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Updated 11/2015

Treasurer Duties

Keep permanent records that track gross income, receipts and disbursements of the association, including the number of members, dues collected and the total per capita dues remitted through channels to the Delaware PTA. These records should be available for inspection by an authorized representative of either the Delaware PTA or National PTA.

Chair the budget committee and prepare the budget for adoption by the association.

Receive all monies from the financial secretary or from other volunteers counting monies received. Give a receipt. Deposit immediately in the name of the association in a bank approved by the executive board.

Receive and retain a copy of the deposit slip for any deposit made.

Pay all bills as authorized by the executive board or the association and on receipt of payment authorization signed by the president and the recording secretary.

Secure two authorized signatures on all checks. Any two elected officers (with the exception of the secretary and officers related by blood, marriage, or living in the same household) may be authorized to sign checks. Refer to bylaws to determine who is authorized within the unit, council or district PTA.

Keep an accurate record of receipts and disbursements in a ledger, which is a permanent record of the PTA. Report expenditures to the membership as they relate to the budget adopted by the association.

Each month, present a Treasurer's Report at every association and executive board meeting. The Treasurer's Report also should be presented at other times, if requested by the association.

Be responsible for completing and forwarding all necessary report forms required by the Delaware PTA for insurance and for filing all tax returns and other forms required by government agencies. Make an Annual Financial Report to Delaware PTA that includes gross receipts and disbursements for the year.

Maintain continuous and direct communication with the president regarding finances. Advise board members of the status of the treasury and their individual budgets.

Obtain information on proposed programs from program committee chairman.

Become aware of deadlines (including postmark dates) for all financial transactions.



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All treasurers are encouraged to attend the Delaware PTA trainings for Treasurer at summer and convention finance conferences.

Attend council and district PTA workshops and trainings, when scheduled.

If the PTA has a bulk mail permit, verify funds are maintained in the account.

Contents of the Treasurer's File

A complete treasurer's file should contain the following:

- All auditors reports
- Budget
- Bylaws and standing rules
- Correspondence
- District-specific information
- Corporate number and Delaware State Franchise Tax certificate, if applicable
- Annual financial reports
- Monthly financial reports
- Remittance forms to council and/or district
- Workers' Compensation Annual Payroll Report
- *National PTA Annual Resources for PTAs, Money Matters*
- Recommendations for successor