



Bell Elementary PTSA Treasurer - Role Description

1. Attend all Executive, Board, and General Meetings of the AG Bell PTSA and provide a written report to the President
2. Provide a current written Financial Report at all meetings (board and general membership)
 - i. Including income, expenses and explanations of transactions
3. Attend State PTA Treasurer training
 - i. Such as 'Money Matters'
 - ii. 'PTA and the Law' class is required
4. Become familiar with membership service fees and finance information that is provided by the State PTA
5. Keep a current, accurate and detailed account in the books and records of the PTA - all funds received and disbursed
6. Provide all financial records if requested by the President, members of the Board or general membership
7. Promptly collect and deposit all monies (including fundraising and popcorn sales, etc.) into the PTSA bank account
8. Check Treasurer's folder on a weekly basis for deposits, checks, and expense requests
9. Pay all bills and reimbursement requests promptly
10. Dispense all monies according to the approved budget
11. Pay all state membership service fees with the appropriate paperwork at the scheduled time
12. Preserve all vouchers, receipts, bank statements, and other records
13. Maintain a complete financial records retention timetable
14. Close the books no later than June 30 of the current school year
15. Submit all records for the Financial Review on July 1
16. Chair the Budget Committee
17. Organize the financial review process - twice per year
18. Work with an accounting professional to prepare Annual Taxes (1099's, 990EZ)
19. File tax status information (Charitable Solicitations Program, Annual Report)
20. File 1099-NEC and Annual Combined Excise tax forms
21. Ensure compliance with all items and deadlines on the Standards of Affiliation checklist
22. Maintain the Treasurer notebook (all items should be maintained both digitally and in printed form) and pass it on to the incoming Treasurer with instructions



BELL PTSA ORGANIZATIONAL STRUCTURE

