

Treasurer Responsibilities Checklist
(All dates assume that your PTA's fiscal year is July 1 – June 30.)

Daily routines may include:

- Collect and count all monies received (do not take home or store at school)
- Pay all bills promptly (must have receipt or invoice to pay)
- Keep detailed written and/or electronic records
- Prepare and make bank deposits

Monthly / As Required

- Balance checkbook, Bank statement initialed by President
- Prepare the Financial Statements for Board and General meetings
- Prepare Report and Submit Sales Tax as required
- Mail membership dues to State and Council

July/August

- Make sure check signature cards updated for current officers
- Establish a budget committee and prepare budget for upcoming fiscal year
- Prepare Year End Financial Report for PTA
- Obtain and prepare IRS Form 990EZ and accompanying Schedule A (Schedule B if necessary) – Due November 15. (NOTE: All PTAs must file and send a copy to MD PTA after filing.)
- Have PTA's records audited by Audit Committee or Auditor
- Present Report of Audit to Board of Directors

September

- Present Final Report to General Membership and send copy to Council
- Present Audit Report to General Membership and send copy to Council and MD State PTA
- Present Budget to General Membership for adoption and send approved copy to Council
- Mail membership dues to State and Council (final is due by March 30)
- Update Bonding and Liability Insurance for the next year

October

- Mail membership dues to State and Council (final is due by March 30)

November

- Mail IRS Form 990EZ and accompanying Schedule A or do 990N online (copy to MD PTA) – Due November 15
- Mail membership dues to State and Council (final is due by March 30)

December

- Complete and mail Annual Renewal of Registration Form for Maryland Charitable Organizations – Due before December 30
- Call IRS Forms and Request 1099-Misc for any personnel paid \$600 or more in the previous **Calendar Year**
- Call IRS Forms and Request 1096 (transmittal form for the 1099's)
- Mail membership dues to State and Council (final is due by March 30)

January

- Mail payee's 1099-Misc – Due January 31
- Mail 1096 to IRS and State – Due February 28
- Receive Personal Property Forms from State – Due April 15 (NOTE: All PTAs must file and send a copy to MD PTA.)
- Mail membership dues to State and Council (final is due by March 30)

February

- Mail membership dues to State and Council (final is due by March 30)

March

- Mail membership dues to State and Council – Final due by March 30

April

- Mail Personal Property Forms (copy to MD PTA) – Due April 15

May/June

- Close out books
- Prepare to hand over files and books to incoming treasurer in July