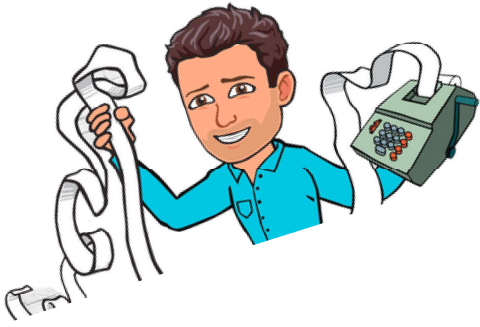


TREASURER

You like to manage the money flow!



TIME COMMITMENT

2 hours per week and 2 monthly meetings.

BUSIEST TIME OF YEAR:

Beginning of the year and around PTA events.



SUMMARY OF ROLE:

Maintain records to track PTA funds and financial transactions



ONGOING TASKS & RESPONSIBILITIES:

- Receive money, provide receipts, make deposits
- Write checks for bills and reimbursements.
- Track reimbursements issued to teachers
- Keep the budget updated with actual income/expenses
- Use QuickBooks to prepare monthly financial reports
- Work with a committee to prepare the operating budget.
- Ensure the financial review is completed once a year.
- Remit membership dues owed to the District.
- File required reports and insurance information.

