



Wamberal Public School
Parents' & Citizens' Association
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Canteen Subcommittee (CSC)
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Canteen Subcommittee Treasurer's Role and Responsibilities

Accountable to: WPS P&C CSC Convenor

Role:

The canteen treasurer's role is to ensure that the financial system of the canteen and legal obligations to employed staff are maintained, monitored and updated.

Responsibilities checklist:

- All financial records are properly kept and correct.
- Stock take results are included in Profit and loss statements
- Monthly, term and yearly financial reports are correct and presented to the committee.
- Financial records are made available as required and submitted for audit at the end of each year.
- Liaise directly with canteen staff and volunteers on matters relating to the financial management of the canteen.
- Report to the canteen committee on matters of financial importance.

Responsibilities that remain with P&C Treasurer:

- Employee Industrial Awards/Agreement are monitored and upheld.
- Wage records are maintained.
- Pay slips are issued.
- Superannuation is paid monthly.
- Annual and Long service leave entitlements are put aside on a regular basis.
- Ensure that the Worker's Compensation Insurance is paid annually.
- Wages are paid regularly at appropriate rates, with the correct amount of tax deducted and remitted to ATO.
- Be the Subcommittees principal contact with the Canteen Manager

Source: Management \$ense, Food Sense, 1997. Modified and agreed WPS P&C CSC 25 Aug 14

Revision and Approval Table

Status	Source	Date	Responsible	Comment
Approved	Wamberal PS P&C Association	15/09/2014	M.Charrett	P&C President
Revision				