

## **TREASURER**

This elected officer is responsible for the financial operations of the PTA.

The Treasurer does not appoint program chairs.

### **DIRECT DUTIES**

- Attend monthly board meetings
  - Vote on board issues
  - Prepare and present financial report
- File IRS Form 990 By November 15<sup>th</sup>, annually
- File annual registration as a not-for-profit organization in November
- Maintains all deposit and withdraw paper backups and provide copies of bank statements and Treasurer Reports to Secretary and President for binder maintenance
- Notify all necessary parties of the Money Handling Procedures
- Issue reimbursement checks for PTA expenses
  - Obtain and store all expense receipts
  - Obtain and store all deposit receipts
- Enters all banking transactions into Money Minder (online financial tracker) Monthly
- Maintains online access for the following financial websites: Coastal Community Banking, Stripe, Square, and any fundraising banking site.(First Giving for Apex)
- Purchase "Past President" pins for outgoing PTA president(s)
- Act as an alternate voting delegate to the state and national PTA councils (if asked)
- Drive process for creating and balancing the budget for the incoming PTA term
- Preside on Budget Committee to build following years budget to present and vote on at the last membership meeting of the year.
- Budgets and spending
  - Submit funding requests for specific needs throughout the school year
  - Prepare budget estimates at end of term in preparation for next school year
- Assemble a Financial Review committee to conduct a financial review of books and records at the close of the fiscal year
- Coordinate with committee chairs for financial needs (Square, Stripe, ETC) of each event.
- Coordinate with VP Communications for any financial needs for website maintenance and the online store.