

# Rock Ridge PTO

400 Heritage Ave, Castle Rock, CO 80104



## Executive Board Job Description for TREASURER

- Collect cash/check deposit forms and money
  - Copy deposit logs and slips for PTO records
  - Send deposit log and bank receipts to contact at DCEF
  - Enter deposit information in Excel Spreadsheet register and file hardcopy in treasurer binder
- Collect reimbursement request forms
  - Copy reimbursement request form and receipts
  - Send original to contact with DCEF
  - Enter expense information in Excel spreadsheet register and file hardcopy in treasurer binder
- Confirm cash/check log and master budget reconciliation
- Upon receipt of monthly DCEF statement, reconcile and follow-up with DCEF on items that do not reconcile
- Process NSF checks
  - Receive NSF notices from DCEF
  - Send request for payment to individual whose check did not clear
  - Reduce committee income on spreadsheet
- Prepare annual budget by entering committee data into master budget
- Reconcile petty cash fund and provide committee chairs with petty cash as necessary
- Monitor overall budget
- Ensure best accounting practices and good internal controls are used by committee chairs and executive board members
- Timely respond (24-48 hours) to daily communications from executives, school and committee chairs
- Attendance at monthly public PTO meetings and 2-4 executive board meetings per school year
- Attendance at DCEF meetings (usually semi-annual)

### Meeting Preparation:

- Create short speech to discuss financial standing/highlights since last PTO meeting
- Prepare copies of financials spreadsheet to distribute during meeting

### During the Meeting:

- Review grant requests with group and call for vote
- Discuss issues/resolutions as they pertain to PTO financials