

## TREASURER'S MONTH-TO-MONTH CHECK LIST

### DAILY ROUTINES MAY INCLUDE

- Collect and count all monies received (do not take home or store at school)
- Pay all bills promptly (must have documentation to pay)
- Keep detailed written and/or electronic records
- Prepare and make bank deposits (electronic transfers)

### MONTHLY, AS REQUIRED

- Keep control of all financial documents
- Maintain accurate records of receipts and deposits
- Reconcile bank statement
- Have bank reconciliation verified by non-signatory
- Provide receipts for donations, if needed
- Analyze budget for possible need for amendments
- Prepare and present treasurer report for each board meeting and general membership meeting
- Pay dues beginning in September

### JULY/AUGUST

- Make sure check signature cards are updated for current officers (also any online information updated and passwords changed)
- Take over all financial records once the audit or FRR is completed
- Go over the books and set up files to suit your preference, ensure all appropriate paperwork is in files received (copies of FRR, sanctioning paperwork, previous tax filings, etc.)
- Establish a budget committee and prepare budget for upcoming fiscal year
- Establish procedures for reimbursements, paying bills, and money handling within guidelines and present to board for approval
- Solicit input on what projects and programs will need funding in the proposed budget
- Using audit report, the year-end financial report, and funding requests work with the budget committee to formulate a proposed budget
- Present budget proposal to the board for approval
- Ensure there is adequate carryover funds to operate until budget is approved
- Update bonding and liability insurance and ensure premium is paid
- Attend training

## SEPTEMBER

- Present Final Financial Report to General Membership
- Present Budget to General Membership for adoption
- Mail in first membership dues payment to OKPTA office

## OCTOBER

- Prepare and submit the appropriate Form 990 to the IRS. Send copy to Council, if applicable. (All paperwork is DUE to the OKPTA Office by the end of the month to be in Good Standing.)
- Mail membership dues payment to OKPTA office

## NOVEMBER

- Ensure dues are paid if your unit is a member of a local council PTA

## JANUARY

- Mail membership dues payment to OKPTA office
- Analyze the budget to see if any amendments need to be presented to the general membership for approval

## MARCH

- Mail membership dues payment to OKPTA office
- Register for State PTA Conference

## APRIL

- Analyze the budget to see if any amendments need to be presented to the general membership for approval
- Send notice to everyone that may have outstanding receipts to turn in reimbursement requests
- Make sure all minutes needed (those showing audit adoption, budget approval and any approval of budget amendments) are in the financial records for audit
- Make sure the board has approved a committee for the final financial review or an auditor

## MAY/JUNE

- Prepare financial files for financial review or audit
- Present financial files for review/audit to person or committee selected according to bylaws
- Schedule transition meeting with incoming treasurer to turn over records
- Ensure final dues collected for the year have been paid to OKPTA prior to June 30
- Ensure all responsibilities have been completed with school, district, council, and unit.

Oklahoma PTA  
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