



TREASURER'S OVERVIEW

Use this checklist throughout the year to double check the financial management practices of your PTA.

- Turn over meeting held with outgoing Treasurer. Date: _____
- Signature cards on file with the bank. Date: _____
- Budget Committee formed. Date: _____
- Proposed budget presented to Board for consideration. Date: _____
- Proposed budget presented to General Membership & approved. Date: _____
- Budget Approval Form and budget submitted to LAPTA. Date: _____
- Gather documentation for the Active Affiliation Report due by October 28, 2022. Date Submitted: _____
- Budget amendments approved by General Membership on: Date: _____
- Date: _____ Date: _____ Date: _____
- Bookkeeping method is _____. Any login passwords and accounts are _____.
- Expense and Deposit Forms copied and distributed to Board of Directors.
- Treasurer and President develop a workable reimbursement system. Emphasize that only budget approved expenses will be reimbursed and only with receipts/invoices attached. Date shared with Board: _____
- Enter and file Expense and Deposit Forms on an ongoing basis.
- Bank statement is opened and signed by someone who is not an authorized signer on the bank account. Treasurer and President review bank statements and financial status monthly.
- Activity and Budget Comparison Reports given at all Board of Director and General Membership meetings. List the date and type of meeting. _____
- Books closed and annual report prepared. Date: _____
- Audit Committee chosen for past school year. Date: _____

Auditors: _____

Auditors: _____

Auditors: _____

