



Treasurer

1. The Treasurer shall receive all monies from PTO functions of that school and have custody of all PTO funds.
2. PTO checks shall be signed by both the Treasurer and the President.
3. Collect and account for funds at fund-raisers and social events.
4. Maintain contact with the Committees and the Principal on their disbursements of PTO funds.
5. The Treasurer shall present a written statement of account at every meeting and at other times when required by the PTO by keeping a record of all income and expenses.
6. The Treasurer shall balance the end-of-the-fiscal Year funds, complete the records, and transfer signatory authority to the incoming Treasurer after the close of the school year.
7. The Treasurer may be asked to present a statement of account and may be required to present all records for audit after the close of the school year.
8. The Treasurer maintains all financial records of the PTO.
9. The Treasurer maintains checking account for all PTO activities.
10. Maintains ledger recording all receipts and disbursements by account and prepares annual budget with President and presents budget to general membership for approval.
11. Prepares monthly statement of receipts and expenditures and cash position and presents at the PTO General meetings.
12. Visit the bank to get your signature, name and address added to the PTO accounts.

13. Maintain the minimum balance in each account (if required by the bank).
14. Maintain an adequate supply of checks.
15. Make arrangements for the money from PTO events to be deposited at the bank after the event.
16. Reconcile the checkbook to the bank statement monthly.
17. Write checks to pay bills, make reimbursements or release funds with authorization.
18. Prepare a monthly budget report and current account balances report.
19. Provide copies of the Treasurers' Report to all Officers and if requested, to any member.
20. Set the Budget (itemize anticipated income and expense for coming year).
21. Bring the checkbook and a copy of the current budget to all meetings.
22. Have files available for inspection and/or audit.
23. After receipt of the May bank statement prepare the final financial report and prepare the books for audit, turning the books over to the auditing committee.
24. Attend the year-end Audit Meeting regardless of serving another term.
25. This position requires attendance at both the Executive and General PTO meetings.

