

Bishop's Peak Elementary School
Treasurer
Job Description/Procedures

There are two sets of QuickBooks. One is called the "General Account" the other is called the "Study Trip" account.

A. General Duties

1. Write checks
2. Enter deposits
3. Report on information at monthly PTA meetings
4. Maintain the approved budget in QuickBooks

B. Process of Writing Checks

1. A check request is given to the PTA Financial Secretary and an approval form is filled out by this person. The form should indicate to whom the check is written, what it is for, and hopefully the expense account it should be attributed to. The request is then given to the PTA President.
 - a. The approval form used will be either green or orange
 - i. If the green sheet is used, this means that the check will be written from the "General" account. The "General" account will include all activities other than the "Study Trip" account
 - ii. If the orange sheet is used, this means that the check will be written from the "Study Trip" account. The "Study Trip" account includes:
 - a) "Silent Auction" activities from the Carnival
 - b) "Drive-thru BBQ" activities
2. The PTA President approves the check to be written and they then put the form into the Treasurer's folder
3. The Treasurer will write the check from the appropriate account, and enter it into QuickBooks.
 - a. When entering into QuickBooks, make sure to enter the appropriate "account" as well as "class"
 - b. There is a binder containing the checks—they are not printable and must be hand-written
 - i. The first set of checks are for the "General" account
 - ii. There are a separate set of checks after the first that are for the "Study Trip" account
4. The checks are signed by the Treasurer and put into the President's folder to be given the second signature, who then distributes the check
 - a. For checks that need to be sent outside of the school or district, it would be nice to pre-address the envelopes to make things easier for the President
5. The invoices should be hole-punched and placed inside the appropriate binders

C. Process of Deposits

1. The Financial Secretary should make all deposits and write up a deposit slip explaining what the deposit was for as well as what accounts to record the deposits in
2. The deposit forms are placed in the appropriate binders

D. PTA Meetings

1. Report information at monthly PTA meetings including
 - a. Verbally report on cash balances in both the "General" checking account as well as the "Study Trip" account
 - b. Ratify checks written from both accounts since prior meeting (ratify means to verbally say all check numbers; e.g. checks 215-223)
2. Give copies of information from both accounts to President including: (these are in the memorized report list under the Treasurer Reports
 - a. Balance Sheet as of date of PTA meeting
 - b. Profit & Loss statement for the period between last and current PTA meeting (this is in budget format)

E. Maintaining Budgets

1. The budgets will need to be rolled over from the prior year
2. Verify budget amounts with President
3. You may be requested to provide budget balances for teachers, garden coordinator, and other people that have a budget
 - a. It would be best to have an email list of teachers to quickly email the teachers' budgets all at once

F. Miscellaneous Information

1. A tax return (Form 990-ez) will need to be filed after books are closed at end of year
 - a. Sarah Black is the CPA who filed out last tax return
 - i. She will need the fiscal year financials
 - ii. These should be filed usually no later than November 15th
2. Annual financial reports and budgets will need to be submitted to the District PTA. The PTA President did this in prior years
3. Insurance premiums are not included in PTA dues
4. Fill out the Charitable Trust form. This is not an application, but a renewal form. The fee is based on gross income, which was \$50 for the 2009/2010 school year (paid in 2011)
5. Internal audits—refer to current BP Executive Board Member roster for auditor name and contact information
6. The BP website is being hosted by (), a former BP student's mom. She is invoicing annually for the cost of hosting

Just as an FYI, there should be an envelope with all the PTA Unit Treasurer's duties that have miscellaneous papers for the Treasurer. It is believed that the checklist on the outside of the envelope does not pertain to the school Treasurer, but some of the information inside could be helpful.