



PTO Treasurer Responsibilities

Overview:

The PTO treasurer is the custodian of the parent group's funds. The treasurer helps develop The budget, collects fundraising money, writes checks for purchases and reimbursements, tracks income and spending, makes financial reports, and organizes the books for annual audit. As a member of the executive board, the treasurer represents the parent group, and thus her actions reflect upon the reputation of the group and the school.

Primary Monthly Responsibilities:

- Post financial transactions to our financial system as they occur throughout month
- Create monthly PTO treasurer reports (transaction report, performance to budget report)
- Reconcile checkbook
- Write checks as needed (two signatures and proper paperwork required)
- Make deposits in a timely fashion, as needed
- Keep financial transaction forms available for all volunteers
- Preserve financial records, including invoices and control forms

Primary Annual Responsibilities:

- Lead annual budget development process in August
- Present budget for approval at September PTO meeting
- Facilitate annual financial review (audit)