

## 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 implem-<br>ented | Good Start               | Needs improv-<br>ement   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|--------------------------|--------------------------|
| <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/carers 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"/> |

|                                                                                                                                                                     |                          |                          |                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| 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 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The Treasurer presents the annual accounts and an audit statement at the AGM                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Parent Council/PTA financial records are filed safely for seven years                                                                                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| All Parent Council/PTA committee members understand the conditions of Connect's membership-linked insurance                                                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |