**Purpose and Responsibilities of the Treasurer**

Every PTA needs a treasurer to manage and supervise all of the financial aspects of a PTA. A treasurer has a broad range of responsibilities including:

* Custodian of PTA funds and financial records
	+ Ensure payments received are deposited timely
	+ Ensure vendors are paid timely
* Tracking and recording all financial transactions
	+ Membership dues
	+ Donations
	+ Receipts
	+ Disbursements
* Supporting PTA volunteers and members
	+ Assisting with financial planning for programs and other PTA activities
	+ Reporting and providing timely financial information to the PTA
* Keeping the PTA compliant with financial rules and regulations
	+ Reporting to government agencies
	+ Reporting to National PTA
	+ Ensuring annual audit and tax returns are completed timely
* Managing PTA volunteers (e.g., chairing a finance, budget and/or fundraising committee)
* Providing Treasurer training to local PTA units

**Traits of an Ideal Treasurer:**

* Dependable
* Excellent communication skills
* Detail-oriented
* Strong organizational skills
* A background in accounting practices and procedures
* Knowledge of volunteer and nonprofit financial management
* In-depth knowledge of PTA and its mission and objectives

**Estimated Hours:**

Fall: 5 – 10 hrs./week, rest of year 2-4 hrs/week