# Treasurer

**Purpose of Committee:** Manage funds for the PTA.

**Treasurer Responsibilities:**

1. See the Bylaws for a description of Treasure responsibilities
2. See the Standing Rules

**Executive Committee Responsibilities (see Standing Rules)**

* TBD

**Road Map**

| **Month** | **Activity** | **Est. # of Hours** |
| --- | --- | --- |
| August | * Complete a signature card at the Bank; request the President and 1st VP do so, also. Take the meeting minutes showing the officers, picture ID and credit card to the bank with you .
* Ask President for the new Ohio PTA Legal and Financial Handbook, Incoming Officers’ Guide and the Charitable Trust Solicitation Guide.
* Reconcile the bank account for July – print bank statement from PNC and reconcile QuickBooks
* Conduct Budget Committee meeting
	+ Prepare budget documents – current year and 2 previous years P&L
	+ Note: Some funds are carried over each year; see any budget item with an \*
	+ Facilitate meeting and request budget numbers from committee members; ensure they understand the impact of the identified budgets and facilitate any discrepancies in numbers or budget constraints
* After Budget meeting update Chart of Accounts and Budget in QuickBooks
* Update forms with your name/contact info and put copies of all forms in the PTA mailbox for general usage
	+ Check Request Form
	+ Money to Deposit
	+ Reimbursement Form
	+ Tax Exempt Form
	+ Dollar General Tax Exempt Form
* Provide electronic copies of the above forms to the 1st VP to include in the chairpersons binders
* After approved in first PTA meeting, submit the top copy of the recently completed financial review report (page showing balances and names/signatures of Audit Committee) to the Ohio PTA office; currently at Ohio PTA, 40 Northwoods Blvd, Suite A, Columbus, OH 43235-4718
 | 8-12 |
| Monthly Meetings | * Prior to meeting:
	+ Reconcile Bank Account – print copies to add to Treasurer file
	+ Prepare financial reports and make copies
		- In QB: Reports, Budgets & Forecasts, Budget vs. Actual
		- Excel “Arrowhead Budget”
	+ Prepare Bank Statement for monthly review of financial transactions: Tip – provided a Custom Transaction Detail Report
* At Meeting
	+ Share overview of financial report (see meeting minutes for standard on how to report information)
	+ Discuss any open budget questions
	+ Ask someone to review the monthly financial transactions \*\*requirement for insurance purposes
* After meeting
	+ Update changes to the budget
 | 2-4 |
| September | * Report on:
	+ Financial review results from prior year – need to vote on it for adoption – Mail approved Financial Review to Ohio PTA
	+ New budget – need to vote on it for approval
	+ Forms/requirements for reimbursement, requesting of funds, and deposits
* Get committee chair list from 1st VP; use this to confirm who can sign for reimbursements/requests for funds
* Work with Secretary for Membership dues
* Big deposits: Membership, Fall Fundraiser
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| October  | * Big deposits/activities: Fall/Winter Fundraiser, Donuts for Dads, Membership Dues
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| November | * Big deposits/activities: Fall/Winter Fundraiser
* File Charitable Trust
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| December | * Big deposits/activities: Fall/Winter Fundraiser, Holiday Shop
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| January | * Big deposits/activities: Fall/Winter Fundraiser
* File any 1099 MISC Forms for anyone receiving over $600(usually garden camp and summer nature zone maintenance)
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| February | * Big deposits/activities: Fall/Winter Fundraiser, Movie Night, Liability Insurance (look for invoice from District PTA Treasurer), Book Fair
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| March | * Big deposits/activities:
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| April | * Big deposits/activities: Science Fair
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| May | * Big deposits/activities: Family Picnic, Alex’s Lemonade Stand, Muffins for Moms, AIM insurance (look for invoice in the mail), Environmental Day
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| June | * Big deposits/activities: Field Day
* Prepare final year end P&L
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| July | * Organize Financial review paperwork and provide report to the Financial Review Committee

\*Financial Review Cover Sheet with updated numbers for beginning and ending balances from bank statements, Custom Transaction Detail Report for Income and Expenses\*All bank statements for school year with reconciliations through June.\*All check stubs and file with receipts from deposits and check requests.* File tax report: current IRS requirements allow us to complete a 990E-Postcard. Verify changing requirements with Ohio PTA. Link for 990E-Postcard info: <https://epostcard.form990.org/>
* The deadline for submission to the IRS is November 15 after each school year; *however, please complete before leaving office.*
* Print Form 990-N(e-Postcard) Submitted Form and email IRS Status Accepted Notification for files.
* See guidelines for “Before Leaving Office

Gather all information for school year and bundle together with latest audit report on top |  |

**Tips & Tricks - What Works Well and What Didn’t Work Well**

* At the first meeting, explain how to read the budget report
* Establish a schedule for paying reimbursement checks so everyone knows when to expect their money; it is recommended that reimbursements/invoices are paid at least twice monthly
* Monthly Bank Statements can be downloaded from the online account; hardcopies are NOT mailed
* Touch base with the 1st VP occasionally to confirm how budget information is being shared with Committee Chairs prior to their events; be prepared to discuss budget information, reimbursement and deposit procedures with Committee Chairs prior to their events
* Deposits: All checks MUST be stamped; either a list that includes name on check, check number and check amount or copies of each check are required for each deposit; submit one deposit for each budget line item; Must have two people present for all deposits.
* Checks: All checks written must have two signatures on them: Treasurer, 1st VP and President are eligible check signers

**Budget**

* Budget needs for the Treasurer include postage, envelopes and potentially new checks/deposit forms and software for QuickBooks

**Support Documents**

* See included CD for Budget templates, audit templates, all forms, Tax Records and all past records
* Our Tax ID: 23-7257644
* Arrowhead’s Tax ID for use on Tax Exempt Form: 52-1267106