



Role of the P&F Treasurer

The P&F Treasurer:

- Is responsible for ensuring that all the financial dealings of the Association are carried out in accordance with this Constitution.
- Receives all monies and keeps appropriate financial records in accordance with this Constitution and the directives of the Bishop's Commission for Catholic Schools and the Catholic Schools Office.
- Presents, at each General Meeting, a statement of accounts showing current receipts and expenditure together with the latest reconciled bank statement.
- Organises the annual audit of income and expenditure in accordance with this Constitution and presents the Annual Financial Report of the Association.
- Passes on records, in good order, to the incoming Treasurer.
- Is responsible for providing a quarterly financial report to the nominated Catholic Schools Office Officer.