

Treasurer

The Treasurer shall:

BOOKKEEPING

- Maintain all financial records of the PTA, which includes keeping and up-to-date checkbook register and reconciling bank statements as they are received.
- Include the following information in the financial report given at all meetings: a) Balance on hand in all accounts at the beginning of the period covered by the report. b) Receipts and disbursements still unaccounted for.
- Complete and file new bank forms and signature cards, when necessary.
- Update check request, deposit and budget guidance forms as needed.

DISBURSMENT OF PTA FUNDS

- Deposit checks into the PTA bank account on a timely basis, upon completion of a Check deposit form.
- Ensure that all disbursements are paid on a timely basis, upon completion of Check request form.
- Distribute start-up cash for PTA events when needed.
- Be responsible for all cash upon completion of an event/fundraiser.
- Oversee credit card readers and payanywhere account.

MAINTAIN ALL IRS FILINGS

- Prepare and file the 990/990- EZ.
- Have books, records and receipts prepared for the NJPTA audit - completed in October.
- Complete IRS Audit in November
- Complete the Charities Registration Form (every other year)

PRESIDE OVER BUDGET DISCUSSION DURING BOARD OF DIRECTOR MEETINGS

- Organize and preside over the budget meeting held in May to prepare the next year budget to be presented to the general membership in June.
- Present the budget report to the President, when requested.
- Alert the Board of Directors to line items in the budget near depletion, as well as those over the budget.