

TIPS FOR TREASURERS

#1 Use vouchers for expenses and remittances. (Click [here](#) for samples.) This will ensure that all expenses are approved, and at least two people are counting the money.

#2 Have bank statements mailed to the president, so that at least two sets of eyes are checking them.

#3 Preprepare and present a monthly variance report for every meeting. Report must be entered into the meeting minutes. Present verbal summary and distribute a detailed report in writing.

#4 Conduct monthly reconciliations and enter the report into the minutes – this should be done by someone who is not a signatory on the bank account. REQUIRED FOR INSURANCE POLICY.

#5 Prepare a budget based on what your unit wants to accomplish. Raise funds to cover those items, not just for the sake of fundraising.

#6 Check monthly that budget lines are not being exceeded; a motion should be made and a vote taken on any necessary amendments.

#7 Make deposits immediately – do not hold on to PTA money.

#8 All PTA checks require 2 signatures, and no one should sign a check to themselves. So make sure that you have at least 3 authorized, non-related signatories on the bank account.

#9 Keep records! Click [here](#) for record keeping requirements.

#10 File your 990 Form every year, regardless of income, with the IRS any time after the close of the fiscal year (June 30) but no later than the deadline of November 15. Click [here](#) to see which form your unit should file.