

Position Title: PTO Treasurer

Reports To: PTO President and Executive Board

Updated: 5/21/2025

Position Summary:

The PTO Treasurer is the chief financial officer of the Parent-Teacher Organization, responsible for managing all financial transactions, maintaining accurate records, and ensuring transparency and compliance with PTO financial policies and regulations. The Treasurer plays a critical role in budgeting, tracking income and expenses, overseeing fundraising proceeds, and reporting financial status to the board and general membership.

This role requires attention to detail, organization, integrity, and basic financial literacy.

Key Responsibilities:**Financial Management & Record-Keeping:**

- Maintain accurate and up-to-date financial records for all PTO income and expenditures.
- Manage the PTO bank account(s), including deposits, withdrawals, and account reconciliations.
- Use accounting software, spreadsheets, or a ledger to document transactions in an organized manner.
- File and retain receipts, invoices, and documentation for all transactions.

Budgeting:

- Work with the Executive Board and school administration to develop the annual PTO budget.
- Monitor actual income and expenses throughout the year, comparing them to the approved budget.

Financial Reporting:

- Prepare monthly financial statements and present them at PTO board and general meetings.
- Report budget updates, variances, and the current balance of funds in a clear and understandable format.
- Maintain transparency in all financial matters and provide access to records upon request.
- Provide quarterly reports to special area and team lead teachers that include spending budget, remaining balance, and reminders on how to submit receipts for reimbursement

Fundraising Oversight:

- Assist with the financial aspects of all PTO fundraising activities, including collecting, counting, and depositing funds.
- Ensure secure handling of cash and timely deposits.
- Track revenue generated from each fundraiser and communicate results to the board and relevant committees.

Compliance & Legal Responsibilities:

- Ensure compliance with all local, state, and federal financial regulations, including filing tax documents (e.g., IRS Form 990 for nonprofit PTOs).
- Renew any necessary business licenses or nonprofit registrations.
- Coordinate with an auditor or third party (if required by bylaws) for annual audits or financial reviews.

Check Writing & Payment Processing:

- Write and distribute checks for approved PTO expenses.
- Verify all payment requests and reimbursements against receipts and ensure they are within the budget and bylaws.
- Require appropriate signatures or approvals before issuing payments, in accordance with PTO financial policies.

Preferred Qualifications & Skills:

- Strong organizational and record-keeping skills.
- Basic knowledge of accounting or bookkeeping principles (formal training is helpful but not required).
- Attention to detail, accuracy, and confidentiality.
- Comfortable using spreadsheets and financial software (e.g., Excel, QuickBooks, or Google Sheets).
- Dependable, trustworthy, and able to meet deadlines.
- Prior experience managing budgets or finances in any capacity is a plus.

