

Important Information

- Meetings
 - **Minutes must be taken at every meeting**
 - Best practice going forward – store the minutes from each meeting in the “meetings” folder in the PTA email account.
 - We must have at least three meetings per year.
 - At least 50% of the committee members/trustees must attend each meeting.
 - All decisions must be made by a simple majority of the votes cast at a committee meeting. Each member/trustee has one vote. If there is a tied vote, the Chair has a second casting vote.
- Sub Committees
 - Any functions of the committee can be delegated to sub committees. These must consist of two or more persons appointed by the committee but at least one member of every sub committee must be a committee member/trustee.
 - It is best practice for the Chair and Treasurer to be part of each sub committee.
- Best practice going forward :
 - Elect one person (usually the Chair or Secretary) as a liaison with the school so that we aren't all contacting the school with various queries and requests.
 - Have a regular meeting with the Head – one per term would be ideal.
 - Use the PTA email box rather than personal email addresses for PTA conversations with the school and any other PTA-related correspondence.
- Expenses, buy-backs and petty cash:
 - See the Financial Control and Expense Policy document for details.
- Paying funds to the school:
 - See the Financial Control and Expense Policy document for details.
 - NOTE: It is always best for the school to pay for the big expenditure (e.g. running track, netball court, stage curtains) rather than the PTA. The school do not pay VAT on purchases but the PTA do. Therefore, the school will get things cheaper. The school will then send an invoice to the PTA and we will reimburse them for the cost.
 - School business manager will send an invoice to the Treasurer.
 - Check that the amount matches what we were expecting.
 - Payment of school invoices should be made only after agreement from the Committee to make the payment. This must be done during a meeting as it will then be added to the agenda and the meeting notes and there will be a clear record of the conversation and decision.
- Floats and takings
 - See the Financial Control and Expense Policy document for details.
 - When drawing money out of the bank to make up the floats for events: Write out a cheque to “Cash”. Only one cheque is needed to cover all floats for that event.
Make a note on a piece of paper as to how much of each coin/note we need to make things easier when in the bank.
NOTE: The bank will only give whole bags, e.g. £1 coins come in bags of 20, 50p bags of 20, 20p bags of 50 etc.
One of the PTA Committee Members (not the Treasurer) to sign the cheque.

The Treasurer then takes the cheque (with one signature already on it) to the bank and signs it in the bank (they need two signatures in total). The bank will then give you the cash for the floats.

- Remember to always have a good stash of empty money bags at home as these are needed for counting takings. Ask the bank for more if you're running out.
 - Floats must be signed into events by the Treasurer and another committee member. The Treasurer will provide a printed breakdown of the contents of each float, which must be checked and signed in by another committee member.
 - When counting money after an event, this needs to be done in the school grounds. This is usually done in the staff room. The Treasurer or Chair and another PTA member must be present. The takings must be confirmed in writing and signed off by the Treasurer/Chair and the other PTA member.
 - Where the Treasurer is unavailable at the end of an event, the takings must be left with the school office where they will be kept in the school safe. If this is not possible, they can be taken home by the Chair.
- How to account for refreshments/sweets stock:
 - We can't really account for this properly. When things are bought, assign them to the relevant event (roughly) in the accounts but this will never work out exactly as items are carried over to other events. To keep on top of this, we'd need to do a stock take before and after each event which isn't feasible.
 - Ideally, we should do one big sort out/stock take each year at the end of Sept/start of Oct.
 - If stock goes out of date, try selling it off after school with a sign saying it's out of date and asking for a donation to be made rather than pricing it up.
- GDPR considerations:
 - All records must be kept for six years.
 - Any group emails must blank out everyone's email addresses.
 - We need full details of each committee member/trustee because this has to be submitted to the Charity Commission when they are registered as a Trustee after the AGM. Once this submission has been done, the information must be disposed of confidentially. The only information that is kept on record will be the committee member/trustee names, email addresses and phone numbers. This will be stored on the Treasurer's personal laptop in a password protected document.
 - If bank details are provided for expenses claims, these details will be stored for six years, plus the current financial year. This is in line with GDPR guidance regarding record keeping. After this time, the records will be confidentially destroyed.
- Easyfundraising money is paid straight into our bank account.
- Insurance:
 - This is part of our Parentkind membership.
 - It automatically renews every January and is taken via direct debit.
- Gift Aid:
 - Gift aid can only be claimed on donations so couldn't be claimed on ticket sales for events, refreshments, book sales, most of the things we do. Far too much effort for the very small return it would bring in.
- Accounts:
 - Keep the bank balance at a minimum of £1,000.

- Our financial year end is 31st August. We have to file our annual return within 10 months of the year end.
- If our income exceeds £25,000 we will arrange for an independent person or accountancy firm to carry out an audit or independent examination of the charity's accounts.