

JRES PTA - Job Description

Treasurer

Initial Tasks as Treasurer

- Making sure that the books have been audited before accepting them.
- Verify the completeness of files and records received from the retiring treasurer. Ask about missing records at once.
- Becoming familiar with the duties outlined and any references to finances and budget in the PTA bylaws.
- Securing the signatures of new officers authorized to sign checks, and filing the signature cards with the bank, if not taken care of by the outgoing treasurer.
- Checking on bonding and liability procedures.

Duties of the Treasurer

- Keep up-to-date on nonprofit financial issues by reading relevant materials and pursuing appropriate training
- Create and maintain a membership database..
- Chair the finance committee (if required in the bylaws).
- Assist in developing the budget.
- Manage the funds of the unit. Keep an accurate and detailed account, in the treasurer's permanent book, of all monies received and paid out.
- Submit a report at monthly general membership meetings. The report should include the total balance on hand at the beginning of the month covered by the report, the separate amounts received and credited to the general fund, the state and national portions of dues, the special funds, other receipts, itemized disbursements, the balance on hand in each fund, and the total balance on hand at the end of the month. Be prepared to answer all questions promptly, and have the records available at the meeting.
- Receive all monies for all accounts—local, state, and national per capita dues, gifts, etc. Receipts should always be issued for amounts of cash received.
- Deposit all monies in a bank approved by the executive committee/ board of the association in the name of Jacobs Road Elementary Parent Teacher Association, Treasurer." Night deposits and 24-hour banking can and should be used as needed.
- Monies should never be kept at the treasurer's home. Association funds should not be deposited in the personal account of the treasurer, nor should they be deposited in the school activity account.
- Pay by check all bills as authorized. Two signatures should be required on all checks. The procedure for authorizing disbursement and the established authorizing parties—the

president, board executive committee—should be spelled out in the association bylaws. All bills must be paid by check—never by cash.

- Keep the record of the national and state portions of membership dues and all other national and state monies separate from the record of the general funds of the local PTA.
- Forward to the state PTA—through the channels and at the times designated in the state bylaws—the state and national portions of membership dues, together with all other monies that belong to the state and National PTA. Each remittance should be accompanied by a statement showing the name and address of the PTA and the number of PTA members. **The National PTA office requires a complete list of names and addresses (including e-mail addresses) of PTA members.**
- Cooperate with the membership chair and the secretary in keeping an accurate list of the PTA membership.
- Preserve all check requests, receipts, bank statements, and canceled checks, and submit all of these to the auditor in preparation for the annual audit. Arrange for the annual audit.
- Prepare for the treasurer's successor all books, papers, and correspondence pertaining to the office of treasurer, including the audited books, approved and paid bills, canceled checks, plans, and procedures. Transfer all materials to the incoming treasurer in a timely manner.
- Keep canceled checks, paid bills, etc., for seven years. This procedure provides the PTA with sufficient background documents and material should any questions arise.
- All PTA monies and other assets, including checking accounts, savings accounts, and certificates of deposit, are the property of the PTA. Treasurers who have custody of funds shall maintain complete and accurate records of their receipts and disbursements.
- Attend monthly General membership meetings
- Attend Virginia PTA conference