**SMPTO BOARD TREASURER DUTIES**

Updated: June 2025

Yearly: Attend monthly SMPTO Executive & General Membership Meetings. Chair One “Big” Event (Bubblethon, IFES Fall Fun Fest & Spooky Party, Luau, Family Movie Events (2), Teacher Appreciation Week (both schools), Spring Fling)

The SMPTO’s fiscal year is 7/1-6/30. This is a list of things to do/reminders on a monthly basis.

*Fiscal Reconciliations (throughout the month, done monthly):*

Maintain all receipts for account withdrawal requests, complete an expense voucher, enter transaction into Excel worksheet on OneDrive.

Handle all collection and deposit of monies, including bounced checks, and follow ups.

Apply for and coordinate all sales tax exemption requests.

Receive and pay in a timely manner, all invoices for both schools. Coordinate with the President or co-Treasurer on signatures for checks over $200.

Complete monthly reconciliations of the budget for all accounts – Checking, Savings and Certificate of Deposit (if applicable). Maintain a PDF of the monthly reconciliations (which consists

of the current month’s itemized purchases, the “Monthly Reconciliation” tab, the bank account

statement or current screen shot of the account, followed by all of the receipts for that month

organized by how they show in the monthly itemized list) on the OneDrive by month and in a

binder by month. Enlist another member of the Board to review documents for compliance.

Said member may not have access to financial accounts for purposes of signing checks or otherwise

fiscally responsible.

Provide the Treasurers report (which consists of the “All Current Bank Accounts”, “Breakdown”, “Monthly Reconciliation”, and “Budget vs Actual” tabs from the excel worksheet) to the Board members via email at least 3 days prior to the next Monthly meeting.

Maintain Treasurers Report and monthly minutes from each Monthly meeting in the Audit binder.

Attend and present current budget updates at all meetings held by the SMPTO (Monthly Meeting, event planning meetings, budget meetings, etc).

The treasurer must also maintain a copy of all budgets and files on the SMPTO OneDrive

and in a binder. The treasurer may use the SMPTO issued laptop or their personal computer to maintain the files.

**JULY**

* Bubblethon Prep
* Review of calendar with board and principals of scheduled events:
  + Back to school night(s) and Back to School teacher luncheon date (August)
  + Bubblethon kick-off and event dates (late August- Sept and October)
  + Bubblethon Reward Days (October/November)
  + IFES Fall Fun Fest & Spooky Party (late October)
  + Fall Conference dates (November)
  + Rice Book Fair (November)
  + Rice Holiday Market (December)
  + Winter Holiday Event (December)
  + Family Fun Event (February)
  + IFES Book fair (March)
  + Spring conference dates (February-March)
  + Luau (March/April)
  + Spring Fling (April/May)
  + Teacher Appreciation Week (May)
  + Bubbling Over Day (May/June)
  + Forge Ahead Day (May/June)

- Prepare documents for an Audit to be completed once you have finished all year-end entries. Our insurance policy says we need an audit conducted on a yearly basis. Best time to complete an audit is during July/August before things get going again.

- File form 15 Pa.C.S. 5110 Annual Statement-Nonprofit Corporation from the Pennsylvania Department of State Corporation Bureau if there are any changes in SMPTO board officers. This is required. Our entity number is 4089216. This form can be found online <https://www.corporations.pa.gov> and login and submit. Post on One Drive.. Instructions are with the online form. Form is located on One Drive to replicate.

- Renew insurance from PTO Today. If pay in July, usually get a discount. They mail the bill. Don’t need to list new board members.

-SMPTO Domain name payment is due to GoDaddy. A bill is usually mailed. Options range from purchasing a single year to multiple years. Consult with board and funds to determine which works.

- Purchase a new 5” binder and monthly dividers for new school year

- Complete the previous end of school year reconciliations to be used for taxes.

- Complete monthly reconciliations of the budget for all accounts.

- Provide the Treasurers report to the Board members

- Maintain Treasurers Report in the Audit binder and on OneDrive.

- Purchase (3) rolls of stamps for the Secretary to mail out sponsor letters for Bubblethon and check if envelopes are needed as well

**AUGUST**

-Review Teacher reimbursement form for current school year and coordinate with President to distribute with teachers.

-Track and facilitate teacher reimbursements – deadline of reimbursements October 31st.

-Deposit Bubblethon corporate sponsorship money and coordinate with Secretary to ensure the receipts are sent for their charitable donations.

- First Payment of AgLab is due. Will send invoices by mail to Principals. Request for invoice to be sent to board email.

- Downpayments for the Magic Show

-Coordinate payment for Teacher Luncheon

- Schedule a meeting with book fair rep to check in on book fair dates for the year

- Complete monthly reconciliations of the budget for all accounts.

- Provide the Treasurers report to the Board members

- Maintain Treasurers Report in the Audit binder and on OneDrive.

**SEPTEMBER**

- Deposit Bubblethon sponsorship money as collected.

- Issue Teacher Reimbursements as they come in. The form must be filled out and the teacher must provide itemized receipts. We will reimburse for taxes paid. The check will be issued for the total amount the teacher spent or the current limit for teacher reimbursement, whichever is less. Example: The current

reimbursement for teachers is $50, and the provided receipt is for $48.95, the check will be made for

$48.95. On the other hand, if the provided receipts are for $65.55, the check would be made for the max

of $50.

- Manage Field Trip Funding Requests-Update the Field Trip form –to cover the cost per kid, number of paying kids attending, number of kids pto is sponsoring, number of teachers (we usually cover their cost). We do not pay for parents. - Complete monthly reconciliations of the budget for all accounts.

- Provide the Treasurers report to the Board members

- Maintain Treasurers Report in the Audit binder and on OneDrive.

**OCTOBER**

-Consult with Accountant if required to start the PTO’s tax form 990. Can find form and instructions on internet. Due 11/15. All year long, save receipts/information on items/money donated to PTO so can add to this form.

- Coordinate and plan Family Fun Event (typically January/February)

- Coordinate purchase for Fall Fun Fest with Iron Forge VP’s.

- Complete monthly reconciliations of the budget for all accounts.

- Provide the Treasurers report to the Board members

- Maintain Treasurers Report in the Audit binder and on OneDrive.

**NOVEMBER**

-Accountant should get the 990 done and filed

-Rice Book Fair

- Check in with Book Fair Rep prior to the book fair

- Update Book Fair worksheet from previous year to current year. Suggested start up cash listed by denomination.

-Run daily tapes and put with money in tamper evident bags. Lock up start up cash for next day in the school safe each night. Deposit in the bank account the exact amount collected from the cash sales each day and deposit them that night or the next day.

-get 2 registers from Scholastic – at the end of fair run each register tape to tie back to daily tapes.

- Coordinate and Call to close book fair and pay invoices

-Holiday Market- no start-up money needed

\* Coordinate paying for market items

\*Provide reconciliation sheet and tamper proof bags, deposit funds nightly

- Complete monthly reconciliations of the budget for all accounts.

- Provide the Treasurers report to the Board members

- Maintain Treasurers Report in the Audit binder and on OneDrive.

**DECEMBER**

-Winter Holiday Event

-Coordinate purchases

-$50 gift card each to Santa & and Firehouse for their help

- Complete monthly reconciliations of the budget for all accounts.

- Provide the Treasurers report to the Board members

- Maintain Treasurers Report in the Audit binder and on OneDrive.

**JANUARY**

- Reminder of outstanding available balances/budget review

- Complete monthly reconciliations of the budget for all accounts.

- Provide the Treasurers report to the Board members

- Maintain Treasurers Report in the Audit binder and on OneDrive.

**FEBRUARY**

- Complete monthly reconciliations of the budget for all accounts.

- Provide the Treasurers report to the Board members

- Maintain Treasurers Report in the Audit binder and on OneDrive.

- Family Fun Event

**MARCH**

-Prepare Iron Forge Book Fair

- Check in with Book Fair Rep prior to the book fair

- Update Book Fair worksheet from previous year to current year. Suggested start up cash listed by denomination.

-Run daily tapes and put with money in tamper evident bags. Lock up start up cash for next day in the school safe each night. Deposit in the bank account the exact amount collected from the cash sales each day and deposit them that night or the next day.

-get 2 registers from Scholastic – at the end of fair run each register tape to tie back to daily tapes.

- Coordinate and call to close book fair and pay invoices

- Coordinate purchases for Luau with Iron Forge VP’s.

- Begin planning of Teacher Appreciation Week activities.

- Create proposed budget

- Complete monthly reconciliations of the budget for all accounts.

- Provide the Treasurers report to the Board members

- Maintain Treasurers Report in the Audit binder and on OneDrive.

**APRIL**

- Spring Fling – attend

Obtain start up cash

Update reconciliation sheets

Collect cash throughout the event & count with a 2nd individual

Make deposits

- Submit budget for review

- Complete monthly reconciliations of the budget for all accounts.

- Provide the Treasurers report to the Board members

- Maintain Treasurers Report in the Audit binder and on OneDrive.

**MAY**

- Present as much of a year-end report as can in final meeting

- Present and vote in the proposed budget. Once budget is approved, submit to webmaster to place on website.

- Complete monthly reconciliations of the budget for all accounts.

- Provide the Treasurers report to the Board members

- Maintain Treasurers Report in the Audit binder and on OneDrive.

**June**

* End of fiscal year
* Verify that all spending for current school year will clear the back account before the end of the month
* New Treasurer assumes their official duties as of the last day of the school year
* Complete monthly reconciliations of the budget for all accounts.
* Provide the Treasurers report to the Board members
* Maintain Treasurers Report in the Audit binder and on OneDrive.

*Other Duties as needed (throughout the school year):*

Ensure needed documents including ALL receipts are uploaded to OneDrive database

Help with afterschool events and special events in planning and implementation (i.e. IFES Fall Fun Fest & Spooky Party, Winter Holiday Event, Holiday Market, Luau, Scholastic book fairs, conference meals, teacher appreciation week, Spring Fling, etc) .

Participate in Back to School nights at both schools.

Assist with review and update of SMPTO By-Laws every 2 years.

Assist with providing fundraising updates during **Bubblethon** by copying and distribution of information (i.e. student packets, periodic classroom totals; filling in fundraising thermometer). Help with Bubblethon Kick-Off events; periodic student excitement events and the actual fitness events at each school. Assist with donation collection, counting and tallying during the Bubblethon Fund Raising period. Assist with sorting and distribution of Bubblethon prizes earned for all students.

Maintain accurate Square transfer deposit reporting.

Maintain SMPTO issued laptop for purposes of financial and database maintenance.