



**Time commitment** 2-3 hours per month

- Attend meetings of the board and general membership
- Receive and distribute all the monies of the PTA and maintain an accurate record of the receipts and expenditures.
- Have checks signed by two officers, preferable the treasurer and the president.
- Have the books ready for audit review before end of July
- Present audit report to the membership for adoption by the general membership at the 1st general meeting.
- Prepare required federal and state tax forms
- Develop annual budget to be presented for adoption by the general membership at the 1st general meeting.
- Monitor performance against budget, and highlight any areas of potential financial liability or opportunity.
- Make deposits of collected funds and make authorized disbursements of funds.
- Provide cash boxes with suitable change at all PTA events and oversee money collection and accounting during such events.