

Madden Elementary School PTO

Plan of Work

<b>Position</b>	Treasurer
<b>Position Type</b>	Elected – Executive Board
<b>Role Overview</b>	<p>The Treasurer shall prepare the annual budget for review and approval by The Executive Board and PTO Members, explain the variances between budget and actual figures; maintain the bank account and reconciliation. The Treasurer reconciles deposits and records sales records for each fundraiser.</p> <p>The Treasurer shall present monthly financial reports and prepare Federal and State returns and other required reports with the assistance of a CPA.</p> <p>The Treasurer shall be authorized to sign on all bank accounts as one (1) of two (2) required signatures on all checks.</p>
<b>Budget for Role Activities</b>	

Required Activities	Start Date	Completion Date	Notes	Budget
Maintain & reconcile bank accounts	July 1	June 30		
Responsible for Classroom Enhancement fund reimbursements	Monthly checks		Maintain documentation for all submissions	
PTO activity reimbursements	Monthly / as needed checks		Maintain documentation for all submissions, bank deposits and writing checks as needed	
Annual FBISD audit	July 1	August 15	Prepare documentation per FBISD requirements for submission with annual PACKET. Provide secretary with insurance certificate, audit forms/findings, sales tax exemption verification letter, and anything else needed	
Maintain PTO insurance	August 1	August 15	Prepare documentation per FBISD requirements for submission with annual PACKET Call for copy of insurance certificate (takes a few days, certificate needed by August 30 <sup>th</sup> )	
Send QuickBooks file to accountant	October 1	Quarterly	Create accountants copy and email file to account quarterly for sales tax	
IRS return	November 15	Annual	Send accountant’s file from previous school year (after audit has been completed) to accountant so accountant can file with the IRS	
Donation Receipts	July 1	December 30	Ensure that fundraiser chair has copy of donation receipt letter, and that tax information on the letter is correct	
Tax Exempt Forms	July 1	June 30	Issue tax exempt forms for purchases as needed	

Pre-K / Kindergarten Orientation			Coordinate with Membership <ul style="list-style-type: none"><li>Coordinate details with Exec Board/School Admin for more formal presentation than has happened in the past</li></ul>	
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Resources