

DUTIES

Keep permanent records that track gross income, receipts and disbursements of the association, including the number of members, dues collected and the total per capita dues remitted through channels to the California State PTA. These records should be available for inspection by an authorized representative of either the California State PTA or National PTA.

Chair the budget committee and prepare the budget for adoption by the association.

Receive all monies from the financial secretary or from other volunteers counting monies received. Give a receipt. Deposit immediately in the name of the association in a bank approved by the executive board.

Receive and retain a copy of the deposit slip for any deposit made.

Pay all bills as authorized by the executive board or the association and on receipt of payment authorization signed by the president and the recording secretary.

Secure two authorized signatures on all checks. Any two officers (with the exception of the secretary, and officers related by blood, marriage, or living in the same household) may be authorized to sign checks. Refer to *Bylaws for Local PTA/PTSA Units* Article VI, Section 6, ***f to determine who is authorized within your PTA district, council or unit.

Keep an accurate record of all receipts and disbursements in a ledger, which is a permanent record of the PTA. (Records Retention Schedule 5.1.5, 201).

Report expenditures to the membership as they relate to the budget adopted by the association.

Each month, remit portions of per capita dues through channels. (Unit Remittance Form 5.1.6, 202; Forms 449)

Prepare and present a Treasurer's Report (5.1.6, 202; Fig.5-1, 203) at every association and executive board meeting. The statement of account should also be presented at other times if requested by the association. If your unit has a financial secretary, this task may be delegated.

Be responsible for completing and forwarding all necessary report forms required by the California State PTA for insurance and for filing all tax returns and other forms required by government agencies. (Tax Requirements 5.7, 224).

Make an Annual Financial Report (5.1.6, 202; Fig.5-2, 204) to the association that includes gross receipts and disbursements for the year.

Maintain continuous and direct communication with the president regarding finances. Advise board members of the status of the treasury and their individual budgets.

Obtain information on proposed programs from program committee chairman.

Become aware of deadlines (including postmark dates) for all financial transactions.

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

Attend PTA district and council workshops and trainings when scheduled.

If you are a bulk permit holder, verify funds are maintained in the account.

Perform the duties of the Financial Secretary in the absence of the position or as stated in the bylaws.

CONTENTS OF THE TREASURER'S FILE

A complete treasurer's file should contain the following:

- All auditor's reports
- Budget
- Bylaws and standing rules
- Correspondence
- District-specific information
- Federal Employer Identification Number (EIN)
- Corporate number and California State Franchise Tax Board number, if applicable
- Annual financial reports
- Monthly statement of account
- Recommendations for successor
- Remittance forms to council and/or district
- Worker's Compensation Annual Report
- National PTA *Annual Resources for PTAs*, Money Matters
- California State PTA Toolkit Section 5, Finance
- List of Fax-on-Demand Extensions, see Introduction of this Toolkit, or 877-406-3680.

Sample Calendar of Activities *(Year-round PTAs adapt accordingly)*

September

Present budget to the executive board for approval.

Present budget to association for adoption at its first meeting.

Send the first remittance of per capita dues through channels. Send monthly thereafter.

October

Prepare tax forms as required. (Tax Requirements 5.7, 224)

November/December

Send checks for insurance premiums through channels. Do not send checks directly to the California State PTA office or the insurance broker.

January

Submit books and financial records for mid-year audit as specified in the bylaws.

Send the Worker's Compensation Annual Payroll Report through channels.

Pay annual Post Office Bulk Mailing permit, if required.

Forward insurance premium through channels. Premium must be postmarked by the PTA district by January 31 or a late fee of \$25 will be assessed.

February

Send Founders Day freewill offering through channels to district when collected. (The event may be held during a month other than February.)

March

Ensure all per capita dues have been forwarded through channels, in accordance with established deadlines.

April

Issue convention checks for authorized expenditures for elected delegates.

May/June

Attend workshops for financial officers when offered.

Submit books and financial records for end-of-term audit as stipulated in the bylaws.

Give financial records and materials to the incoming financial officer (except those in audit).

Obtain new bank account signature cards to assist the incoming officers.

Prepare annual Financial Report and tax reports (end of fiscal year).

Other pertinent dates should be added to the calendar to meet time frames specific to your calendar.