

PTA Treasurer

Description: Organize and establish annual budget. Hand out budget updates, gain budget approvals for any changes. Bring budget to assemblies. Record transactions in checkbook. Write checks and sign them. Obtain proper signatures. Reconcile balance sheets to monthly bank statements. Ensure all deposit slips are accurate. Follow up NSF checks. Correct and give out reimbursements. Report on finances to board. Prepare books for audit. File IRS forms and tax exempt forms. Check for any renewal for PTA numbers.

Responsibilities

Miscellaneous

1. Attend the orientation training at Innisbrook (held in July) and any other training possible.
2. Attend all Executive Board, Executive Committee and General Assembly meetings.
3. Deposit funds as needed.
4. Attend all General Assembly meetings to present PTA Financials.
5. Create notebook to be used during the year for all filings.
6. Organize and hold budget meeting to establish initial budget for the school year.
7. Amend the budget as needed and gain approval by the PTA members at a General Assembly meeting.

Weekly

1. Record transactions in Ledger (using Quicken accounting software).
2. Record transactions in Balance Sheet (using Excel software).
3. Prepare and cosign any checks for payment of bills.
4. Obtain President's approval before paying bills greater than \$20.

Monthly

1. Prepare Balance Sheet for review and approval by Executive Board and General Assembly meetings.
2. Reconcile Ledger to monthly bank statements.
3. Reconcile PTA Balance Sheet to monthly bank statements.
4. Ensure all deposit slips have been received.
5. Ensure receipts for all checks issued have been received.
6. Attend all Executive Board meetings and report on Financials.
7. Make copies of Balance Sheets for participants at Executive Board meetings.
8. Follow-up on any NSF checks to receive repayment and coverage of bank fee from the payee. Follow up at least twice with the individual.
9. File all paperwork appropriately.

Annually

1. Prepare books for audit (see Treasurer's information for more details).
2. File Internal Revenue Exempt from Income Tax form. This should be completed when audit is finished.
3. Form and chair a budget committee. Prepare a budget for each committee to be voted on by the PTA members at the General Assembly meeting. After voted on and signed, make copies for the Executive Board members.
4. Prepare Tax forms.
5. Check if renewal is needed on any PTA associated numbers.