

Treasurer

Voted by the PTA General Membership

Qualifications:	PTA Member
Term:	President commits to one year of service. There is a two consecutive term limitation.
Responsibilities:	<ul style="list-style-type: none">• Attend PTA General & Board meetings, and present monthly Treasurer's Report of budget and bank account status.• Present budget at Sep/Oct General meeting for approval, and preliminary budget for following year at April meeting for approval.• Submit legal paperwork, i.e.:<ul style="list-style-type: none">○ 501c3 status, due Nov○ Liability insurance, due Nov○ Annual corporate report, due Mar○ Annual Tax Return• Issue receipts, deposits and account for all monies promptly and in accordance with PTA guidelines.• Invest PTA monies in secure accounts to ensure liquidity per the budget.• Close the books on June 30th, and submit the books and records for review to the Financial Review Committee.• Be available for questions during the annual Financial Review audit.• Oversee Membership, and ensure a list of membership dues paid by individuals is maintained.• Maintain the Treasurer's Notebook and pass it and all bank related items to the incoming Treasurer.• Attend regional conferences and relevant training (including PTA & the Law).• Obtain/maintain valid Food Handler's Permit (if needed).