# Duty statement—canteen treasurer

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| Main responsibility | Keeping track of canteen money at all times |

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| Regular activities | * Collecting money form the school office each day.
* Banking money on a regular basis.
* Maintaining a standard float and paying for all stock. Accounts are to be paid at the beginning of each month.
* Monitoring prices in the canteen and communicating closely with the canteen co-ordinator to ensure the canteen always operates with a profit.
* Providing a monthly financial report to W.E.P.S. P&C.
* Maintaining accurate financial records.
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| Annual or ad-hoc activities | * Present all records for auditing
* Ensure that the audited accounts are tabled for adoption at the annual general meeting
* Handing over all financial records to the incoming Treasurer
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| Contact for advice |  |

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| Back-up if unavailable | Canteen co-ordinator |