



FRIENDS OF POTTEN END C of E PRIMARY SCHOOL

Church Road, Potten End, Berkhamsted, Hertfordshire, HP4 2QY
Registered Charity Number 1064520

email: treasurer.pottenend@gmail.com

28/01/2025

Dear Parents, Grandparents and Guardians

I hope this letter finds you well. As we continue to work together to enhance the educational experience of our pupils at Potten End School, we are reaching out to you with an exciting opportunity to get more involved in the financial aspect of our Friends of Potten End School charity (FOS).

We are currently seeking a **Treasurer** for the FOS. This is an important role in supporting our mission and ensuring that funds are effectively managed to benefit our kids. As Treasurer, you would be responsible for overseeing the financial health of our charity, including budgeting, tracking expenses, and preparing reports to keep our members and all parents informed on how funds are being used.

If you have a background in accounting, finance, or just a general interest in helping our school thrive, we would love for you to consider this position. Few hours per week of your time will contribute to the success of our school and make a lasting impact on our pupils' experience.

We are looking for someone who is organized, trustworthy, and passionate about supporting our school community. If you are interested or would like more information about the Treasurer role, please don't hesitate to reach out to me directly at treasurer.pottenend@gmail.com and I will be happy to answer any questions about the responsibilities or expectations that come with this role.

Thank you for considering this important opportunity. We are grateful for the time and energy that our parent community gives to make our school a place of excellence and care. Your involvement truly makes a difference!

Helena Farrington

Treasurer