**Treasurer Responsibilities/Timeline/Checklist**

**Daily/Monthly routines include:**

* Keep detailed written and/or electronic records
* Collect/Count/Deposit all funds received daily
* Pay all budget/Board approved bills promptly
* Prepare and make bank deposits
* Reconcile bank statement, signed and dated by President, Treasurer, and non-signatory board member
* Prepare the Treasurer’s financial report for Executive Committee/Board/General Membership meetings
* Report Sales Tax (if applicable – you should have collected none, but still need to report)
* Submit membership dues to Free State PTA and/County Council if applicable

**July**

* **By July 1:** Verify Liability, Bonding, and Directors and Officers insurance premium has been paid
* Send in Local Officer Contact Information to Free State PTA
* Establish a budget committee and prepare budget for upcoming fiscal year
* Prepare the Annual Financial Report (final report with Budget vs Actuals as of 30 June)
* Prepare Financial Review Report and present records for the Annual Financial Review

**August**

* Make sure Annual Financial Review is conducted, if not already completed
* Present report of the Annual Financial Review to board of directors
* Look for membership cards from Free State PTA or utilize MemberHub

**September**

* Present Annual Financial Report and the Financial Review Report to General Membership for adoption
* Present current year categorical budget to general membership for adoption
* Submit any membership dues sold during the month to Free State PTA

**October**

* **By October 31:** **Send Free State PTA copies** of the Financial Review and Annual Financial Reports
* Submit any membership dues sold during the month to Free State PTA

**November**

* **By November 15:** File IRS Return of Organizations Exempt from Income Tax (Form 990N/990EZ/990)
* **Send Free State PTA a copy** of the completed IRS Form 990N/990EZ/990
* Submit any membership dues sold during the month to Free State PTA

**December**

* If needed, obtain from IRS, the 1099-NEC & 1096 for some payees (See Cash Encounters)
* **By December 31:** Complete & mail Annual Update of Registration (with either the COF-85 or 990-EZ) or just the Exempt Organization Fundraising Notice to Secretary of State, Charities Division
* **Send Free State PTA a copy** of all the completed Secretary of State Forms
* Submit any membership dues sold during the month to Free State PTA

**January**

* **By January 20:** Contact Maryland Comptroller to report $0 for sales tax if applicable
* **By January 31:** Mail 1099-NEC as required to payees paid >$599 the previous calendar year, State copy to payees’ home state if required, and Form 1096 with their copy of the 1099-NEC to IRS.
* Submit any membership dues sold during the month to Free State PTA

**February**

* Prepare Personal Property Annual Report (Form online)
* Submit any membership dues sold during the month to Free State PTA

**March**

* **By March 31:** **Free State PTA must receive** all membership dues collected to date for PTA Convention credentialing

**April**

* **By April 15:** File Maryland Personal Property Annual Report
* **Send Free State PTA a copy** of the completed Maryland Personal Property Annual Report
* Submit any membership dues sold during the month to Free State PTA

**May**

* Review budget and make final amendments
* Look for AIM Insurance invoice (due July 1)
* Submit any membership dues sold during the month to Free State PTA

**June**

* Complete all Fiscal Year transactions & prepare books and Financial Review Report for review
* **By June 30:** Pay liability, bonding, and directors’ and officers’ insurance
* **By June 30:** **Return to Free State PTA** all unsold (including damaged) membership cards

(Revised 10 August 2021)