

TREASURER'S OVERVIEW

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

- Transition meeting held with outgoing Treasurer. Date: _____
- Bank's signature cards updated. Date: _____
- Budget Committee formed. Date: _____
- Proposed budget presented to Board for consideration.
- Proposed budget presented to General Membership & approved. Date: _____
- Budget Approval Form completed.
- Budget amendments were approved by General Membership on all of the following dates: _____

- Gather documentation for the Active Affiliation Report. Date Submitted to LAPTA: _____
- The bookkeeping method is _____.
Any login passwords and accounts are _____.
- Expense and Deposit Forms copied and distributed to the Board of Directors.
- Treasurer and President developed a reimbursement system. Only budgeted expenses are reimbursed and only with receipts/invoices attached.
- Routinely enter and file Expense and Deposit Forms into accounting software or ledger.
- The monthly bank statement is reviewed 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 meetings.
- Books closed and Annual Report prepared. Date: _____
- Audit Committee chosen. The names are: _____
- Audit Report completed. Date: _____
- Audit Report and Annual Report shared with the General Membership. Date: _____

YEAR-END FINANCIAL CHECKLIST

- Passwords & Accounts: Have all accounts and current passwords typed in the front of the binder.
- Expenses: All expenses must have receipts and Expense Forms signed by two authorized people.
- Deposits: All Deposit Forms with cash require two signatures. Transfer money from any online accounts.
- Bank Statements: Every statement needs to be signed by someone who is *not* a check signer.
- Reconciliation: Reconcile bank accounts through the end of your term.
- Budget & Agendas: Have all budgets, agendas, and minutes.
- Prepare Annual Report.
- Charter Info: Include tax filing, insurance policy, Secretary of State (geauxbiz.com) registry, Audit Report.
- Bank Signers: Update signers at the bank. Most terms end on June 30.
- Checks & Debit Cards: Have the checks, ledger or register, and any debit cards together.
- Meeting: Meet with the incoming Treasurer and President to turn over all financial records.
- Audit Report: Assist as needed with the Audit Committee.

Contact the Louisiana PTA Treasurer with any questions at Treasurer@LouisianaPTA.org.

LOUISIANA PTA
Established 1923