

# **Dorothy Fox PTA**

## **Treasurer Position**

The treasurer is elected by the members to be the authorized custodian to manage the funds of the PTA on behalf of the membership and the board of directors. The funds, as well as the books and record-keeping materials, are the property of the PTA. The treasurer shall serve as an active participant on the board of directors and executive committee and attend all meetings of each body. The treasurer should serve as chair of the budget committee and present the budget to the board and membership.

The specific duties and responsibilities of the treasurer include:

- Assuring all PTA funds are promptly deposited into one or more bank accounts where PTA funds are maintained separate from funds of any other organization
- Keeping an accurate and very detailed account of all funds received and all funds disbursed
- Paying all authorized financial obligations of the PTA, including membership service fees due to the council (if any) or the state PTA, in a timely manner
- Preparing and filing the appropriate federal tax forms (990N, 990EZ or 990), state sales tax forms, incorporation report and charitable organization report in a timely manner
- Preserving all receipts, invoices, bank statements, canceled checks, and other financial records as specified in the records retention timetable
- Submitting a detailed, written monthly financial report at each meeting of the PTA membership and each meeting of the board of directors
- Submitting written reports by mail or email to the board during months when no meetings are held
- Developing and presenting, with support of the budget committee, the budget for the following year
- Submitting a final annual report prior to the end of the fiscal year

Additional duties of this Executive Board position include:

- Plan, set policy goals
- Ensure financial integrity
- Review, evaluation, make recommendations to the general membership
- Has decision-making authority, with limits defined in standing rules