

NCAPO Treasurer Role

- Track account balances and forecast spending, historical tracking on Google Drive rolling budget
- Coordinate with school accountant to agree transactions on a regular basis
- Approve reimbursement of expenses
- Coordinate with school accountant to retrieve petty cash from events 1-2 weeks in advance, pick up or assign pick up day of/ day before event
- Coordinate with school accountant to facilitate annual Christmas bonus for staff
- Prepare calculation of Christmas bonuses per template on Google Drive
- Keep board informed of account status
- Work with school for paypal or other financial transaction set up