**SMPTO BOARD TREASURER DUTIES**

Updated: 6/5/23

Yearly: Attend monthly SMPTO Executive & General Membership Meetings. Chair One “Big” Event (Bubblethon, IFES Fall Fun Fest & Spooky Party, Luau, Family Movie Events (2), Teacher Appreciation Week (both schools), Spring Fling)

The SMPTO’s fiscal year is 7/1-6/30. This is a list of things to do/reminders on a monthly basis.

*Fiscal Reconciliations (throughout the month, done monthly):*

Maintain all receipts for account withdrawal requests, complete an expense voucher, enter transaction into checkbook and Quicken software.

Handle all collection and deposit of monies, including bounced checks, and follow ups.

Receive and pay in a timely manner, all invoices for both schools. Coordinate with President on signatures for checks over $200.

Complete monthly reconciliations of the budget for all accounts – Checking, Savings and Raffle and enlist another member of the Board to review documents for compliance. Said member may not have access to financial accounts for purposes of signing checks or otherwise fiscally responsible.

Provide the Transaction report, Budget and Account Balance statements to the Board members via email at least 3 days prior to the next Executive meeting.

Print Transaction Report – Suz (that’s its name) and monthly minutes from each General Session meeting and file in the Audit folder.

Attend and present current budget updates at all meetings held by the SMPTO (general PTO meetings, Executive Board, event planning meetings, budget meetings, etc).

The treasurer must also maintain a copy of all budgets and files in either a binder or with the SMPTO issued laptop and any other necessary supplies and bring this information to meetings.

**JULY**

Look in to having an Audit done once you have finished all year-end entries. Our insurance policy says we need an audit conducted on a yearly basis. Best time to complete an audit is during March or April before things get going again.

-File form 15 Pa.C.S. 5110 Annual Statement-Nonprofit Corporation from the Pennsylvania Department of State Corporation Bureau if there are any changes in SMPTO board officers. This is required. Our entity number is 4089216. This form can be found online <https://www.corporations.pa.gov> and login and submit. Post on One Drive.. Instructions are with the online form. Form is located on One Drive to replicate.

-Renew insurance from PTO Today. If pay in July, usually get a discount. They mail the bill. Don’t need to list new board members. Once you have received the certificate of insurance, make sure to put an electronic copy on the OneDrive and the school’s intranet.

-SMPTO Domain name payment is due to GoDaddy. A bill is usually mailed. Options range from purchasing a single year to multiple years. Consult with board and funds to determine which works.

- Complete monthly reconciliations of the budget for all accounts.

- Provide the Transaction report, Budget and Account Balance statements to the Board members

- Print Transaction Report – Suz (that’s its name) and file in the Audit folder

**AUGUST**

-Get the money ready for the teachers/support staff. Can get list from school secretaries. Have principals approve list. Make sure they know it is per classroom, not per teacher (IE: a teacher out on leave, sub gets the money, and teacher doesn’t get another $50 when they come back) Try to cross ref with the list on the OneDrive from prior year to ensure no one gets missed. Have President create the signature sheet for receipt.

-Purchase (3) rolls of stamps for the Secretary to mail out sponsor letters for Bubblethon and check if envelopes are needed as well

-Have a board meeting with principals and review budget. Once budget is approved, put on website.

-If Spirit Gear is available, try selling at back to school night – remember we have the Square reader, but someone will need to have a mobile way of accepting payments – will not work on laptop.

-Deposit Bubblethon corporate sponsorship money and coordinate with Secretary to ensure the receipts are sent for their charitable donations.

- Complete monthly reconciliations of the budget for all accounts.

- Provide the Transaction report, Budget and Account Balance statements to the Board members

- Print Transaction Report – Suz (that’s its name) and file in the Audit folder

**SEPTEMBER**

- Make library donation to each school at Back to School night, if possible to get a photo, post on Facebook to share where Bubblethon donations go.

-Deposit Bubblethon sponsorship money as collected.- Complete monthly reconciliations of the budget for all accounts.

- Provide the Transaction report, Budget and Account Balance statements to the Board members- Gather Spirit Gear items to donate to Amelia Given library for donation if doing again- Print Transaction Report – Suz (that’s its name) and file in the Audit folder

**OCTOBER**

-Manage Field Trip Funding Requests-Update the Field Trip form –to cover the cost per kid, number of paying kids attending, number of kids pto is sponsoring, number of teachers (we usually cover their cost). We do not pay for parents.

-Consult with Accountant if required to start the PTO’s tax form 990EZ. Can find form and instructions on internet. Due 11/15. All year long, save receipts/information on items/money donated to PTO so can add to this form.

- Complete monthly reconciliations of the budget for all accounts.

- Provide the Transaction report, Budget and Account Balance statements to the Board members

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**NOVEMBER**

-Accountant should get the 990 EZ done and filed

-Rice Book Fair- need lots of pennies and $1 bills. Suggestion 75 -$1s, 3 rolls of quarters, 2 rolls of dimes, 4 rolls of pennies, one roll of nickels, 2-$10s, rest in $5s to total $150

-keep Spirit Gear money separate from Book Fair money. If using Square, have a mobile device ready to take payments.

-put Spirit Gear in more visible spot in library- was back in a corner and didn’t sell well

-Run daily tapes and put with money in tamper evident bags. Lock up in safe each night.

-check money and take from drawers a couple of times during book fair. Easiest to do nightly.

-get 2 registers from Scholastic – at the end of fair run each register tape to tie back to daily tapes.

-Holiday Market- no start-up money needed

-keep all the purchase sheets kids turn in so can reconcile back to

-get lots of plastic bags from Giant and Target for gifts

-make sure the chairs of Holiday Market have the phone numbers and emails of all volunteers at the Secret Santa room

-emphasize in letter only get to spend $10 and not to spend the money on presents for the students themselves-only family members. Ask for donations. On purchase sheet, make a spot for money donated to kids who might not be able to afford shopping. Need to make it more clear that it is a donated amount. People kept filling in amount to spend in the donated amount. Need to say whole dollars, no cents.

-instructions to volunteers for shopping. For at-need kids we sponsor, they can buy 5-6 presents,

if student didn’t bring money, they can only buy one item. Can come back Friday with their money.

-make a sheet for at-need kids for volunteers to fill out how much was spent-Fundraiser other than Bubblethon - make them sign for product as they pick up. Had people taking product- that didn’t belong to them.

- Complete monthly reconciliations of the budget for all accounts.

- Provide the Transaction report, Budget and Account Balance statements to the Board members

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**DECEMBER**

-Cookies and Cocoa with Santa

-have Spirit Gear out instead of in bins, might sell better. If using Square reader, be prepared with a mobile device to take payments.

-$50 Visa gift card to Santa for his help – usually handled by chairperson

- Donation to Firehouse made for firetruck parade

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**JANUARY**

-ask teachers for the supplies they need if able to offer assistance via budget

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**FEBRUARY**

-Prepare Iron Forge Book Fair and Spirit Gear money.

-remind kiddos and parents there is sales tax on Scholastic items so bring in enough money to cover that too

-Book Fair Money-$100 in 1’s, $25 in 5’s, $20 in 10’s, $20 in quarters, $10 in dimes, $2 in nickels, $3 in pennies

-Spirit Gear money- $50 total- $25 1’s, $25 5’s -keep Spirit Gear money separate from Book Fair money. If using Square, have a mobile device ready to take payments.

-Run daily tapes and put with money in tamper evident bags. Lock up in safe each night.

-check money and take from drawers a couple of times during book fair. Easiest to do nightly.

-get 2 registers from Scholastic – at the end of fair run each register tape to tie back to daily tapes.

- Complete monthly reconciliations of the budget for all accounts.

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**MARCH**

- Renew game of chance application for Spring Fling and upload to OneDrive.

- Complete monthly reconciliations of the budget for all accounts.

- Provide the Transaction report, Budget and Account Balance statements to the Board members

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**APRIL**

- Complete monthly reconciliations of the budget for all accounts.

- Provide the Transaction report, Budget and Account Balance statements to the Board members

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**MAY**

-present as much of a year-end report as can in final meeting

- Complete monthly reconciliations of the budget for all accounts.

- Provide the Transaction report, Budget and Account Balance statements to the Board members

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*Other Duties as needed (throughout the school year):*

Ensure needed documents including ALL receipts are uploaded to OneDrive database

Help with afterschool events and special events in planning and implementation (i.e. IFES Fall Fun Fest & Spooky Party, Cookies & Cocoa with Santa, Holiday Market, Luau, Scholastic book fairs, conference meals, teacher appreciation week, Spring Fling, etc) .

Participate in Back to School nights at both schools.

Assist with review and update of SMPTO By-Laws every 2 years (on even years).

Assist with providing fundraising updates during **Bubblethon** by copying and distribution of information (i.e. student packets, periodic classroom totals; filling in fundraising thermometer). Help with Bubblethon Kick-Off events; periodic student excitement events and the actual fitness events at each school. Assist with donation collection, counting and tallying during the Bubblethon Fund Raising period. Assist with sorting and distribution of Bubblethon prizes earned for all students.

Maintain accurate Square transfer deposit reporting.

Maintain SMPTO issued laptop for purposes of financial and database maintenance.