

Stenwood PTA Treasurer duties

Weekly duties: 3-4 hours

- Go to school once a week(during school hours) and pick up information in Treasurer folder
- Record checks and deposits into Quicken accounting program
- Make Suntrust Bank deposits
- Print checks from Quicken
- Have checks signed by 2 Officers and deliver to school or mail out

Monthly duties: 4-5 hours

- Balance monthly bank statements in Quicken
- Run monthly itemized categories report from Quicken
- Update excel budget for monthly transactions
- Update Treasurer binder for monthly activity
- Send to President for review a week before monthly PTA meeting
- Monthly PTA meeting- 2 hours

Other duties:

- Prepare 990EZ income tax return to be filed by November 16
- Write thank you letters and/or Donation receipts
- Make sure the Membership dues form is signed and paid Dec and March
- Make sure Treasurer binder is neat and organized for the Audit
- Make sure cash boxes have cash for events happening at school that require cash.
 - Example, Family fun night and Back to School night
- Volunteer for PTA events if there are not enough volunteers
- Back to school night table