

TREASURER MONTH BY MONTH GUIDE



APRIL (Right after you are elected)

- TRANSITION MEETING - Meet with the outgoing treasurer.
- FINANCIAL REVIEW / AUDIT - Make sure that a financial review/audit is done for the current year.
- ACCOUNTING - Establish an accounting procedure if none exists.
- BUDGET - Meet with the Budget Committee and set your realistic budget for the year.
- INSURANCE - Make sure that all insurance has been obtained.
- INCORPORATION - Make sure your unit is incorporated.

MAY/JUNE/JULY

- SIGNATURE CARDS - Should be changed at the bank at the end of the school year.
- TRAINING - Attend National Convention and Georgia Convention Leadership Training.
- TAXES - Make sure appropriate forms for the current fiscal year have been filed.

AUGUST

- DUES - Pay State and National portion of Membership Dues to Georgia PTA.
- COUNCIL DUES - Pay Council Dues upon receipt of invoice.
- DONATIONS - Pay Georgia PTA any donations your membership approves.
- ACCOUNTING - Keep the books up to date at all times.
- BUDGET - Review and ensure that it still meets the needs of the organization.
- DEPOSITS - Make all deposits promptly and with all the proper paperwork.
- PAYMENTS - Make all payments by check promptly and with all the proper paperwork.
- BANK STATEMENTS - Reconcile and review by the President and a non-signing third party.
- TREASURER REPORT - Give at every Executive Committee, Board of Directors and General Membership meetings.
- FUNDRAISING - For every one fundraising activity, there should be at least three projects aimed at advocating for children, parents, and school improvements.
 - TAX EXEMPTION - Only applies to items purchased for resale. You must pay taxes on items for use by the PTA unless you are selling those items.
 - TAX EXEMPTION LETTER - Contact the GA PTA State office for a copy.
 - **GEORGIA SALES AND USE TAX EXEMPTIONS O.C.G.A. § 48-8-3 July 18, 2007**
 - (56) Sales by any qualified nonprofit parent teacher organization. Application is through letter application. *NOTE: Purchases made by a nonprofit parent teacher organization for use are subject to Georgia sales and use tax. Letter of Authorization*
- TRAINING - Attend all available training.

SEPTEMBER

- DUES - Pay State and National portion of Membership Dues to Georgia PTA.
- FINANCIAL REVIEW / AUDIT - Send a copy of the financial review/audit to the Georgia PTA by the last business day.
- ACCOUNTING - Keep the books up to date at all times.
- BUDGET - Review and ensure that it still meets the needs of the organization.
- DEPOSITS - Make all deposits promptly and with all the proper paperwork.
- PAYMENTS - Make all payments by check promptly and with all the proper paperwork.
- BANK STATEMENTS - Reconcile and review by the President and a non-signing third party.
- TREASURER REPORT - Give at every Executive Committee, Board of Directors and General Membership meetings.



OCTOBER/ NOVEMBER/ DECEMBER/ JANUARY/ FEBRUARY/ MARCH/ APRIL

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- DEPOSITS - Make all deposits promptly and with all the proper paperwork.
- PAYMENTS - Make all payments by check promptly and with all the proper paperwork.
- BANK STATEMENTS - Reconcile and review by the President and a non-signing third party.
- TREASURER REPORT - Give at every Executive Committee, Board of Directors and General Membership meetings.
- ANNUAL REPORT - Give to the Executive Committee, Board of Directors and General Membership at your final meetings.

BEFORE LEAVING OFFICE

- FINANCIAL REVIEW / AUDIT - Make sure that a financial review/audit is being done for the current year.
- SIGNATURE CARDS - Should be changed at the bank at the end of the school year.
- INSURANCE - Make sure that all insurance is up to date.
- INCORPORATION - Make sure your unit incorporation is up to date.
- TAXES - File appropriate forms for the current fiscal year.
- TRANSITION MEETING - Meet with the incoming treasurer and brief them on your PTA financial business.
- TRAINING- Attend National Convention and Georgia Convention Leadership Training.