

The Skinners' School
St John's Road
Tunbridge Wells
Kent TN4 9PG

12 May 2009

Dear Parents,

The Skinners' School Parents' Association would like to notify parents that we will be holding our AGM on the 19th May at 8pm in the meeting room above the Headmaster's Office. You are warmly invited to this meeting where you can find out how we have been spending monies raised over the last year. We will be electing a Vice Chair, looking to find a shadow for our Treasurer who will be stepping down in 2010 and re-electing committee members.

I would like to thank all those who have supported our events, and hope we can look forward to your continued support.

Kind regards

Rachel Hooper
Chair PA

Attached is a job description for the Treasurer. We are very keen to have someone in place to shadow Meg for the forthcoming year. If you are interested but are not on the committee please do contact us.

Skidders' School Parents' Association Treasurer

The treasurer is responsible for preparing the Parents' Association accounts and presenting them at the AGM each May.

This includes

1. Preparing floats for the following events, counting all monies after the events and calculating profits etc
 - Summer fete
 - Christmas bazaar
 - Jumble sale
 - New parents' cheese and wine evening
 - Skidders' Open Day
 - Quiz night
 - Discos
 - Spring Ball
2. Setting up and maintaining the subscriptions standing orders and gift aid forms including submitting a gift aid return to HM Customs and Excise once a year to reclaim the gift aid relief.
3. Preparing end of year accounts to send to the auditor for approval prior to the AGM.
4. Liaising with the Bursar regarding spending the funds raised by the PA.