

PTSO Treasurer

Treasurer – Voting Member, Term begins at the May meeting.

1. Attend Monthly PTSO meetings.
2. Collaborate with Volunteer Coordinator for calendar planning for next school year (May).
3. Meet with Board for budget review and planning for next school year (June/July).
4. Send Welcome letter to Licensed staff informing them of funds available for the upcoming school year (August/September)
5. Provide Financial Statement to PTSO meetings and members one week prior to each meeting.
6. Keep accurate recordkeeping
7. File necessary forms required for Non Profit organization to required agencies
8. Reconcile checkbook/Write checks as needed
9. Make deposits in a timely fashion
10. Provide input at meetings regarding financial status