

Walton Primary School PTA

Elected Roles and Responsibilities



Treasurer (Elected Role)

This role can be held jointly/shared by two people.

Updated October 2026

Main purpose of the role

The Treasurer looks after the PTA's finances and helps ensure that funds are managed safely, accurately and in line with decisions made by the committee.

Working closely with the Chair, Secretary and wider committee, the Treasurer keeps clear financial records and provides regular updates so everyone understands the PTA's financial position.

Typical responsibilities

- Organising cash floats for fundraising events and activities.
- Helping to ensure money is handled and stored safely before, during and after events, and arranging for takings to be banked.
- Recording and reporting the income and expenditure from PTA events and activities.
- Keeping accurate and up-to-date records of the PTA's financial activity and storing relevant records securely on the PTA's Google Drive.
- Regularly reconciling the PTA's financial records with its bank account.
- Paying agreed expenses, invoices and annual costs such as insurance and the lottery licence.
- Providing clear, straightforward financial updates at PTA meetings so that committee members understand how much has been raised, spent and is available.
- Preparing the annual financial report for presentation at the AGM.
- Arranging for the PTA's annual accounts to be independently reviewed or audited, as required.
- Keeping PTA bank cards, cheque books and other financial information secure.
- Managing authorised user access to the PTA's bank account.
- Working with the committee to help plan budgets and ensure funds are used in accordance with agreed PTA decisions.

You might be a great Treasurer if you...

- Are organised and comfortable keeping accurate records.
- Are reasonably confident with numbers – **you don't need to be an accountant!**
- Are comfortable using online banking and simple spreadsheets or financial records.
- Are responsible and confident handling money.
- Have good attention to detail.
- Can explain financial information clearly and simply.
- Are happy working as part of a team.

You don't need previous PTA, bookkeeping or accounting experience. Being organised, reliable and comfortable working with numbers is much more important. Support will be available to help you get to know the PTA's existing systems and processes.

And remember – this can be a shared role. Two people can work together as Joint Treasurers, sharing the responsibilities and workload.