

1415 N. 26th St. (Admin Bldg.)
St. Joseph MO 64506

Treasurer Job Description

ARTICLE VIII: DUTIES OF OFFICERS

Section 4. The treasurer shall:

- submit the books for a review annually and upon the resignation or removal of the treasurer or any other authorized bank account signatory.
- submit a copy of the council's fiscal year-end report to the state PTA by December 1st of each year.
- submit a copy of the council's annual financial review to the state PTA by December 1st of each year.
- submit a copy of the required IRS tax form to the state PTA by December 1st of each year.
- remit council's annual service fee of $25.00 to Missouri PTA by December 1st of each year.
- Have custody of the funds of this council PTA except the funds of the Clarence J. Carpenter Fund Board, which will have its own treasurer that will report to the council after their regularly scheduled meetings and whom shall collect and keep a full accounting of all monies related to the fund.
- maintain a full account of the funds of this council PTA.
- make disbursements as authorized by the president, board, or council PTA in accordance with the budget adopted by this council PTA.
- have checks signed by the treasurer and the 1st Vice-President or President.
- cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the St. Joseph Council PTA
- provide a written financial statement at each council PTA meeting.
- present an annual report of the financial condition of the Council PTA.
- be responsible for preparing or having prepared IRS forms at the proper time.

Other Duties shall include:

- Present a plan of work for this office. .
- Shall submit articles to Clippings; as assigned. Keeping one copy for this procedure book.
- Make reports at Council meetings regarding Council treasury.
- Be a member of committees:
  - Budget (chair)
  - Founders Day
  - St. Joseph PTA Council Lifetime PTA Leadership Award
  - Outstanding PTA Unit
  - Character & Spiritual Award
- President and treasurer shall be the Ways and Means committee, working with B & J Skate Center and Major Savers.
- Shall make arrangements with an individual who is not a signature on the signature card at the bank so that they can monthly reconcile bank statements and they must sign off monthly by signing a copy of bank statement to be kept in the treasurer's files.
- Shall present a budget at the May meeting for adoption.
- Study the bylaws to familiarize yourself with procedure.
- Keep files/procedure book of this office up to date.
- Shall collect the books of the Clarence J Carpenter Memorial Fund board to submit along with the PTA Council books for audit.
- At the end of each year; an annual report must be written and placed in this procedure book to pass along to the next person.