Jefferson Elementary PTA

2500 Cadet Way, Everett WA, 98208

**Duties and responsibilities of the treasurer**

The members elect the treasurer to manage the funds of the PTA on behalf of the membership and the board of directors. The funds, books, and record-keeping materials are the property of the PTA. The treasurer serves as an active participant on the board of directors and executive committee and attends all meetings of each body. The treasurer serves as chair of the budget committee and presents the budget to the board and membership.

The specific duties and responsibilities of a treasurer:

♦ Attend council, region, and/or state trainings, webinars, workshops, and convention.

♦ Assure all PTA funds are promptly deposited into PTA bank accounts.

♦ Reconcile the PTA’s bank accounts and financial records.

♦ Maintain accurate and detailed accounting of all funds received and disbursed.

♦ Pay all authorized financial obligations of the PTA, including membership dues and fees owed to a council (if any), in a timely manner.

♦ Submit written monthly financial report at each membership or board meeting.

♦ Send written reports to the board during months when no meetings are held.

♦ Submit an annual report at the end of the fiscal year (June 30).

♦ Chair the budget committee to develop and present the budget for the following year.

♦ Preserve all receipts, invoices, bank statements, cancelled checks, and other financial records as specified in the records retention timetable.

♦ Submit the current year’s records to a financial review committee.

♦ Ensure that appropriate and adequate insurance (liability insurance at a minimum) is purchased for the PTA.

♦ Prepare and file the appropriate IRS informational forms (990-N, 990-EZ or 990 and 1099- NEC), state sales tax forms, annual incorporation renewal report, Charitable Solicitations report, business license, and any city/county licenses in a timely manner.