

Executive Board Member

Treasurer

Attend all Board and General Meetings.

Attend PTA and the Law at least every other year. Attend other trainings offered through Region, State, etc as necessary (must complete at least 1 state training a year).

Be familiar with WA State PTA Treasurer Handbook & Money Matters Handbook found under Resources on the WA State PTA website.

Assist in identifying activity and committee leads, for those activities under your area of responsibility.

Provide monthly newsletter items to keep membership informed of your area of responsibility (ie, budget and spending summary).

Ensure each activity chairperson/volunteer is trained for their specific area of responsibility and has whatever resources he/she needs to work effectively.

Attend quarterly council meetings if asked by President.

Present a Treasurer's/Budget Report at each Board and General Meeting for approval. This needs to be done monthly, even over the summer when there are no meetings.

Provide all financial records if requested by President, Executive Team, or Financial Review Committee.

Close books on June 30th and submit for review as necessary.

Keep a record of membership and service fees received, forwarding appropriate proportions to Council, Region, State, and National as necessary.

Establish and maintain Tax Exempt Status.

Receive all funds for PTSA, including expedient transfer of any funds collected by other members. Keep accurate and detailed records.

Deposit funds promptly into PTSA bank accounts. Always leave \$500 in checking. Collect receipts and any other pertinent forms, etc for each income and expense. Ensure the checks or funds are given promptly to recipients.

Balance monthly bank statements immediately upon receipt.

Refer to Policies and Procedures sheets for specifics on timeliness, necessary documentation, and/or other steps necessary.

Request assistance from State PTA office or service area representatives as needed.

Facilitate two financial audits - the mid year audit in January and the end of year audit in July/beginning of August (whenever you get the June bank statement). Provide written reports on findings after both audits, and fix any issues if necessary.

Prepare paperwork needed by accountant for yearly taxes by mid-August. Set-up time to meet with Accountant to turn over paperwork. After taxes are done provide accountant with thank you \$50 gift.

Maintain current year records, pass off to Secretary at end of year for permanent record filing.

File all secretary of state forms annually each year and on time: Charitable Solicitations Act, Non-Profit Corporation Annual Report. Provide president with copies for Legal Documents Binder.

Attend an awards committee meeting in the spring with executive board to choose winners for Golden Acorn, Heart of the Hawk and Outstanding Educator.

Coordinate a budget review meeting with the executive board over summer to finalize the budget for the following school year to be approved at first general meeting of the year.

Check folder at school at least twice per week

File insurance renewal annually and on time after reviewing with the board. Provide president with copy for legal documents binder.

Send any social media posts on behalf of the PTSA to communications.

Work with president and fundraising chair to set fundraising goals for each activity based off budgetary needs for the next year.

Manage the PTSA iPod and Square Device to be used at events when credit cards are needed.

Upload all pertinent documents to OneDrive by June 30th.

Meet with replacement for following year (if applicable) by June 30th for training.

Help plan the end of year Volunteer Appreciation party with the board.