

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

or Co-Presidents

- Strategic Planning mission, vision, goal setting/tracking, etc.
- Organizational leadership
 Ensures compliance with all governing bodies
- Leads communication strategy and primary liaison with school
- Oversees finances, fundraising, and all communications
 Provides needed support for all board members and chairs

VP COMMUNITY EVENTS

- Back to School Picnic
- Harvest Party
- Kindergarten registration
- Kindergarten playdate
- Movie Night
- Multicultural Night New Family Brunch
- School Dance
- Staff Appreciation
 Staff Welcome Brunch • Talent Show
- Volunteer Appreciation
 Walk to School Week
- Yearbook

All community events

VP STUDENT ENRICHMENT

- Advocacy
- Art program
- Book exchange
 Egg Drop
- Emergency preparation
- Enrichment classes
- Hearing/vision tests
 Holiday gift drive
- Pantry Packs
- Reflections program
 School pictures
- School play
- Science Day S.T.E.M. Night
- Supporting Bell families in-

All enrichment programs

TREASURER

- Files annual excise sales tax
- Files charitable organization
- registration renewal (SOS) Files corporate annual report
- (SOS) • Files form 1099-MISC
- Files form 8822-B
- Files form 990, annual taxes
- Leads Budget Committee
- . Leads Financial Review
- Committee (2X per year)
- Manages all finances Monthly financial reporting
- Manages reimbursements
- Manages staff grants Manage Insurance coverage

- Manages all fundraising
 - Corporate matching

VP FUNDRAISING

& MEMBERSHIP

- Employee time match Fred Meyer rewards
- Grant writing Main annual fundraiser
- Monthly dine-outs Popcorn Friday • Manages memberships
- Completes at least 3 membership campaigns
- Manages Member Planet
- (WSPTA database) Manages memberships on website (MTK)

- · Collects agenda items for meetings and creates agenda
- Takes minutes at all General Membership and Board
- Meetings

 Tracks all training for board members and chairs