

## **PTO TREASURER DUTIES**

### **July-August**

Although the incoming Treasurer takes office July 1, the two Treasurers may need to work together with the PTO's accountant to assist in preparation of annual review. (See July and August entries at the end of this description for more details.)

The outgoing Treasurer will pass on the books to the incoming Treasurer in July. The old and new Treasurer will attend the Budget Committee meeting, the date to be determined by the President. The outgoing Treasurer provides the historical data for the meeting. The incoming Treasurer creates the budget in Quicken after the meeting.

### **September**

Prepare the proposed budget to be voted on at the September PTO meeting (some years the vote is taken at the October meeting). Make 25 copies (you can use the copier in the office).

At the September meeting, explain how members should request reimbursement (leave form with receipts attached in the blue Treasurer's folder in the office) and encourage everyone to use the Illinois Department of Revenue form for sales tax exemption. Keep extra copies of these forms in the folder for members to pick up.

After the budget is adopted, send every officer and committee chairman a copy of the budget with their categories highlighted.

A copy of the budget, showing receipts and disbursements current through the prior month-end, and any other comparative information deemed pertinent, should be distributed at each PTO meeting.

Also at each PTO meeting, the babysitter should be paid.

The Central PTO bylaws require the Treasurer to give an annual report for the previous year (following completion of the review) listing all expenditures in each category. This report should be made by the Treasurer for the previous school year.

Other items that may need to be done in September:

- 1 Reimburse the 1<sup>st</sup> Vice Presidents for the cost of the Room Parents' Gathering;
- 2 Pay Central School's share of the printing of the district calendar (In some years deposit is made in the spring; other years the entire cost is paid in the fall);
- 3 Pay a deposit for the Roller Skating Party (usually held in October);
- 4 Write checks to teachers for supply reimbursements (previously Christmas gifts);
- 5 Pay for expenses related to Family Fun Night;
- 6 Deposit wrapping paper fundraiser orders

- 7 Deposit 100% Fund donations in checking account.
- 8 Deposit receipts for calendars, directories and yearbooks ordered.

## **October**

The bill for the Student Directory will probably need to be paid in October. Additional wrapping paper fundraiser monies and 100% Fund donations will need to be deposited. Give a check for the balance of the Roller Skating Party to the Chairman of that event. The bill for sportswear sold in September will probably need to be paid this month. Orders for a kids' art fundraiser will need to be deposited, and an invoice paid for.

If the budget includes a line for PRIDE, give a \$100 check for PRIDE to the Hauser teacher responsible for PRIDE. Ask the teacher how he/she wants the check written.

## **November**

The taxes must be filed with the IRS by November 15. The Treasurer for the previous year is responsible for having the tax form prepared and mailed. Check to see if the return has been mailed. It should be mailed by certified mail.

The bill for gift wrap will probably arrive in November.

## **December**

Kids Care will take a collection at the Holiday Program. This money is deposited in the PTO account and used for gift certificates for Central families who qualify for free school lunches. The Treasurer reimburses the person who buys the gift certificates on behalf of Kids Care.

## **January**

School District 96 maintains accounts for the PTO. The Financial Secretary is Blanca Raz. Check with her in January, after the first 6 months of the fiscal year have passed, to get an accounting of reimbursements we need to make to the District for purchases made on behalf of the PTO. Review these very carefully as sometimes items not authorized by the PTO are charged to these accounts. The PTO is not obligated to pay for items not in our budget. Theoretically, Blanca sends these account statements with invoices attached to the school principals and the school principals are supposed to review them and forward them to the PTO treasurers, but this has not happened in the past.

## **March**

The Book Fair and the Ice Cream Social are in March. Ask the Chairpersons of these events if cash boxes are needed. The Treasurer will be writing checks to pay for the books, as well as for the expenses of the Ice Cream Social.

## **April**

Check with Blanca Raz in the District Office for bills for January-March.

## **May**

The Officer Installation Luncheon is held in May. If you do not attend you will need to give a check to the Corresponding Secretary to pay the restaurant. A \$25 check for a babysitter will also be needed. The Corresponding Secretary will have expenses for reimbursement.

For the Teacher Appreciation Luncheon location and Chair of the Luncheon will also need to be reimbursed for expenses

Teachers are given small gifts during Teacher Appreciation Week. Some are donated; others are purchased. Reimbursement checks will be needed.

A Philanthropy meeting will be scheduled in late May. The incoming and outgoing Treasurers and the incoming and outgoing Presidents attend, as well as other PTO members appointed by the President. The Treasurer prepares an estimate of funds available for philanthropy. Print a budget report. Mark off all items that you know are complete. For outstanding items, call the appropriate chairperson to ask about bills not yet paid. Those categories most likely to have outstanding bills are: Cultural Arts, Teacher Appreciation Lunch, Teacher Appreciation Week, 5<sup>th</sup> Grade Games Night, 5<sup>th</sup> Grade Year-End Party, Calendar (deposit), New Parents Gathering, Roadrunner, Safety Patrol Party, and School Supplies. From the checking account balance, subtract out liabilities and the \$600 that the PTO is required to carry over to the next year.

## **June**

Check one more time with Blanca Raz for bills. On the last day of school or the following week check in the school office for any bills that have been submitted so you can pay them before the office closes for the summer (usually a couple of weeks after school ends).

## **July**

After you have reconciled the bank statement for July, prepare the books to be given to the auditor. The budget should include funds to pay the auditor (Mary Welch) for the audit and the preparation of the IRS 990. The audit form is in the State PTA folder that you receive from the President in September. Also include for the audit: the check register (Transaction Report from Quicken), reconciled bank statements, record of receipts, record of deposits, other reports from Quicken—Budget, Income/Expense, and Itemized Categories.

Prepare information for a budget meeting to be held in July or August. The Budget Committee consists of the President, the Treasurer, the Second Vice President(s), the immediate Past President, the immediate Past Treasurer, and two (2) members appointed by the President. Arrange a time with the President.

Update this job description, if necessary.

### **August**

Attend the budget committee meeting and pass on the books to the incoming Treasurer. Pick up the audit report and records from the Auditor. Give the audit report to the President. The audit must be approved at the September meeting. Mail the tax return, certified mail, as soon as it is completed.

### **Every Month**

Give a report at every PTO meeting . The report should include an Income/Expense report from Quicken (with the checking account balance added on the bottom) and a Budget report from Quicken (use dates 7-1-200x to 6-30-200x). Offer to give the President a monthly Transaction Report or Itemized Category report (Some have wanted it; others have not. 20 copies are usually enough for the meeting.)

After each fundraiser, give the committee chairperson a report of the income and expenses and be prepared to make a report at the PTA meeting if the chairperson is not present.

Check the PTO mailbox in the office at least weekly. Collect bills and leave reimbursement checks in the blue Treasurer's envelope.

Prior to every PTO meeting, have a check made out to the person who does the babysitting for the meeting.