



Treasurer

Responsible for the financial operations of the PTSA.

1. Maintain full and correct account records using Money Minder or other financial software
2. Maintain a copy of the PTSA's legal documents in the Legal Binder
3. Handle all deposits and disbursements of PTSA funds
4. Prepare monthly reconciliation of the checking account
5. Submit a written statement of all funds and activity and Board and General Membership meetings
6. Present a proposed annual operating budget for approval at the Spring General Meeting
7. Close the books at the end of each fiscal year
8. Ensure that the tax returns and other federal and state compliance forms are accurately filed
9. Ensure that the insurance and other business policies are renewed on time
10. Support the financial review of books and records twice a year
11. Notify the President and Board of any fraudulent activity, financial concerns, or budget carry-overs resulting in significant budget surplus or reserve
12. Attend monthly Board Meetings and General Membership meetings
13. Maintain and protect account logins for any accounts that have monetary impact, such as banking, affiliate accounts, and any account that has bank account information