fee for a blue card business application, however Blue Card Services will waive this fee for volunteers, provided a "Waive Fee Statutory Declaration" is submitted together with the blue card business application form.

The "Blue Card Business Application Form" and "Waive Fee Statutory Declaration Form" are available on the P&Cs Qld *info place*.

NOTES

SUPPORT AVAILABLE

P&Cs Qld

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Ph: 1800 218 228

Email: enquiries@pandcsqld.com.au

Website: pandcsqld.com.au

