

# TREASURER’S CHECKLIST

Use this checklist throughout the year to double check the financial management practices of your unit. Check items as completed; include dates and names as indicated. A copy of the checklist should be maintained with the treasurer’s records.

- PTA Audit/Financial Review** completed for past school year and a copy submitted to the state office by the last business day of September.  
Auditor(s): \_\_\_\_\_ Date: \_\_\_\_\_
- Transition meeting held with outgoing treasurer. Date: \_\_\_\_\_
- Signature Cards** on file with bank. Changed immediately after school year ends. Date: \_\_\_\_\_
- Supplies purchased as needed (receipt book, new checks). **Cash Verification/Check Request Forms** copied for distribution to Board of Directors.
- Bookkeeping method chosen**, ledger or computer based. Which? \_\_\_\_\_
- Copy and file receipts and check requests (according to budget) on an ongoing basis (weekly is recommended).
- Budget Process:**  
 Budget Committee formed. Date: \_\_\_\_\_  
 Proposed budget presented to Board of Directors and approved. Date: \_\_\_\_\_  
 Proposed budget presented to general membership and approved. Date: \_\_\_\_\_  
 Budget amendments approved by general membership on:  
 Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_  
 Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_
- Treasurer and President develop a workable reimbursement system and schedule for Board of Directors. Emphasize that only budget approved expenses will be reimbursed and only with receipts/invoices attached.  
Date shared with board: \_\_\_\_\_
- ALL** checks signed by **two** signers.
- Treasurer and President review (monthly) bank statements and PTA financial status. An individual, who is not an authorized check signer, checks over the statement and signs. **THIS IS DONE EACH MONTH.**
- IRS Forms.** It is the current treasurer’s responsibility to complete all necessary IRS forms. All 501(c)(3) nonprofit organizations are required to file a 990-N, 990, or 990 EZ and Schedule A regardless of gross receipts. Registered, Return Receipt Mail Only.  
Date completed: \_\_\_\_\_
- Treasurer Reports.** (These should be given at all Executive Committee, Board of Directors and general membership meetings.) Indicate date and type of meeting for each report. (e.g. Executive Committee – August 4, General Membership – August 15).  

- Annual Report** written and adopted. Date: \_\_\_\_\_
- Auditor(s)** chosen for current school year. Do not include any bank account signer.  
Auditor(s): \_\_\_\_\_ Date: \_\_\_\_\_