

Duties of the Treasurer

In addition to the duties of every officer, the duties of the Treasurer are:

Study carefully all references to dues and finances as outlined in the PTA Money Matters Quick-Reference Guide and in your PTA bylaws.

Do not touch the previous Treasurer's books until they have been audited or reviewed.

Chair the Budget Committee

Keep accurate and detailed account in the treasurer's permanent book of all money received and paid out.

Bank statements should be sent from the bank to the President. The President should review them, then send them to the Treasurer to reconcile the accounts.

Submit written statement of regular meetings of the board and the general membership, including total balance on hand at the beginning of the period covered by the report, the separate amounts credited to various funds; receipts; disbursements; balance on hand in each fund; and the total balance on hand at the date of the report. The Treasurer's Report must be submitted at every meeting whether you are present for the meeting or not.

Receive all money for all accounts.

Deposit all money in the bank in the name of: PTA Name, treasurer's name, Treasurer. PTA funds shall NOT be deposited in the personal account of the treasurer or any other member.

Pay all bills by check with appropriate back-up documentation such as receipt or purchase request. NEVER sign a blank check.

Provide receipts to donors for contributions to the PTA as required by the IRS. Refer to the PTA Money Matters Quick-Reference Guide.

Keep the record of the membership dues and payments made to Iowa PTA for state and national dues

Forward to the Iowa PTA all money that belongs to the state and National PTAs, using the Dues Remittal Form as required by Iowa PTA. For information and forms, go to:

[Monthly Dues Remittal Form](#)

Cooperate with the membership chair and the secretary in keeping an accurate list of members.

[Membership Roster](#)

Prepare an audit report and work with the auditor or audit committee to perform the annual audit. Refer to the PTA Money Matters Quick-Reference Guide.

Deliver to successor, unless the PTA has otherwise ordered, all books, papers, and correspondence pertaining to the office of treasurer, including the audited books, approved and paid bills, canceled checks, and procedures.

File Form 990-EZ and Schedule A with the IRS, if required to do so, by the 15th day of the 5th month after the close of the PTA's fiscal year. For example, if the PTA's fiscal year-end is June 30, the form is due on November 15. Refer to the PTA Money Matters Quick-Reference Guide.

Source: Iowa PTA website <http://www.iowapta.org/>