

TREASURER'S CHECKLIST **See Cash Encounters for more information on your responsibilities. **

Use this checklist to keep track of accounting and up-to-date with Standards of Continuing Affiliation to remain in Good Standing.

Daily/Monthly routines include:

- Collect/Count/Deposit All Funds Received Daily
- Pay All Budget/Board Approved Bills Promptly
- Keep Detailed Written and/or Electronic Records
- Balance Checkbook, Bank Statement Initialed by President, Treasurer and Non-Signer on Bank Account
- Prepare the Treasurer's Report for Board/Executive Committee/General Meetings
- Prepare, Report and Submit Sales Tax (if applicable)
- Mail Membership Dues to Maryland PTA

July

- Send in Local Officer Contact Information to Maryland PTA
- Liability, Bonding, And Directors and Officers Insurance Premium is Due July 1st
- Establish A Budget Committee and Prepare Budget for Upcoming Fiscal Year
- Prepare Annual Financial Report (Final Treasurer's Report with Budget Vs. Actuals)
- Prepare and Present records for the Annual Financial Review

August

- Make Sure the Financial Review Is Conducted, If Not Already Completed
- Present Report of the Annual Financial Review to Board of Directors
- Look for Membership Cards from Maryland PTA

September

- Present Annual Financial Review Report to General Membership at First General Meeting
- Present Budget to General Membership for Adoption
- Mail Membership Dues to Maryland PTA

October

- Mail First Membership Dues Payment to Maryland PTA by **October 1st**
- Send a copy of the Annual Financial Review and Annual Financial Report to Maryland PTA by **October 31st**
- Prepare IRS 990 Forms for filing **Due November 15th**.

November

- File IRS Forms 990N/990/990EZ and Accompanying Schedules- **Due November 15th**
- Send a Copy of 990 Forms or 990N confirmation to Maryland PTA
- Mail Membership Dues to Maryland PTA.

December

- Complete/Mail Update of Registration & COF-85 or Exempt Organization Fundraising Notice **Due December 31st**
- Mail Membership Dues to Maryland PTA.

January

- Send copies of Annual Registration & COF-85 or Exempt Fundraising Notice to Maryland PTA.
- Mail Payee's 1099-Misc. - **Due January 31**
- Call Maryland Comptroller and report \$0 for sales tax by **January 20th**
- Mail Membership Dues to Maryland PTA

February

- Mail Forms 1099-Misc & 1096 - **Due February 28**
- Mail Membership Dues to Maryland PTA

March

- Mail Membership Dues to Maryland PTA (**Final Report Due by March 31**)

April

- File Annual Report/Personal Property Forms Online- **Due April 15**
- Mail Additional Membership Dues to Maryland PTA
- Look for Liability, Bonding, Directors and Officers Insurance Invoice from Knight Insurance is **Due July 1st**

May

- Review Budget and Make Final Amendments
- Mail Additional Membership Dues to Maryland PTA.
- Look for Knight Insurance Invoice- **Due July 1st**

June

- Complete all Fiscal Year Transactions by **June 30th**
- Send Unsold Membership Cards back to Maryland PTA by **June 30th**
- Prepare Books for Annual Financial Review
- Pay Liability, Bonding, And Directors and Officers Insurance by **July 1st**.