

**Treasurer (Executive Board Member)**

Responsible for all PTSA bank accounts in addition to maintaining the yearly budget . The budget is a summary of estimated annual income and expenses compared to actual income and expenses. The Treasurer prepares a proposed budget with the assistance of President at the beginning of the school year and presents to both the PTSA Executive Board and the PTSA general association for approval. The treasurer provides a written treasurer's report at every General Assembly meeting listing income and expenditures and a comparison of the actual amounts to the approved budget. These reports are ratified after PTSA members are given an opportunity to ask questions concerning any expenditure. It is the responsibility of the entire executive board to ensure that proper financial procedures are being followed. The treasurer is responsible for balancing all accounts and is the only authorized person to make deposits into all accounts. Ensures PTSA has enough signers on bank accounts to meet PTA regulations. Prepares and files taxes to District and follows all PTA guidelines. Attends Executive Board Member meetings. Signer for Check Requests and issues all checks for expenditures. Provides documentation to the Auditor for mid-year and end-of-year audits.