

Sample- PTA TREASURER'S CHECKLIST

Use this checklist throughout the year to double-check the financial management practices of the unit. Check items as completed: include dates and names as indicated. A copy of the checklist should be maintained with the Treasurer's records.

- ☐ **PTA Audit/Financial Review** completed by the Audit Committee for past fiscal year confirmation of Financial Audit entered into MemberHub and shared with Board **by Aug. 31st** for prior fiscal year.

Auditors Names _____

Date of Audit _____

- ☐ **IRS Forms.** It is the outgoing Treasurer's responsibility to complete all IRS forms. All 501(c)(3) nonprofit organizations are required to file an IRS 990 form annually.
- ☐ Complete/File annual **IRS 990N** and confirmation of Financial Audit entered into MemberHub and shared with Board **by Nov. 15th** for prior fiscal year. Date completed _____
- ☐ Transition meeting held with outgoing Treasurer. Date _____
- ☐ Turnover of login info for E-mail, Bank, QuickBooks Online, checkbook, etc.
- ☐ Prepare any files for new year (Financial Spreadsheet, etc.)
- ☐ **Signature Cards** on file with bank. Changed immediately after school year ends. Date _____
- ☐ Update Treasurer info in MemberHub for **Stripe Account**.
- ☐ Treasurer and President develop a workable reimbursement system and schedule for Board of Directors. Emphasize that only expenses included in the budget will be reimbursed with receipts/invoices attached.
- ☐ **Funds Received/Check Request forms** created and distributed to Board of Directors via email.
- ☐ Supplies purchased as needed (new checks, stamps, envelopes, etc.).
- ☐ Ensure appointment of Audit Committee for upcoming year per Uniform Bylaws (PTA Board). Should be a Chair and 2 other members and cannot include any check signers, their family members, or the outgoing or incoming Treasurer.
- ☐ **Create Annual Budget for approval at FIRST General Membership meeting (and any needed amendments during the year) per the Uniform Bylaws:**
- Budget Committee Formed (President, Treasurer, Committee Chairs). Date _____
- Proposed budget presented to Board of Directors and approved. Date _____
- Proposed budget presented to General Membership and approved. Date _____
- Budget amendments (if needed) approved by General Membership on:
1. Date _____ 2. Date _____ 3. Date _____

- ☐ Ensure all expenses are documented with a Check Request form with detailed receipt attached.
- ☐ **Ensure ALL** checks signed by two signers, against an approved budget expense line item.
- ☐ Ensure all income is documented with a Funds Received form with any stubs/deposit slip/etc. attached (even ACH deposits from Amazon, etc.) and recorded against an approved budget income line item.
- ☐ Complete and submit semi-annual E585 sales tax refund forms to the NC DoR (July and January).
- ☐ Treasurer and Audit Chair review bank statements and PTA financial status **MONTHLY**. An individual, who is not an authorized check signor, reviews monthly statement.
- ☐ Monthly Budget Process – enter expenses and receipts into QBO, create monthly reports, distribute to Audit Committee and Elected Officers.
- ☐ Treasurer Reports created and provided at all General Membership meetings (including any Budget Amendments needing to be approved).
- ☐ **Annual/Final Financial Report** presented to Board. Date _____

Typical Annual Expenses:

- Annual BILL – (QuickBooks Online Subscription ~\$75)
Renewed annually via techsoup.org
- Annual BILL – (Domain Name ~\$25) – website is on free Google Site
Renewed annually via GoDaddy.com
- Annual BILL – (Insurance ~\$350)
Renewed annually via [AIM insurance](#)
- Annual Dues - Wake PTA Council - (\$50)

MemberHub reminders:

Update List of Officers
 Update List of Admins
 Transfer Stripe Account Ownership
 Pay Outstanding State Dues
 Update Hubs
 Confirm 990 Submission
 Confirm Audit Completion

Creating a Smooth Transition

- Create a checklist.
- Plan the EOY Audit committee meeting for July.
- Provide the incoming President, Treasurer, and Secretary with a list of updated account information, including passwords.
- Collect debit cards.
- Schedule a time to meet at the bank - Call ahead and bring the minutes that detail the election.
- Remind the incoming board to request the Wake County approved vendor list. Invite incoming board members to the May and June board meetings.
- Make incoming board members aware of the [Community Use](#) process.
- Enter the new officers and board members in MemberHub

Useful Links

NC PTA [Uniform Bylaws](#)

[Checklist for a Healthy PTA](#)

[Community Use](#)

[NC PTA Records Retention Schedule](#)

[NC PTA Good Standing Requirements](#)