

## PARENT COUNCIL/PTA HEALTH CHECK: MONEY MATTERS

This exercise will help you identify how well your Parent Council/PTA deals with money matters and whether there are areas for improvement. You can download a user friendly copy of this Health Check from [Money Matters Pack webpage](#)

Using the tick boxes, mark each one with the following colours:

- GREEN:** Very well implemented
- ORANGE:** Good start
- RED:** Needs improvement

MONEY MATTERS	Very well implemented	Good Start	Needs improvement
PC/Committee members understand they are <b>all responsible</b> for the accounts and money held on behalf of the Parent Forum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any funds we receive from our local authority are spent on running our Parent Council	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We discuss how to spend our fundraising money with the headteacher and others in the school community including parents, pupils, support staff, class teachers, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The headteacher makes sure donations from the Parent Council/PTA are recorded in the school accounts and the school reports back on how the money was spent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Parent Council/PTA makes sure all equipment and resources bought for the school are labelled, for example, <i>purchased with funds</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MONEY MATTERS	Very well implemented	Good Start	Needs improvement
<i>donated by the Parent Council/PTA/PSA</i>			
The Treasurer organises cash floats for our events and keeps a record of each float and stall/what it is for	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
After events, money is always counted by at least two unrelated people and the record of takings is signed by both people and kept in a safe place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any fundraising money is banked as soon as possible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At least two people are required to sign cheques or authorise online payments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If we use online banking, we are aware of the need to prevent cybercrime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We don't use bank or online accounts which belong to individual PC members for Parent Council/PTA funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Before money is banked, we make sure it is kept in a safe and secure place in accordance with Connect membership-linked insurance requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No payments are made without supporting evidence, eg, an invoice or expenses claim form or signed receipt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MONEY MATTERS	Very well implemented	Good Start	Needs improvement
Anyone claiming expenses is asked to provide receipts			
Expenses are paid promptly and carefully recorded in the accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent Council/PTA accounts are kept up-to-date and agree with the bank statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A written Treasurer's report with evidence of bank statements/balances is presented at every PC/committee meeting and members are invited to ask questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All PC/committee members understand how the accounts are presented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any parent/carer may ask to see the Parent Council accounts at any time during the year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the Parent Council/PTA buys expensive items, the receipt is filed safely in case of an insurance claim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>We ask an independent person ('examiner') to check our accounts at least two weeks before the AGM and ask them to sign an audit statement/statement of satisfaction</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The Treasurer presents the annual accounts and an audit statement at the AGM</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Parent Council/PTA financial records are filed safely for seven years</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>All Parent Council/PTA committee members understand the conditions of Connect's membership-linked insurance</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If a significant amount of money is missing or unaccounted for, we know we must contact Zurich Municipal as soon as possible, copying Connect in if possible</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>