

Treasurer

The Treasurer performs budgeting, handles expense reimbursement, and maintains the books. The Treasurer is an elected member of the Parents' Club Board of Directors and typically serves for two years.

- The Treasurer keeps an accurate accounting of all financial transactions, pays the bills, and works with the club's accountant to ensure all taxes are filed and paid. Our fiscal Year is July 1 through June 30. The Parents' Club uses a cash accounting system. We recognize income when it is deposited into our bank account and we expense all items as we pay for them (no inventory is kept on the accounts). The Treasurer is one of three signatories for the bank and has online banking capabilities.
 - Monthly tasks include paying bills, reimbursing expenses, preparing financial reports and updating Board on these results etc. The Treasurer pays the bills and reimburses members for their personal expenditures using the online reimbursement form. S/he maintains records of all vendor bills and reimbursement forms with receipts. Each month, the Treasurer emails the monthly profit and loss statement to the Board members prior to the monthly Board meetings. The Treasurer also verbally reports the financial status to the membership at both the Board and general meetings. The Treasurer uses QuickBooks to record transactions, deposits, and payments and to generate financial reports.
 - Yearly and quarterly tasks include paying taxes, budgeting and other ad hoc projects that may arise.
 - At the end of the year, updates the job description/report for the Treasurer position. Files in the Treasurer electronic records and sends to the President Elect.
- After completing a two-year term, the exiting Treasurer is expected to perform the role of Auditor for the club. The books are audited every two years at the end of each Treasurer's term. As Auditor, the former Treasurer will conduct an audit at the conclusion of their successor's two-year term.
- The Treasurer attends all monthly meetings of the Board, reports on club finances, and assists with and advises on other club activities as needed. The Treasurer serves as Chair of the Finance Committee, which prepares the annual budget, and is also a member of the Executive Committee.