

## Endeavour Elementary PTSA Elected Board Member Job Descriptions

### Treasurer

#### Key Responsibilities:

- Manage the funds of the PTSA on behalf of the membership and the Board.
- Maintain records of PTSA finances within QuickBooks. This includes making income and expense entries for all transactions impacting funds and reconciling bank accounts monthly.
- Prepare and present a financial report which compares income and expenses to budget at each PTSA board and general membership meeting.
- Pay bills / process reimbursements as required; obtain two authorized signatures on every check; maintain an accurate record of all receipts and disbursements.
- Deposit all money in a bank account (currently Chase): cash, check and PayPal transactions.
- Support all PTSA fundraising projects including supplying cash for change boxes at events, supervising the counting of receipts during such events, promptly collecting funds from the event, and safeguarding the funds until they are properly deposited.
- Prepare annual tax filings: Form 990-EZ, federal tax return, state excise tax return, and Form 1099's.
- File annual reports: nonprofit corporation annual return and charitable solicitation report.
- Chair the Budget Committee and prepare the annual budget as prescribed in the bylaws.
- Support the midyear and year end audit of the books as necessary.

#### Commitment:

- 15-20 hours per month
- Attend Monthly Board Meetings
- Attend General Membership Meetings (3x's per year)
- Complete annual training requirement

#### Oversee the following committees:

- Budget committee
- Review committee