

TREASURER

CVCHS PFC

Position Description

General Information:

The Treasurer shall handle all financial data and responsibilities. Meeting attendance is mandatory as an Executive Board Member. This position can take about ten hours a month to attend meetings and perform the Treasurer duties. At the beginning of the school year, more time is needed to create the budget and become familiar with documentation and PFC proceedings.

Responsibilities:

1. Deposit all money received (copies of donations to be kept in binder) into a bank designated by the Executive Board; shall make all disbursements; shall keep an accurate record of all receipts and disbursements; and shall render a monthly report of all financial transactions.
2. Make sure all disbursements are affected by check signed by the Treasurer, President and or Executed Vice President on the signature card (2 signatures required on all checks).
3. Annual tax filings for the fiscal year ending on July 30th must be submitted by November 15th of the subsequent year. It is preferable that the outgoing Treasurer and incoming Treasurer work together to file the taxes by August if possible. If an extension is required, it must be submitted by November 15th for February 15th filing. Hiring a tax consultant is acceptable if expenses are approved by the general membership.
4. Shall keep accurate records of all financial proceedings, ensuring documentation has appropriate signatures, and performs special request by the President or Executive Vice President.
5. Train incoming Treasurer in July, if applicable.
6. An Auditor or Audit Committee shall examine the books of the Treasurer annually in July and submit a written report to the President within 30 days of his/her/their filings. The year-end report shall be presented by the second general meeting of the school year (September). Hiring an auditor is acceptable if expenses are approved by the general membership.