



## Woodmoor PTSA

### Woodmoor PTSA Treasurer

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#### **About Us:**

The mission of Woodmoor PTSA is to create a dynamic partnership between Parents, Teachers and Students.

In order to achieve this goal, we focus on enhancing the educational experience for all students by providing support and information to parents and staff.

Woodmoor Elementary is a diverse educational setting, with [PACE](#) and Special Education classes alongside general education classrooms.

Our PTSA includes representatives from each group so that all may have a voice. Thanks to successful fundraising and amazing volunteers, Woodmoor PTSA is able to provide teacher funds for classroom materials, offer student enrichment programs, sponsor family social events, and so much more.

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#### **About The Role:**

- **Group:** Woodmoor PTSA Executive Committee
  - **Classification:** Elected Officer
  - **Scope:** Responsible for the financial operations of the PTSA
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#### **Responsibilities:**

- Attend monthly Board of Directors and General Membership meetings.
- Perform bookkeeping activities and maintain accurate accounts with

accounting software designated by the PTSA, i.e. Money Minder.

- Prepare a monthly reconciliation of the checking account.
- Receive and issue receipts for all PTSA funds.
- Handle all deposits and disbursements of PTSA funds promptly.
- Manage accounts payable from July 1st to June 30th according to the approved budget.
- Renew and pay for insurance.
- Prepare and present monthly financial reports at the PTSA Board and General Membership meetings.
- Should be present at all other fundraisers or arrange in advance for proper accounting of funds.
- Serves as chairperson of the budget committee; leads a new budget process in spring for the following year.
- Oversee financial review processes in February and early July.
- Ensure that tax returns and other federal and state compliance forms are accurately and timely filed.
- Maintain one copy of the PTSA Legal Documents notebook.
- Pay all state corporation fees (i.e, Charitable Solicitations, and Incorporation Annual Report).
- Maintain charity registrations with third parties as needed.
- Complete approved PTA training, as required.
- The Treasurer oversees the following committees:
  - Budget committee
  - Financial Review committee