

CHES PTA

Job Description: Treasurer

General:

- Have custody of all the funds of the association.
- Keep a full and accurate account of receipts and expenditures.
- Make disbursements as authorized by the president, executive board or association in accordance with the budget adopted by the association.
- Issue written receipts for donations of seventy-five dollars (\$75) or more, indicating the portion of the donation exceeding the value of the goods or services received that is deductible.
- Serve as chair of the budget committee to prepare a budget for submission to the executive board for review and to the association for adoption.
- Present a financial statement at every meeting of the association and at other times when requested by the executive board.
- Present a complete annual report at the annual meeting of the association.
- Be responsible for the maintenance of such books of accounts and records as conform to the requirements of Article V, Section 6.
- Keep the records of the National PTA and the New York State PTA portions of the dues separate from the portion of the association, in accordance with Article V, Section 6.
- Pay the National PTA and the New York State PTA portions of the dues to the New York State PTA in accordance with article VI, Section 6.
- Pay to the New York State PTA the fee for the liability insurance and fidelity bond provided the association through the New York State PTA.
- Submit all financial records in accordance with Article XII, Section 8 to the audit committee or a professional auditor at least two weeks prior to date audit report is due.
- Have the accounts examined annually, or upon change of treasurer, by an audit committee or a professional auditor who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.
- File all forms required by the Internal Revenue Service and New York State agencies.
- Pay the annual PTA council dues to the 14-011 Ithaca Council of PTA's Council of Parent Teacher Associations.

Additional specific duties/responsibilities:

- Be custodian of ALL funds.
- File new bankcards when new officers assume office, indicating that two signatures are required on all PTA checks.
- Include the following in report at all meetings:

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- o Balance on hand in all accounts at the beginning of the period covered by the report.
 - o Total receipts and disbursements in all accounts.
 - o Total balance on hand on date of report.
- Have bank statement reconciled monthly by an officer who has not signed checks during that period.
- Receive all monies for all accounts (Enrichment, Clubs, Directory Ads, CHES 5K, Memberships, etc.) and give a receipt after verifying amount.
- Keep an accurate and detailed account of all monies received and disbursed.
- Deposit all funds received in PTA account immediately following an event. For night functions, arrange for a night deposit drop, if possible.
- Pay all bills by check. Make no disbursements without proper receipts and only for approved expenditures.
- Keep **President** advised of financial transactions.
- Present budget report to **President** every three months or as requested.
- Alert executive board to budget lines near depletion, as well as those over budget.
- Keep the record of state and National PTA's portions of dues separate from the record unit's general fund.
- Pay council dues as required by council bylaws.
- Include PTA name and code number on all check submitted to region, state and National PTA.
- Submit insurance premium to the PTA state office **by June 1**.
- Prepare a complete annual report for the annual meeting of the association **in June**.
- Put together the Audit Committee (minimum of 3 people) **by July 1st**.
- Have books, records and receipts prepared for audit at least two weeks prior to the meeting at which audit report is due.
- Make sure the audit is done **by July 31st**.
- Submit the state and National PTA portion of dues collected to the PTA state office, indicating unit name and code number with accurate membership count. First payment must be submitted **by October 31** and subsequent payments made thereafter. Final payment must be in state office **by May 31**.
- Prepare and file proper IRS 990 form within 4 ½ months after the end of the fiscal year (**November 15**).
- Meet with Teachers and Staff at the beginning of the school year (attend staff meeting).
- Make sure to get a vote every **June** (at the last meeting of the school year) about approving in advance funds for the summer (K-Playdates and Ice Cream Social expenses) and beginning of the following school year (Curriculum Night expenses).

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- Plan annual PTA budget for upcoming school year with the **President (June/July)**.
- Identify Fundraising Activities with the **President** and the **Vice President**.
- Check the Treasurer Mailbox at school regularly (at least twice a week).
- Get the Cash Counting form to Parent Volunteers leading/organizing PTA fundraising events.