



Metcalfe Public School Council

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Procedures for Treasurer:

- At the first meeting of each council year, 12 voting members are selected by parents in attendance. From these 12 members various positions for Executive are chosen, one being the Treasurer.
- The Treasurer will be given the books from the prior year's Treasurer including:
 - any unused cheques
 - electronic copy of excel spreadsheet
 - all bank account information including, bank book and stamp for cheque deposits
 - there is a box in the office for storage of the books.
- There are 3 signing officers each year, the Chair, the Vice Chair and the Treasurer. Each cheque requires 2 signatures to authenticate it. One member of the leaving Executive must inform RBC that a new Executive has been chosen and outline who now has signing authority. Each of the new signing officers will have to go to the bank to sign the signature card.
- On occasion, there are returned NSF cheques from the bank. The Treasurer will need to supply the bank with an address for any returned cheques to be sent to. It has been the practice to make a copy of the NSF cheque and forward the original to the administrative assistant in the main office at the school. Sharon will follow up with the parents and forward the replacement cash payment when received.
- It is the duty of the Treasurer to maintain current accounting books so that at a moments notice, it can be determined the current status of the Council account. This includes:
 - Issuing payments for invoices as they are presented from the committee members that run each program i.e. milk/lunch, yearly fundraising such as chocolates, supplies etc.
 - Depositing all payment received from parents towards the same programs.
- It has been found to be helpful to keep track of each fundraiser to establish where best to focus fundraising efforts for the following year.
- The Treasurer will present a current account status at each of the monthly council meetings.