



TREASURER 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! If you need assistance or have any questions, contact Beth Maillho, LAPTA Treasurer, at treasurer@LouisianaPTA.org.