



## Treasurer's Beginning Year Checklist

The following items should be taking place at this time.

- Financial Reconciliation complete.  
(Requirement of insurance; 3 signatures required, adopted at 1st Membership meeting)
- Designated bank signers recorded in minutes and signature cards changed.  
(President & Treasurer are always a signer. 1st VP is usually the 3rd signer. (People who can't be a signer: Secretary, relatives, anyone residing in same household)
- Person who will open bank statement (Non-Signer Reviewer) has been designated in minutes.  
(This is a requirement of insurance. Secretary should not be the designated person)
- Set up filing system for all financial records.  
(3-ring binder, file folders, etc.)
- Set-up accounting software.  
(Council Recommendation: Tx PTA Treasurer's Accounting Software)
- Distribute budget, reimbursement/check request forms, debit card request forms, itemized/deposit forms, and Tax-exempt forms.
- Approve Plans of Work.  
(All positions require a POW, approved at 1st Board Meeting. Secretary keeps a copy of all POWs)
- Develop budget amendments for approval at Membership meeting. (Usually the estimated carryover needs to be adjusted and any changes that may require a new budget line or the removal of one)
- Register for training for specific positions and for FOUNDATIONS Part 1 & 2.  
(Council offers training in the spring & fall, FOUNDATIONS Part 1 & 2 required by Oct 15th) Check Council's Facebook Site and Website (<https://nisdpta.org/>)

for the upcoming schedule.

Background checks done - check PTA box on form.



## Treasurer's Beginning Year Checklist

The following items should be taking place at this time.

- Background checks done - check PTA box on form.  
(If submitted before August 15th, they will need to re-do for current year)
- Update procedure books with revised resource guides.
- Pay \$75.00 Council Dues  
(Due by Oct. 15th paid to NISD Council of PTAs. Bring to September Delegate Meeting or mail to NISD Council of PTAs, PO Box 680902 San Antonio, TX 78268.)
- Check insurance for renewal date and review policy.
- Decide on the Two tax-free days per calendar year and record in minutes.
- (World's Finest Chocolate, Brochure, & Holiday Stores never count as a tax-free day.)
- Confirm President has signed Security of Funds form allowing money to be kept in school safe overnight (if needed).
- Develop and distribute treasury procedures. Such as how and when checks will be written. This is so the board knows when to have requests submitted, etc. Especially if the unit does not have standing rules that explicitly explain the procedure.