



EXECUTIVE BOARD

TREASURER

PURPOSE: TO MANAGE AND TRACK PTSA BUDGET

- The Georgia PTA Treasurer's Handbook will serve as a guide with detailed information on all of the topics mentioned below. Having the Quicken, Quick Books or Excel programs already set up makes for quick and easy access to budget information.
- July/August: Serve on Budget Committee - This committee usually meets just prior to the school year starting to determine how the funds will be spent.
- Make sure that Check Request & Deposit of Funds forms are available. Get copies of these to the Corresponding Secretary for inclusion in notebooks. Make sure a copy is available on the web.
- Prepare Monthly Budget Report to be presented at Monthly PTSA Meeting. Quicken, Quick Books or Excel programs used for this.
- Make all deposits (these are turned in by VPs and committee chairs).
- Co-sign and issue all checks once approved by a co-president.
- Reconcile checkbook monthly – have Presidents sign-off on statement.
- Have Tax Form 990 prepared when audit is performed – due December 15.
- June/July: Visit the bank in order to place new signature cards on file.
- July: Close out books, print out previous year's budgets for each VP for all their committees and get this information to the Corresponding secretary for inclusion in notebooks. Have books audited at end of school year prior to next person taking office. Funds should be allotted in the budget to handle this expense.