



What skills are needed to be PTA treasurer?

What does the PTA treasurer do?

How much time does it take?

PTA uses QuickBooks, so some knowledge of QuickBooks is desirable, but not necessary as it is pretty easy to learn. New software for the right reasons would be fine- there is no "you have to do it this way." Pretty much, if you can balance your checkbook, you can do this. My background is a smattering of some accounting and more billing. Desirable, but again, not required. There are many resources within COPTA and National PTA to assist in any way needed.

I try to check the Treasurer folder in the office at least 1x per week. I used to think it had to be when the office was open (8-4), but I have found out that the janitor will open the door for me any time if I ask. Most weeks there are a few incoming checks, and a few outgoing checks which is just data entry and printing (there is a PTA printer and laptop I use). PTA currently uses Evergreen National Bank (again- using new bank for the right reasons would be fine). There are 2 branches in Evergreen and an ATM in Morrison for deposits. I use a bank card so I can make deposits at any branch ATM and don't have to wait until the bank is open or use the night drop. This all takes an hour or two per week. During fundraising times, like the first month of school, it could take a little more time because there are so many incoming payment entries and bank deposits. There were a lot of things that were previously manual that I tried to somewhat automate, and that took some extra time. Auction requires that you stay in contact with the auction chairs and the school office team to coordinate what needs to happen.

- Record incoming payments
- Process outgoing payments (make sure support is provided- coordinate with a 2nd check signer)
- Retrieve mail from the post office mailbox
- Reconcile the bank account 1x per month (get 2 PTA non check signing members to review and initial each one)

- Pull QuickBooks reporting (P&L, Balance Sheet) before each PTA meeting and provide a financial update
- 1x Prepare budget with team (board members, school office staff, school teacher representative, Ingrid). Mostly you just record what they ask for.
- 1x (August) Prepare internal audit of PTA books for a team to review (you pick team)-pretty much this is just like doing a monthly bank statement reconciliation
- 1x (between Aug and Dec) Prepare annual tax return form 990 or 990-EZ (help available at COPTA, also can look at previous years to see how to do)
- 1x (between Aug and Dec) Prepare annual 401(c) (3) filing (help available at COPTA, also can look at previous years to see how to do)
- Coordinate Auction Checkout -past treasurers help, and there is a reliable team that keeps coming back