

LOCAL UNIT TREASURER JOB DESCRIPTION

Duties of the treasurer include the following:

- Studies carefully all references to dues and finances as outlined in detail in “Money Matters” and in the local, state, and National PTA Bylaws.
- Keeps an accurate and detailed account in the treasurer’s permanent book of all money received and paid out.
- Submits a written statement at regular meetings of the association, including total balance on hand at the beginning of the period covered by the report, the separate amounts credited to the general fund, the state fund, the special funds (if any); receipts; disbursements; balance on hand in each fund; and the total balance on hand at the date of the report.
- Receives all money for all accounts, e.g., local, state, and National PTAs; per capita dues; Founders Day gifts.
- Deposits all money in a bank approved by the executive board of the association, in the name of the “Parent Teacher Association”. Association funds shall not be deposited in the personal account of the treasurer or any other member.
- Pays by check, all bills as authorized by the executive board or association.
- Keeps the record of the national and state portions of membership dues; keeps all other National PTA and state money separate from the record of the general funds of the local PTA.
- Forwards to the Montana PTA all money that belongs to the State and National PTAs; each remittance should be accompanied by a statement showing the name and location of the local PTA and the number of members.
- Forwards the Insurance Premium to the Montana PTA by the required due date.
- Cooperates with the membership chair and the secretary in keeping an accurate list of members.
- Delivers to successor, unless the association has otherwise ordered, all books, papers, and correspondence pertaining to the office of treasurer, including the audited books, approved and paid bills, canceled checks, plans, and procedures.
- File appropriate 990-N, 990-EZ or 990 Federal Tax Return on an annual basis at fiscal year end.
- Prepare or cause to be prepared an annual report for audit.

The “Money Matters” *Quick Reference Guide* included in the Back-to-School kit covers in detail the treasurer’s duties, budget, financial reporting, and other information pertinent to PTA treasurers. Treasurers should take the time to familiarize themselves with this document.