**INTRODUCTION**

The Treasurer is the authorized custodian of the funds of the PTA. The President, who bears full responsibility for the affairs of the unit, and board members, who have a fiduciary responsibility to the PTA, should have a good understanding of all financial matters. The Treasurer receives and disburses all monies as prescribed in the Local Unit Bylaws, the adopted budget, or as authorized by action of the PTA. Through adoption of the budget, the membership determines how all PTA funds will be earned and spent. If all money is received and spent within the rules set by the PTA Bylaws, the budget, and the IRS, the chances that you will have problems decrease dramatically.

A unit’s money does not belong to the Treasurer. Even if the Treasurer does not agree with the membership’s decisions about the budget, he must follow the will of the organization. Additionally, the financial records are the property of the PTA, not an individual officer. A Treasurer shall turn all records over to their successor or to an Audit Committee. Many units move thousands of dollars through the PTA account. For the protection of both the PTA unit and the Treasurer, it is important that funds be managed in a manner that allows every dollar to be traced. Some requirements might seem tedious, but it is time well spent.

Familiarize yourself with **LouisianaPTA.org/treasurer**. This is important!

# RESPONSIBILITIES OF THE TREASURER

* Register as a PTA Leader at LouisianaPTA.org/submit-officer-data-1.
* Sign the LAPTA Confidentiality, Ethics, and Conflict of Interest Policy.
* Study and know the PTA Bylaws, Standing Rules, and LAPTA Toolkit: Treasurer Section.
* Attend LAPTA training; if possible, attend National PTA trainings and conventions.
* Change signatures on all bank accounts. Use the school’s mailing address for the account.
* Function as sole custodian of the checkbook.
* Maintain the Treasurer’s Binder with all required financial documents. Suggested tabs are:
* Accounts & Passwords Summary Sheet (Sample at the end of this section); Board Roster
* Expense Forms
* Deposit Forms
* Bank Statements & Reconciliation Reports
* Budget Reports & Agendas
* Charter Info (filed IRS taxes, Bylaws, Standing Rules, LAPTA Toolkit: Treasurer Section 3, plus sections 1, 5, 6, and 10, Secretary of State Annual Report, insurance policy, past Audit Reports)
* Chair the Budget Committee.
* Present the proposed budget for approval by majority vote at the first General Membership meeting.
* Receive all monies and deposit them in a timely manner. National PTA suggests one day.
* Make disbursements with a check or debit card as authorized by the PTA in accordance with the budget.
* Keep an accurate and detailed account of all monies received and disbursed.
* File the annual IRS taxes or hire a professional to file the annual taxes. Most PTA fiscal years end on June 30 with taxes due 5 ½ months later which is November 15.
* Renew the annual Articles of Incorporation with the Louisiana Secretary of State at geauxbiz.com.
* Renew the annual insurance policy.
* Reconcile all accounts monthly.
* Submit a budget report at all Board and General Membership meetings.
* Make an annual budget report to the PTA.
* Prepare the Treasurer’s Binder with the Year-End Financial Review Checklist.
* Present to the Audit Committee all materials necessary for the review.
* Purchase PTA memberships monthly from LAPTA at LouisianaPTA.org/membership.
* Recruit new PTA leaders and PTA members.