



## SOUTH DAKOTA PTA TREASURER

- a. Attend and participate in South Dakota PTA annual conventions and meetings of the South Dakota PTA Board of Directors and Executive Committee and provide a report
- b. Submit articles for SD PTA communications
- c. Be a member of the Budget Committee
- d. Pay bills in a timely manner (including payroll, rent, phone, etc.)(Two signatures required on all checks.)
- e. Pay SD state, unit, and council yearly insurance premiums
- f. Prepare a preliminary budget based on all necessary information (membership estimates, other sources of income, expense needs, current financial conditions, knowledge of the previous year's income and expenses, etc.)
- g. Present a written board report including financial statements at the SD PTA Convention and at each meeting of the SD PTA Board of Directors and Executive Committee (such as revenue and expense status, budget comparisons, fund balances)
- h. Determine, prepare, and mail payments for state and federal taxes, unemployment insurance, and Social Security on time and sent to the appropriate government agencies
  1. Copy to SD PTA President to submit to National PTA
  2. Quarterly reports must be filed as required and within the proper deadlines
- i. Make sure the appropriate IRS form 990 is completed and submitted on time to the proper government agency and a copy is retained in the permanent file at the SD PTA office
- j. Make arrangements for a complete audit of PTA funds at the close of the fiscal year (August 31<sup>st</sup>) by an outside accountant
- k. Provide assistance and service to SD PTA units and councils regarding Treasurer information

- l. Prepare materials pertaining to the office of Treasurer for SD PTA Leadership Trainings
- m. Be guided by PTA Money Matters
- n. Participate in National PTA Treasurer conference calls

## TREASURER DUTIES

**South Dakota Department of Labor Report** is due every quarter. The form is sent to the SD PTA office and is forwarded to the Treasurer to complete.

- January to March – report due by the end of April
- April to June – report due end of July
- July to September – report due end of October
- October to December – report due end of January

Failure to submit the report results in a penalty.

**990-N or 990-EZ** is due to the IRS by January 15<sup>th</sup>. An extension form needs to be completed if the 990-EZ is required and is not sent to the IRS by January 15<sup>th</sup>. The extension form will give an additional three months to have the 990-EZ form completed. Keep a copy for SD PTA's records. Penalties occur if late.

**Audit** - We do not need to have an audit completed; however, a compilation needs to be completed (per National PTA requirements.) This is due to National PTA according to the Standards of Affiliation guidelines. Provide the auditor with all necessary financial information such as bank accounts, payroll, meeting minutes, required to complete the compilation. Keep a copy for PTA records.

**944** – is due by January 31<sup>st</sup> to the IRS. This is the employer's annual federal tax return from the payroll tax (Medicare and Social Security.) A check made out to the U.S. Treasury must accompany this form. Keep a copy for PTA records.

### **W-2 and W-3** -

- W-2 (Wage and Tax Statement) – Information is obtained from the payroll. This needs to be completed and sent to the Social Security Administration and to the employee by January 31<sup>st</sup>. Keep a copy for PTA records.
- W-3 (Transmittal of Wage and Tax Statements) – Information is obtained from payroll. This form needs to be sent to Social Security Administration by January 31<sup>st</sup>. Keep a copy for PTA records.

**W-4** - Employee needs to complete one for PTA's records. A copy may need to be submitted to the IRS.

**Secretary of State Report** – This is due yearly. The SD PTA President needs to complete the form. Payment of \$10.00 is due if there are no changes in officers. Payment of \$20.00 is due if there is a change of president. Penalties occur if late.