

# Treasurer Quick Start Guide

## Job description

The treasurer, as the authorized custodian of the funds of the association, receives and disburses all monies indicated in the budget and prescribed in the Local or Council PTA bylaws or as authorized by action of the association.

## Duties at a Glance

- Maintain a procedure book (traditional or electronic)
- Complete a Plan of Work and submit for approval by the Local PTA board
- Ensure name is added as authorized signatory on bank account card
- Receive all materials related to the treasurer from the Financial Reconciliation Committee Chair once they complete their work
- Provide sample disbursement forms, deposit slips, Itemized Receipt Forms, sales tax and use certificate, and sales and use resale certificate to the executive board
- Reconcile bank statements monthly (after a non-signer, appointed by the president, has opened, reviewed, signed and dated them)
- Process all deposits; ensure two people counted money at the same time and all counters signed a completed Itemized Receipt Form. The money is then given to the treasurer, who also counts and signs the Itemized Receipt Form. A copy of this form is retained by all signers
- Reimburse all expenses with appropriate documentation, including receipts and the appropriate officer's/chair's signature
- Prepare financial reports for executive board and membership meetings
- Pay all bills/reimburse all expenses with appropriate documentation, including receipts and appropriate officer's/chair's signature, as authorized by your current adopted budget
- Update your ledger system (manual or computerized) as transactions occur
- Collect on any checks returned for insufficient funds
- Propose budget amendments to the executive board and membership as they become necessary throughout the year
- Prepare appropriate Form 990 Return and submit by deadline to the IRS
- Prepare appropriate sales tax return and submit to the Texas Comptroller
- Present the budget for adoption at the annual meeting, presenting it line item by line item
- Ensure tax-free days are declared in either the executive board or membership meeting minutes prior to their occurrence
- Verify that a Financial Reconciliation Committee has been formed at least thirty days before the last meeting of the year
- At conclusion of fiscal year:
  - prepare end of year (annual) report to be filed with the Financial Reconciliation Committee for presentation at the first membership meeting of the year
  - prepare fundraising and sales tax report for the first half of the calendar year to be given to incoming treasurer
  - ensure the financial records are in order and deliver to the financial reconciliation committee
- Review and become familiar with bylaws and standing rules of the PTA
- Attend Texas PTA Leader Orientation
- Take advantage of training from Council, Area, Texas and National PTA
- Become familiar with the National and Texas PTA resources

## Important Dates

June	National PTA Convention
July	Summer Leadership Seminar
July	Annual Convention held in conjunction with Summer Leadership Seminar (Odd-numbered years)
May 31/June 30/July 31 (date depends on your PTA's bylaws)	Fiscal year ends; all financial activity ceases and financial records are transferred to the Financial Reconciliation Committee once bank statement is reconciled.
October 15	Fall Membership Reporting
October 15/November 15/December 15	Form 990 return due to IRS (4 ½ months after fiscal year ends)
January 20/April 20/July 20/October 20	Quarterly sales tax reports due to Texas Comptroller
January 20	Annual sales tax report due to Texas Comptroller
February	Rally Day at the Capitol (Odd-numbered years)
February	Texas PTA Family Engagement Conference and Annual Convention (Even-numbered years)
March 15	Spring Membership Reporting

## Resources

Texas PTA Treasurer's Resource Guide  
Texas PTA website  
National PTA website  
National PTA Money Matters  
IRS website  
Texas Comptroller website

[Available for purchase or free download from www.txpta.org](http://www.txpta.org)  
[www.txpta.org](http://www.txpta.org)  
[www.pta.org](http://www.pta.org)  
[www.pta.org/1443.htm](http://www.pta.org/1443.htm)  
[www.irs.gov](http://www.irs.gov)  
[www.window.state.tx.us/](http://www.window.state.tx.us/)

## Contacts

Texas PTA  
Finance Department  
Texas PTA Treasurer

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**Texas  
PTA**