 **RESPONSIBILITIES**

**OF THE TREASURER**

* Register as a PTA Leader at LouisianaPTA.org/submit-officer-data-1.
* Sign the LAPTA Confidentiality, Ethics, and Conflict of Interest Policy.
* Study and know the PTA Bylaws, Standing Rules, and LAPTA Toolkit: Treasurer.
* Attend LAPTA training; if possible, attend National PTA trainings and conventions.
* Change signatures on all bank accounts. Use the school’s mailing address for the account.
* Function as sole custodian of the checkbook.
* Maintain the Treasurer’s Binder with all required financial documents. See suggested tabs in the following section.
* Chair the Budget Committee.
* Present the proposed budget for approval by majority vote at the first General Membership meeting.
* Receive all monies and deposit them in a timely manner. National PTA suggests one day.
* Make disbursements with a check or debit card as authorized by the PTA in accordance with the budget.
* Keep an accurate and detailed account of all monies received and disbursed.
* File the annual IRS taxes or hire a professional to file the annual taxes. Most PTA fiscal years end on June 30 with taxes due 4 ½ months later which is November 15.
* Renew the annual Articles of Incorporation with the Louisiana Secretary of State at geauxbiz.com.
* Renew the annual insurance policy.
* Reconcile all accounts monthly.
* Submit a budget report at all Board and General Membership meetings.
* Make an annual budget report to the PTA.
* Prepare the Treasurer’s Binder with the Year-End Financial Review Checklist.
* Present to the Audit Committee all materials necessary for the review.
* Purchase PTA memberships monthly from LAPTA at LouisianaPTA.org/membership.
* Recruit new PTA leaders and PTA members.