

## STRS PA Treasurer's role

The role of PA Treasurer is to keep simple income and expenditure accounts, reconcile these with the bank statements as they are received, prepare a simple report of current balances and figures of credits and debits since the last meeting and at the end of the PA financial year prepare a small report to show the breakdown of income and expenditure. Throughout the year invoices have to be paid, but this is shared with other committee members.

During the year there are certain events that need floats, the Treasurer prepares these, attends the function and afterwards banks the takings.