

## **PTA Treasurer**

### **Time Required:**

- 1 hour a month for Board meetings
- 2 hours a month for account maintenance & reconciliation and preparing monthly report
- Approximately 6 hours per event pre-& post event accounting
- 3-6 hours a day of events

\*Busiest time is week of Back to School in August and through end of September

### **Summary:**

- Have custody of all funds of the PTA
- Keep full and accurate record of receipts and expenditures in Money Minder, bank account information and reconcile accounts accordingly
  - Make disbursements in accordance with bylaws
  - Have checks signed by two authorized signatories
  - Keep all funds in a local federally insured financial institution
  - Maintain a list of donors, donations, volunteers, membership and voting members
  - Present a financial report at the meeting at which new officers officially assume their duties
  - Prepare and manage cash boxes for event
  - Prepare and present monthly financial reports at Board meeting
  - Annual Audit Process management. Adhere to the auditing policies described in the bylaws.
  - Responsibilities for preparing and filing all necessary tax filings.
  - Prepare annual PTA budget and present updated budget at monthly and annual meetings
  - Attend all events

### **Committee Responsibilities:**

- Audit Committee