



Pointers Run Elementary PTA, Inc.

6600 S.Trotter Road Clarksville, Maryland 21029

410-313-7142



TREASURER

The Treasurer is a member of the PTA board of directors executive committee who is charged with responsibility to oversee the budgeting process. This is an elected position, nominated and approved by simple majority vote at a general membership meeting in the spring. The term of this position is one year, beginning July 1st and ending June 30th of the following year. The Treasurer is the authorized custodian of PTA funds on behalf of the membership and the board of directors.

Duties and Responsibilities

The Treasurer will...

- Have custody of all funds of this local PTA.
- Attend meetings of the board of directors, the executive committee, and the general membership.
- Correspond as needed with teachers, fundraising and event coordinators, and other stakeholders.
- Oversee the budgeting process and prepare the annual budget as prescribed in the bylaws.
- Present the annual budget to the general membership for approval with the support of the board at the Fall general membership meeting.
- Make disbursements, by check, in accordance with the budget adopted by this local PTA and as prescribed in the bylaws.
- Obtain authorization from the board before writing a check or spending money not already approved in the budget.
- Obtain two authorized signatures on every check.
- Have three authorized signatures on file at the bank for financial transactions, including those of the President, Treasurer, and one other officer as an alternate (no two check signers should be from the same household).

- Ensure new officers designated as signers on the PTA account have signed the bank signature card and there is a copy in the Treasurer's records.
- Enter all deposit and checks into the PTA's financial software.
- Maintain an accurate and detailed account of all funds received and all funds disbursed.
- Receive and retain a copy of deposit slips for any deposits made by the Assistant Treasurer.
- Reconcile the bank account each month.
- Submit a written financial report at each board meeting and at each general membership meeting, reporting income and expenses as compared with the budget.
- Prepare an annual report to be used to review PTA financial records.
- Be responsible for the maintenance of such books of account and records as to conform to the requirements of Article IV, Section 14 of the bylaws.
- Preserve all receipts, invoices, bank statements, bank reconciliations, canceled checks, and other financial records for (add required length of time).
- Ensure that the PTA's financial records are reviewed at the close of the fiscal year and upon change of Treasurer, according to the bylaws, and that the review report is submitted to the Maryland PTA by September 1st.
- Hire an accounting firm to perform the annual review and prepare necessary tax forms, as approved in the budget.
- Take responsibility for preparing and filing all necessary tax forms, including Form 990 or 990-EZ, Form 1099-MISC if necessary, Maryland personal property tax return, sales tax returns, etc.
- Review annual PTA insurance and maintain insurance documents.
- Renew the charitable organization registration with the State of Maryland.
- Perform specific duties as provided for in the bylaws.
- Obtain a working knowledge of PTA policies and procedures.
- Outgoing Treasurer
 - Reconcile the June bank statement
 - Prepare the necessary reports to submit to the auditor who will be conducting the annual review
 - Be available after the end of his/her term to answer questions that arise in the course of the audit/review