

Checklist for the PTA Treasurer

July

Bank Signature Change	
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Document/Material Transition Bank Statements

Ledger Book		July	
Checkbook		August	
Vouchers		September	
Deposit Slips		October	
Previous Budget		November	
Tax Certificate		December	
		January	
		February	
		March	
		April	
		May	
		June	

Attend NYS PTA Leadership Training	
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August

Arrange for Audit Meeting	
Audit Report Filled Out and Signed	
Attend WEPR Leadership Training	

September

Work on Initial Budget Worksheet	
Arrange for a Budget Meeting	
Budget Sheet Ready for Approval	
Budget Approved	
Start filing 990 ePostcard or 990 EZ	
Reimburse Summer Expense	
Pay Council Annual Due	

October

Attend Council Leadership Training	
Collect, Deposit Membership Money	
Issue First Membership eCheck	

November

Tax Filing Deadline 11/15	
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May

Election-Find the Right New Treasurer	
Mentor the New Treasurer	
Final Membership eCheck 5/31	

June

Insurance payment 6/1	
Finish Recording 6/30	