

# **The Treasurer**

## **Job Description**

As an elected officer, the treasurer is a representative of the PTA and has the ability to affect the image and reputation of the PTA. Some of the characteristics a treasurer should display include:

- Devoting adequate time to the position.
- Working as a team member with the other officers and board of directors.
- Exercising good judgment.
- Setting aside personal views and agendas to act in the best interest of the PTA.
- Modeling good leadership qualities for other board members and for those who may be elected or appointed in the future.
- Maintaining an honest, high level of integrity.

### **Duties and Responsibilities**

The treasurer is the authorized custodian, elected by the members, 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 the meetings of each. The treasurer should serve as chair of the budget committee and present the budget to the membership.

The treasurer should read and understand all references to finances and membership service fees that can be found in the Uniform Bylaws, the PTA's standing rules, and State PTA materials.

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 (990 EZ or 990) in a timely manner;
- Preserving all receipts, invoices, bank statements, canceled checks, and other financial records as specified in the records retention timetable (page 9).
- Submitting a detailed, written monthly financial report at each meeting of the PTA membership and board of directors;
- Submitting written reports by mail or email to the board during months when there are no meetings
- 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;
- Prior to delivery of the books to the successor treasurer, submitting the current year's records to a financial review committee.