



## **GSA PTA Treasurer Core Responsibilities**

### **Financial Record Keeping**

- Maintain accurate records of all income and expenditure
- Keep all receipts and supporting documentation
- Record full income and expenses separately (no netting off)
- Use appropriate accounting system (spreadsheet/software)
- Protect and backup financial records

### **Bank Account Management**

- Manage bank account signatories and access
- Monitor and control online banking
- Oversee bank reconciliations
- Ensure dual authorisation processes are followed
- Arrange regular password changes

### **Event Money Handling**

- Prepare and record floats for events
- Oversee cash counting (with second person)
- Ensure prompt banking of funds
- Track individual event income/expenses
- Follow insurance limits for cash handling

### **Regular Financial Reporting**

- Prepare monthly financial statements
- Present financial updates at committee meetings
- Conduct quarterly financial reviews
- Track spending against budget
- Keep committee informed of financial position

### **Payment Processing**

- Process approved payments and expenses
- Ensure proper authorization for spending
- Follow agreed spending thresholds
- Maintain records of all transactions
- Monitor direct debits/standing orders

### **Compliance & Annual Tasks**

- Prepare accounts for independent examination
- Support charity commission annual return
- Maintain records for tax purposes
- Follow VAT procedures correctly
- Keep inventory of valuable items

### **Handover Management**

- Maintain clear records for succession
- Document financial procedures
- Prepare handover notes
- Transfer access and authorities
- Brief incoming treasurer

**The treasurer should remember they're not solely responsible - while they manage the finances, the whole committee is responsible for financial governance and decision making.**