**Felida PTA – TREASURER Job Description**

***(Must be a PTA member in good standing at least 30 days prior to election)***

**Meetings:**

Attend the annual Vancouver PTA Council’s orientation the summer before taking office if possible. Attend all Executive Board meetings (as needed), Board of Director meetings (bi-monthly) and General meetings (at least three times per year) as well as PTA and the Law (once per year).

**Bills:**

Pay all bills of the local unit. Make sure that a written check has two of the signatures authorized on the Bank Signature Card. DO NOT pre-sign checks for others to fill in the amount. Attach any reimbursement slips with original receipts. Fill out the following: payable to:, date paid, amount, & memo. File in such a way that the Audit Committee can find receipts.

**Deposits:**

Check Safe & Drawer weekly. Deposit as needed. Take PTA Green Deposit Slips filled out by the Committee Members with all monies to bank. Tell bank clerk the Committee for the ‘notes’ section. Attach Deposit Receipt to PTA Green Deposit Slip. Record all deposits, transfers or cash box withdrawals in Money Minder. Familiarize yourself with the current policies and fees of iQ Credit Union Bank Accounts which can be found online to avoid penalties or fees to account.

**Records:**

Keep accurate records of all Felida PTA financial business. Balance monthly bank statements and reconcile balances through Money Minder software. Prepare a written financial report for each Board and General membership meeting with copies for all present. Present the Financial Report orally at all Board/General meetings. Keep copy to put in Treasurer’s Notebook for audit. Print out monthly bank statement for Board Member auditing Bank accounts and other reports for audit.

**Rules & Training:**

Keep current on those laws, rules and regulations that relate to PTA as a non-profit association. Attend PTA & the Law in the Fall. Also, see Felida PTA Standing Rules. Train Board, Committee Chairs and School Staff on proper procedure for reimbursement of funds.

**Reports:**

Renew the Liability Insurance Policy (Nov). File tax return (Form 990-EZ) or compile records for CPA to file (Sep). File the Charitable Solicitations Registration with the Secretary of State and the non-profit corporation annual report by the required deadlines (before May). Provide copies of these to the Secretary who maintains the Legal Documents Notebook.

**Finance Committee:**

Serve as chairman of the Budget Committee in the spring. Present proposed budget for adoption at last Board meeting as well as the last General meeting of the upcoming PTA year (July1-June 30).

**Financial Audit:**

Prepare the mid-year reports for Audit Committee in Jan. Prepare end of year reports on June 30th, making sure no money is left in safe/drawers before school closes. Make books and records available to Audit Committee in July. At beginning of term, accept the books ONLY after they have been audited by an appointed Audit Committee.

**NOMINEE’S CONSENT:**

I have read and understand the duties of the Felida PTA Treasurer. If elected, I am willing to accept the responsibilities of this position.

Nominee’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_/\_\_\_\_/20\_\_\_\_

Nominee’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_