

Treasurer Job Responsibilities

- Attend State Convention in May (if possible)
- Attend Monthly Board Meetings
- Become a co-signer on the bank account
- Have Ethics/Conflict of Interest and Money Management Procedures form filled out and signed by board members
- Assist the President to develop a budget
- Vote on budget at the 1st General Board meeting (August – back to school night)
 - Notify membership of proposed budget 30 days before voting on it (post on school doors, website, facebook, etc.)
 - Present Audit and Year End Treasurer's report at August meeting
 - Money can't be spent until the budget is approved.
- Submit tax information on-line (August)
- Be there any time money is counted.
 - Have 3 people count the money
 - Don't go alone to make a deposit
- Write and sign all checks (except checks written to you).
 - Checks need two signatures
 - Absolutely NO reimbursement checks without receipt and signed Check Request form
- Balance check book each month. President needs to see & sign bank statement before you balance it.
- Complete financial council reports and submit each month.
 - Check register
 - bank statement – signed
 - bank reconciliation
 - treasurer's report
- Present budget and treasurers report at each meeting
- Submit Sales tax reimbursement form (February)
- Make sure an audit is performed at the end of each year (by 2nd week in July)
- Report to the President