

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 South Dakota PTA communications
- a. Be a member of the Budget Committee
- b. Pay bills in a timely manner (including payroll, rent, phone, etc.) (Two signatures required on all checks.)
- c. Pay South Dakota state, council and unit annual insurance premiums
- d. Assist Council President in starting new units and dissolving existing units
- e. Prepare a proposed budget based on all necessary information to be presented at the South Dakota PTA Convention (membership estimates, other sources of income, expense needs, current financial conditions, knowledge of the previous year's income and expenses, etc.)
- f. Present a written board report including financial statements at the South Dakota PTA Convention and at each meeting of the South Dakota PTA Board of Directors and Executive Committee (such as revenue and expense status, budget comparisons, fund balances)
- g. Work with the President and Office Manager to submit all required reports to National PTA, including Standards of Affiliation requirements
- 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 South Dakota 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 31st) by an outside accountant
- k. Provide assistance and service to South Dakota PTA units and councils regarding Treasurer information
- l. Prepare materials pertaining to the office of Treasurer for South Dakota PTA Leadership Trainings
- m. Follow guidelines of PTA Money Matters
- n. Participate in National PTA Treasurer conference calls
- o. Read and respond to e-mails from National PTA