



PTO Treasurer Job Description

Duties detailed in the bylaws:

1. Attend all P.T.O. meetings.
2. Serve as an authorized signatory on all P.T.O. accounts.
3. The Treasurer shall be responsible for all monies of the PTO
4. The Treasurer shall keep accurate record of receipts and expenditures
5. The Treasurer shall keep an accurate account of all income and expenses
6. The Treasurer shall pay out funds in accordance with the approved budget as authorized by the PTO
7. The Treasurer shall maintain an operating balance of no less than \$1000 in the checking account to facilitate payment of monthly expenditures.
8. The Treasurer shall present a financial statement (see attached for guidelines) at each general meeting and Board Meeting of the PTO and other times when requested by the Board.
9. File I.R.S. and State tax paperwork, where applicable.
10. At the end of the current school year, the treasurer will prepare and present an approved written annual financial report to the incoming board.

Tasks:

- All approved expenditures must be paid within 3 days.

- Visit the bank to get your signature, name and address added to the PTO accounts.
- Maintain an adequate supply of checks.
- Provide one or more cash boxes and a suitable amount of small bills/ coins for making change at PTO events no less than one day prior to the event.
- Make arrangements for the money from PTO events to be delivered to you or deposited at the bank after each event (if after hours deposit in night deposit box).
 - Keep copy of deposit slip and of each check deposited
 - Have one board member sign off on each deposit made
- Reconcile the checkbook to the bank statement monthly.
- Write checks to pay bills, make reimbursements or release funds that have been authorization.
- Prepare a monthly budget report
- Prepare a monthly balance summary and current account balances report.
- Provide copies of the Treasurers' Report to all Officers and if requested, to any member.
- Set the Budget with the help of all Board members of all anticipated income and expense for coming year.
- Bring the checkbook and a copy of the current budget to all meetings.
- Have files available for inspection and/or audit;
- Provide Sales Tax Exempt Certificates to all Executive Board Members when they are required to make purchases for PTO.
- After receipt of the May bank statement prepare the final financial report and prepare the books for audit, turning the books over to the auditing committee.

- Attend the year-end Audit Meeting regardless of serving another term
- Maintain constant communication with the PTO Board on all actions made, and copy PTO Board on all communications

Note: Our fiscal year starts July 1.

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