

## **TREASURER**

The Treasurer has custody of all funds of the association, maintains an accurate and detailed account of receipts and expenditures and retains all bank statements. He/she receives and deposits all PTA funds into the PTA's bank account, pays all authorized PTA financial obligations and makes disbursements in accordance with the budget adopted by the PTA. The Treasurer presents a financial statement at every PTA and Board of Directors meeting and supplies cash boxes for PTA events. He/she works with the budget committee to develop a budget for the upcoming school year. In addition, the Treasurer is responsible for filing and submitting all applicable tax forms and ensuring that all fiscal reporting requirements are met.

03/09