

Basic Treasurer Duties and Responsibilities

- Check school mailbox every few day throughout school year (less often during summer) for reimbursement requests and deposits.
- Write checks at least once a week (more frequently, if warranted) and return to school via backpack mail or mail via USPS, whichever is applicable.
- Reimburse expenses with eye on the budget line for each area.
- Keep Quickbooks updated
- Reconcile checkbook monthly (or when statements are received as in the case of the Principal's Discretionary Fund and the Special Projects Account)
- Assist with monetary needs for PTO events:
 - Provide seed money for cash boxes when needed
 - Collect and recount deposits given you by event organizers. Keep a record of checks before depositing.
- Attend monthly PTO meetings and provide updated financial report. Bring check to pay childcare provider.
- Attend monthly PTO Board meetings.
- Coordinate beginning of the year gift to teachers and staff.
- Meet with accountant and assure that taxes are filed.
- Help to manage the budget and gifting processes.
- Once taxes are completed, let the presidents know that the Audit committee can be formed. Assist fully with the audit committee's needs.
- Note: persons seeking reimbursement must fill out a "Request for Payment or Reimbursement Form" located in the school office or on the PTO website. This form must include the signature of the person making the request. If the person making the request is also either the committee chair or a board member they do not need to sign it twice. The treasurer will sign/initial the form to indicate review of the request. If the request for reimbursement is being made by the treasurer, than another authorized person (PTO board member or committee chairperson) must also sign the form.