

TREASURER'S CHECKLIST

Use this checklist throughout the year to double check the financial management practices of your unit. Check items as completed; include dates and names as indicated. A copy of the checklist should be maintained with the treasurer's records.

- Audit completed for past school year and turned in to the COPTA office 30 days after your fiscal year's end.
Auditor(s): _____ Date: _____
 - Transition meeting held with outgoing treasurer. Date: _____
 - Signature Cards on file with bank. Date: _____
 - Supplies purchased and/or printed as needed (receipt book, new checks). Cash Verification/Check Request Forms copied for distribution to Board of Directors.
 - Bookkeeping method chosen: _____
 - Budget Process:
 - Budget Committee formed. Date: _____
 - Proposed budget presented to Board of Directors and approved. Date: _____
 - Proposed budget presented to general membership and approved. Date: _____
 - Budget amendments approved by general membership: Date: _____
 - Develop a workable reimbursement system and schedule for Board of Directors. Emphasize that only budget-approved expenses will be reimbursed and only with receipts/invoices attached.
Date shared with board: _____
 - Treasurer and President review (monthly) bank statements and PTA financial status. A non-signer checks over the statement and signs. THIS IS DONE EACH MONTH.
 - File IRS Forms 990-N, 990-EZ or 990 and any appropriate Schedules before Date: _____ the 15th day of the 5th month of your fiscal year's end and send report to the COPTA office.
 - Treasurer Reports. (These should be given at all Executive Committee, Board of Directors and general membership meetings.) Indicate date and type of meeting for each report. (e.g. Executive Committee – August 4, General Membership – August 15).
Date: _____
- Auditor(s) chosen for current school year.
Auditor(s): _____ Date: _____