

Section 7. The Treasurer shall:

- a. Keep accurate accounts of receipts and disbursements and report them at each meeting.
- b. Issue all checks from organization funds as authorized by the elected Board.
- c. Co-sign all checks with the President. All checks must have two signatures. If the president and/or treasurer is serving as a co, then one from each board position must sign (ex: one president/one treasurer.)
- d. Prepare the Fiscal budget using input from the President, the Principal, and the PTO Board. Fiscal budget shall be approved by the members at the Back to School night General Meeting.
- e. Prepare the monthly budget using input from the President, the Principal, and the PTO Board. The Board shall first approve any expenditure not covered in the budget and any line item budget overage.
- f. Complete annually, by November 15, both the California state and Federal tax forms prepared by designated PTO CPA/accountant in regards to the Board's tax-exempt status.
- g. Maintain revolving funds for the Board and all Committees.
- h. Update PTO Reimbursement & Deposit Procedures through discussions with the President and approval from the board. Stay in compliance with the PTO Reimbursement & Deposit Procedures
- i. Distribute and discuss PTO Budget and PTO Reimbursement & Deposit Procedures at first PTO Meeting of the year.
- j. Provide cash box and/or change for PTO functions as needed.
- k. Prepare books for the Auditor every 3 months for quarterly audit reports
- l. Review the PTO monthly bank statement in conjunction with the Auditor to ensure compliance with our insurance.