

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). **Funds Verification/Check Request Forms** copied for distribution to Board of Directors. (can be emailed and included in handbook)
- **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: _____
- Treasurer and President develop a workable reimbursement system and schedule for Board of Directors. Emphasize that only expenses included in the budget will be reimbursed 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 bank 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, or 990 EZ or 990 and Schedule A regardless of gross receipts.
Date completed: _____
- Submit a copy of the *Georgia PTA* IRS 990 Filing Verification form and a copy of the first page of your 990 EZ or if 990-N e-postcard, the acceptance of filing receipt .
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: _____