

Treasurer Responsibilities

Daily/Monthly routines include:

- Collect and count all monies received
- Pay all bills promptly
- Keep detailed written and/or electronic records
- Prepare and make bank deposits
- Balance Check Book, Bank statement initialed by President
- Prepare the Financial Statements for Board meetings
- Prepare, Report and Submit Sales Tax – if applicable
- Mail membership dues to State and Council if applicable

July

- Establish a budget committee and prepare budget for upcoming fiscal year
- Prepare Final Report for PTA
- Obtain and begin preparation of IRS Forms and accompanying Schedules
- Conduct the PTAs Financial Review

August

- Pay Liability, Bonding, and Directors and Officers Insurance
- Present Report of the Financial Review to Board of Directors. Mail a copy to Maryland PTA.
- Send copy of the Financial Review report to Maryland PTA
- Look for Membership Cards and verify amount with membership chair

September

- Present Final Report to General Membership
- Present Financial Review Report to General Membership
- Budget to General Membership for adoption
- Mail membership dues to State and Council if applicable (Final Membership Report due by March 31)

October

- Mail membership dues to State and Council if applicable

November

- Electronically file IRS Form 990N by November 15 (Total Income less than \$25,000)
- File IRS Form 990N/ 990EZ and accompanying Schedules - Due November 15. Send a copy to Maryland PTA.
- Mail membership dues to State and Council if applicable

December

- Complete and mail Annual Renewal of Registration Form for Maryland Charitable Organizations - due before December 30
- Call IRS Forms and Request 1099-Misc. for any personnel paid over \$600 in the previous Calendar Year
- Call IRS Forms and Request 1096. (This is a transmittal form for the 1099's)
- Mail membership dues to State and Council if applicable

January

- Mail payee's 1099-Misc. - Due January 31
- Mail 1096 to IRS and State - Due February 28
- Receive Personal Property Forms from state - Due April 15
- Mail membership dues to State and Council if applicable

February

- Mail membership dues to State and Council if applicable

March

- Mail membership dues to State and Council if applicable - Final Report due by March 31

April

- Mail Personal Property Forms - Due April 15
- Mail any additional membership dues to State and Council if applicable

May

- Check Budget and make final amendments
- Mail any additional membership dues to State and Council if applicable

June

- Prepare books for Financial Review