



Rationale

The role of the Treasurer in the parish or regional education committee is critical to the successful functioning of the Education Committee and ultimately to the successful functioning of the school.

Role and Function

The role of the Treasurer is a critical one in the financial management of the school and as such must be filled by a person with a formal accountancy designation and/or business administrative skills with direct experience in preparing and managing budgets, and undertaking financial analysis.

Specific Responsibilities

The Treasurer is elected to fulfill the following responsibilities:

Budgets

- a). Prepare both the preliminary and final annual budget for the school working closely with the Pastor, Principal, Chairperson and Facilities & Maintenance person. It is critical that the Treasurer work very closely with the Principal of the school as it is this position that has the greatest insight into the various expenditures for the school and the various instructional needs for the coming year.
- b). Ensure that an itemised budget for any repairs and maintenance is prepared to ensure a regular schedule of maintenance for the school through close collaboration with the Facilities Manager

Oversight

- a). Monitor all expenditures and receipts to ensure that they tie back to the annual budget approved by the Education Committee.
- b). Monitor all school accounts to ensure that the appropriate supporting documentation is in place when a payment is made and the appropriate authorizations have been received.
- c). Ensure that Bank Signatories and Authorized Users for Online Banking are kept up to date.
- d). Oversee the collection of tuition ensuring that the fee schedule is followed and reconciles with student numbers.
- e). Work closely with the Pastor/ Archbishop's Representative and Principal to oversee the collection of overdue accounts.
- f). Ensure compliance with the policies outlined in Effective Financial Stewardship, Control and Oversight in CISVA Schools (Policy 200).

Reporting

- a). Provide monthly the following financial statements to the Education Committee including budget tracking for the reporting month and year-to-date; variance analysis with an explanation for such variance (both positive and negative expressed in both dollar and percentage terms); income statement, balance sheet and statement of change in financial position.

b). Respond to queries or requests for information by the Superintendent’s Office or Board regarding budgets and school finances.

<i>Reference</i>	<i>Approved</i> Board of Directors
<i>Cross-reference</i>	<i>Date Approved</i> Pre - 1996
	<i>Date(s) Revised</i> 5 December 2017