



Treasurer Responsibilities Checklist

Your PTA unit is chartered under Free State PTA (FSPTA) and is a 501c3 non-profit; donations to the PTA are tax-deductible. All dates assume a 7/1/xx to 6/30/xx fiscal year.

Use FSPTA Financial Guide (FSPTA website's Resources & Guides section) as a resource!

Details on compliance items, filing required documents here:

<https://bcptacouncil.org/pta-unit-compliance/>

Daily Routines May Include:

- Collect and count all monies received (don't take home or store at school/in school safe)
- Pay bills promptly (must have receipt or invoice to pay); only President signs contracts!
- Keep detailed written and/or electronic records
- Prepare and make bank deposits

Monthly/As Required

- Balance checkbook, bank statement initialed by **non-signer and President**
- Prepare financial statements (treasurer's reports) for board and general meetings (reporting timeframe: board meeting to board meeting; general meeting to general meeting)
- Prepare report and submit sales tax as required
- Pay FSPTA and National NPTA (NPTA) membership dues to FSPTA via GiveBacks (preferred) or use form on FSPTA website and pay via one check; details in Membership section of Council website; first payment due **October 1**

July/August

- Update bank signature cards for current officers
- Establish budget committee (Treasurer chairs committee), prepare budget
- Prepare year-end financial report (fiscal year/reporting period 7/1/xx to 6/30/xx)
- File IRS-990N online (for units with annual gross receipts of \$50,000 and under; if receipts are higher, file 990EZ or 990); due **November 15** (upload copy into GiveBacks)
- **Filing IRS 990 is CRUCIAL to maintain good standing with IRS!**
- PTA's records reviewed by Financial Review Committee (three board/PTA members **without check-signing authority**), PTA Council (although Council usually plays support role), or auditor
- New treasurers: don't accept books until financial review is completed
- Present report of financial review committee to Board of Directors
- Attend FSPTA Financial Training at convention

September

- Present final financial report (treasurer's report) to general membership
- Present financial review/report to general membership, upload copy into GiveBacks
- Present budget to general membership for adoption, upload approved copy into GiveBacks

October/November

- PTA Council Dues (separate from FSPTA/NPTA dues) due **October 1** (in hardcopy Back-to-School Package); \$50/unit for 2024-25
- First payment of FSPTA/NPTA dues remitted by **October 31** (only pay for those memberships sold to date; continue membership drive every month)
- Treasurer and one other officer must attend financial training provided by PTA Council or FSPTA by **October 30**
- Upload copy of financial review into GiveBacks no later than **October 30**
- E-file 990-N (only takes minutes!) or file 990EZ (copy to FSPTA via GiveBacks, copy for your records): **due November 15, crucial to maintain good standing with IRS**

December

- Complete and mail annual renewal of registration form for Maryland Charitable Organizations: due before **December 30**; required to fundraise legally in Maryland

January

- File IRS Form 1099-MISC by **January 31** ONLY IF the PTA paid to non-incorporated business or person for services rendered or in payment for grant, award, or scholarship during calendar year

February

- Federal 990 form due if extension was filed in November

March

- “Final” membership dues due by **March 31** (this membership number used for convention credentialing; continue to pay for memberships sold)

April

- Maryland Personal Property Report **due April 15** (copy to FSPTA via GiveBacks); only takes minutes to file online and is CRUCIAL to maintain corporate status; must be filed by ALL UNITS even if they own no personal property!

May

- Begin to select financial review committee/reviewer(s) (three non-signatory members)
- Remind chairman to turn in all reimbursement forms for approved expenses

June

- Pay insurance premium to AIM due July 1
- Pay all outstanding bills by **June 30**
- Close books by **June 30**
- Turn over financial books to financial review committee/reviewer
- After financial review is completed, new treasurer can accept books