

GLE PTA Treasurer Responsibilities

Overview of Duties:

- Fiscal Year: July 1 - June 30
- 2-year term
- Attend Board meetings (6:00 pm Board, 6:30-7:30 pm All), typically 2nd or 3rd Tuesday; Board to set dates at “board only” meeting in August
- Annual Budget Meeting - Set budget for the upcoming school year. Prepare or update the previous budget comparison worksheet showing the previous 4-5 years of Actual YTD data to set the budget for the upcoming school year. The annual budget meeting occurs in August with the Principal and the board. President to set up the meeting.
- Manage all sources of money in and money out each month
 - Bank deposits/Cash Counter:
 - GLE PTA bank deposit worksheet for pta files
 - US Bank deposit slip for bank
 - Expense reimbursement requests: must fill out a request form
 - [Editable Template GLE PTA Reimbursement Request Form](#)
 - [Printable GLE PTA Expense Reimbursement Request Form](#)
- Prepare a monthly Treasurer report; use the current GLE PTA Excel workbook to “Save As” for the upcoming report and update/prepare the next report. Consider transferring to Google Sheets (vs Excel). Reports to include:
 - Fiscal year dates, July 1- (up to date of current month meeting)
 - Income/Expense report
 - Sheet 1: Receipts vs Disbursements balance sheet; Teacher Requests Historical Data
 - Sheet 2:
 - Money in vs money out summary
 - Checking account balances (outstanding totals links with page 3)
 - Sheet 3: Balance Detail (outstanding totals link to sheet 2)
 - Sheet 4: Accounts Adjustable, if needed (tracks any funds meant for PTA but deposited or made payable to GLE instead). On a per-time basis, discuss with Principal
 - Other: Large fundraising summaries (Go Around, Carnival, etc); use/create as needed
- Maintains and balances checkbook register against bank statements. US Bank mails statements to the school usually around the 9th of the month or you can access and print statements online prior to meetings.
- Pays all expenses and reimbursements submitted with proper documentation (receipts, invoices) and according to the PTA-approved budget
- Track/Manage automatic and manual deposits into the PTA account (Benevity, employer matches (Medtronic, etc), grants, Square, PayPal, fundraiser checks, cash donations, etc.).

- Assist/Oversee counting of cash for large events on-site in office conference room (Go around, Carnivals, cash fundraisers). Coordinate with event lead and willing to help sort and count all cash. For large sums of cash at events, must have at least 2 people to count and track all cash/checks and record on a deposit worksheet. Cash counters to sign form when done. Have office staff store cash/checks in the conference room safe until ready for deposit.
- Renew the PTA membership insurance by Oct 14th: log on to RVNA Insurance website at <https://www.rvnuccio.com/>. Complete renewal application and submit payment either by mail or pay online. Print a copy of the receipt/Cert of Liability for the binder. All other documents are saved on RNVA
- Renew & pay MN PTA membership dues through MemberHub each year after VP uploads PTA members for the current year. Login to https://app.memberhub.com/users/sign_in. The site will prompt when dues are available to pay. Due dates are Sept 1, Dec 1, Mar 1, and June 1. Usually, VP uploads all members at once in the fall and the Treasurer pays the dues in full. Only the established Treasurer or President account will be allowed to pay. New Treasurers need to create their own account under GLE and must be flagged as the Treasurer
- File taxes each year, pay fees
 - Tax ID # 41-1525327, PTA Minnesota Congress 28774
 - Federal: file 990-N Federal Tax Form after the fiscal year ends (after July 1st, will need Fiscal end of year June 30th report to file). Login to IRS.gov, due Nov 15th, no fee to file
 - <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirements-for-small-exempt-organizations-form-990-n-e-postcard>
 - MN State/Attorney General Filing: file a Charitable Organization Annual Report Form by January 15th (need to file 990N first to file), \$25 fee to file (\$75 if late)
 - <https://www.ag.state.mn.us/Charity/DownloadForms.asp>
- Teacher Requests occur in November and April. Work with Mary Kupfer (Lead Administrative Assistant) on this. In years past, Mary has always gathered orders from the teachers, placed the orders and provided receipts to PTA for reimbursement to GLE. *Going forward*, she may want the PTA Treasurer to handle the ordering for the teachers and shipping to the school.
- Prepaid Visa Gift Cards (April Teacher Requests) are obtained at the end of the school year and a part of the April Teacher Requests (\$150 teachers, \$50 paras). *When buying in bulk*, you can order online with US Bank Corporate Rewards for a lower per card fee than at the branch (\$2.95 vs \$3.95/card, + \$14.95 2-day ship fee). The Treasurer (as the authorized signer on the GLE PTA bank account) can order on this site, but will need to create a separate login with their personal email address associated with the GLE PTA bank acct with US Bank. Approval takes 1 day and the order takes up to 6 business days to be received. www.usbankcorporaterewards.com
- Order AVID Binders and divider tabs for the schools upcoming year at the end of the school year. Work with Mary Kupfer on this (Lead Administrative Assistant)
- Conduct an annual internal Audit of the PTA finances to certify the accuracy of the financial records and assure the membership; need 2 non-board members to audit files. Reserve off-site space for a 2-4 hour time block. Need prior year PTA binder with all reports and supporting documents. Print [GLE PTA Financial Review Audit Form](#)

for the binder to be signed by auditors.

- Save copies of all transaction receipts, documents, taxes, and reports. Save paper copies with the current month's report as supporting documentation and file them in the binder for audit. Save electronic treasurer reports and taxes on the PTA Google Drive
- Update responsibilities as needed

Tips:

- PBIS gift cards: Each year, GLE will need PBIS gift cards from local merchants such as Target, DQ, Mcdonald's, and/or local restaurants. For DQ gift cards, contact Michelle (owner) or Katie (Mgr) at the Lexington DQ to get some location-specific certificates and she will give the PTA a deal on purchasing them vs buying corporate gift cards at full value (they don't make \$\$ off those). Email lexdqoj@gmail.com

Monthly Schedule

New Treasurer Transfer (June, July, August, Sept)

- Outgoing Treasurer to prepare and wrap up fiscal year-end report(s) after June 30th to present to new Treasurer
- Outgoing Treasurer to set a meeting with the new Treasurer prior to the start of the upcoming school year. Outgoing Treasurer to provide responsibilities outline, review financials, pass on previous year binder, prepare new binder for upcoming year, reports, taxes, supporting documents, procedures, logins, etc. Shadow if possible.
- Outgoing Treasurer to assist the new Treasurer with prep and what is needed for the annual Budget meeting. New Treasurer to create a budget comparison of the previous 4 years of Actual YTD data to present to the board to set the budget for the upcoming year.
- Schedule an appointment with US Bank to add/delete signor(s)/authorized officers to the bank account. Both outgoing and new Treasurers must be present. US Bank will require official meeting minutes from the board meeting approving to add/delete signor(s) (June or Sept meeting), present IDs, and bank account information.
- Other accounts to transfer from the outgoing Treasurer to the new Treasurer:
- Set up a new MN PTA membership dues Memberhub account for the new Treasurer (work with VP).

July - August

- Prepare fiscal year-end report from the previous year
- Prepare a new binder for upcoming Treasurer reports and all documents
- Budget Meeting - board only, August
 - create a budget comparison of the previous 4-5 years of Actual YTD data
- File Federal 990N tax form after July 1st, Due Nov 15th.

September

- Prepare monthly Treasurer report

- Manage monthly money in and money out
- Renew the PTA membership insurance through RNVA by Oct 14th
- Renew/Pay MN PTA membership dues to MemberHub when available to pay, work with VP
- File Federal 990N tax form after July 1st, due Nov 15th
- Event/Expense help, as needed

October

- Prepare monthly Treasurer report
- Manage monthly money in and money out
- Go Around cash sorting and counting, coordinate with event lead
- Renew the PTA membership through RNVA by Oct 14th
- Coordinate/Schedule/Conduct annual internal PTA audit; schedule a time for Oct - Mar (flexible)
- Renew/Pay MN PTA membership dues to MemberHub when available to pay, work with VP
- File Federal 990N tax form after July 1st, due Nov 15th
- Event/Expense help, as needed

November

- Prepare monthly Treasurer report
- Manage monthly money in and money out
- Manage Fall Teacher Requests
- File Federal 990N tax form after July 1st, due Nov 15th
- Renew/Pay MN PTA membership dues to MemberHub when available to pay, work with VP
- Coordinate/Schedule/Conduct annual internal PTA audit; schedule a time for Oct - Mar (flexible)
- Event/Expense help, as needed

December

- Prepare monthly Treasurer report (can combine Dec/Jan if needed)
- Manage monthly money in and money out
- Wrap-up fall teacher requests
- Coordinate/Schedule/Conduct annual internal PTA audit; schedule a time for Oct - Mar (flexible)
- File MN State/Attorney General Charitable Organization Annual Report Form by January 15th
- Event/Expense help, as needed

January

- Prepare monthly Treasurer report (can combine Dec/Jan if needed)
- Manage monthly money in and money out
- Wrap-up fall teacher requests
- Coordinate/Schedule/Conduct annual internal PTA audit; schedule a time for Oct - Mar (flexible)
- File MN State/Attorney General Charitable Organization Annual Report Form by January 15th
- Assist in obtaining petty cash for Bingo. Set up cash boxes, cash belts (if needed) and square readers for the event. Help count money at the end of the event (for better future tracking, keeping bingo card sales and concessions financials separate)
- Event/Expense help, as needed

February

- Prepare monthly Treasurer report
- Manage monthly money in and money out
- Coordinate/Schedule/Conduct annual internal PTA audit; schedule a time for Oct - Mar (flexible)
- File MN State/Attorney General Charitable Organization Annual Report Form by January 15th
- Event/Expense help, as needed

March

- Prepare monthly Treasurer report
- Manage monthly money in and money out
- Coordinate/Schedule/Conduct annual internal PTA audit; schedule a time for Oct - Mar (flexible)
- Event/Expense help, as needed

April

- Prepare monthly Treasurer report
- Manage monthly money in and money out
- Manage Spring Teacher Requests
- Event/Expense help, as needed

May

- Prepare monthly Treasurer report
- Manage monthly money in and money out
- Wrap-up spring teacher requests, event reimbursements, end of year
- Order teacher prepaid Visa gift cards and ship to school- order through US Bank
- Collect/Track Yearbook sales with the front office
- Event/Expense help, as needed

June

- Prepare monthly Treasurer report
- Manage monthly money in and money out
- Verify teacher prepaid Visa gift cards have been received by the school
- Wrap-up spring teacher requests, event reimbursements, end of year, yearbook sales
- Event/Expense help, as needed

(Updated 5/25/23 MW)