

## **PTO Treasurer**

### **List of Responsibilities**

The PTO Treasurer is the custodian of the PTO's funds. The Treasurer helps develop the annual budget, collects fundraising money, writes checks for purchases and reimbursements, tracks income and spending, makes financial reports, and organizes the books for annual audit.

- Attend both general PTO and Board meetings.
- Maintain up to date, accurate financial records of the PTO.
- Present the PTO annual budget for approval at the first PTO meeting of the school year.
- Receive all funds of the PTO; including, but not limited to, donations, fundraising sales and contributions.
- Deposit PTO funds into the PTO bank account in a timely manner.
- Provide a written and verbal financial report of the receipts and expenditures at each PTO Meeting, and at other times upon request of the PTO Board.
- Audit all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with PTO policies.
- With the assistance of a Certified Public Accountant (CPA), complete the filing of all federal and state tax returns as well as other financial reports, pertaining to the PTO's 501c3 status, as applicable; and maintain accurate records of such.
- Renew or ensure the PTO has obtained insurance coverage as determined by the Board.
- Complete all financial updates by the close of the Fiscal Year and provide a full year end report.
- When necessary, provide event chairpersons with petty cash for change and receipt book.
- Perform other duties as delegated by the PTO President.