



Plan of Work

Officer/Chairman

Name: _____

Position: Treasurer **Year:** _____

Reproduce as needed for the appropriate number of goals.

Responsibilities/ Duties:	Fill out funds requests, make bank deposits, balance accounts, maintain financial records and the budget, file tax returns when applicable, make regular financial reports, and perform various support duties. Chair the Budget and Finance Committee.	Committee Members:	
Goal:	To maintain the PTA financial records so that the Financial Reconciliation Committee finds the reconciliation process to be one of ease and organization.	Evaluation Process:	End of year review by Financial Reconciliation Committee

Specific Action Steps	Start Date	Completion Date	Budget
Regularly check the treasurer file and vault, process PTA funds request forms, and make deposits quickly after receipt of funds.	Ongoing		
Present financial reports at all regular membership and executive board meetings.	Ongoing		
Maintain (ledger or digital) financial records, update hard-copy or electronic files, and balance all accounts to account statements monthly.	Ongoing		\$99-\$179 for cloud-based financial software
File returns (IRS Form 990 and state sales tax) within the published deadline.		Electronically file the appropriate IRS Form 990 within 60 days of fiscal year-end. Sales tax is due Jan 20 for annual returns and on the 20th day of the month following the end of the quarter, if quarterly.	\$38-80 if file IRS 990 long-form
Monitor committees' expenditures and report to committee chairs monthly on budget status and provide documentation of expenses.	Ongoing		

Resources:	Council treasurer and local PTA executive board, Texas PTA Field Service Representative, Texas PTA Treasurer Resource Guide and website, Treasurers BASICS Training, Records Retention Policy, National PTA website (e-learning)
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