

FINANCIAL SECRETARY DUTIES

Give a receipt for all monies received for the association and either turn funds over to the treasurer or deposit in the PTA bank account. Give a copy of the deposit slip to the treasurer for the association's records.

Keep an accurate record of all receipts and payment authorizations for the treasurer's financial records.

Prepare all payment authorizations as approved by the executive board or the association. Forward to the president and recording secretary for signatures.

If requested by the treasurer, prepare and present a statement of account at association and executive board meetings. The statement of account should also be presented at other times if requested by the association.

Report all funds deposited to the treasurer. These totals should be included in the Annual Financial Report to the association.

Perform such other duties as may be delegated to the financial secretary by the president or treasurer.

All financial secretaries are encouraged to attend the California State PTA convention finance conferences.

Attend PTA district or council workshops and trainings when scheduled.