



Montessori of Winter Garden Charter School  
PTO TREASURER JOB DESCRIPTION  
Updated 3-4-15 by Melissa Lin & Kristin Chase

*As defined in MWGC PTO bylaws article VII-Officers Duties  
The Treasurer shall:*

1. *Act as custodian of funds and perform all banking activities of the PTO.*
2. *Maintain up to date, accurate financial records of the PTO.*
3. *Receive all funds of the PTO; including, but not limited to, donations, dues, and fundraising sales and contributions.*
4. *Provide a written and oral financial report of the receipts and expenditures at each PTO and Executive Board Meeting and at other times upon request of the Executive Board.*
5. *Audit all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with PTO policies. Pay all bills and disburse funds as authorized by the Executive Board.*
6. *Perform the complete and timely filing of all federal and state tax returns as well as other financial reports, pertaining to the PTO's 501c3 status, as applicable; and maintain accurate records of such.*
7. *Complete all financial updates by the close of the Fiscal Year and provide a full year end report.*
8. *Submit all requests/required financial data relating to the PTO operations to the Finance Audit Committee Chair within two weeks prior to the close of the fiscal year, for the purposes of the Treasurer's accounts being audited by the Finance Audit Committee.*

**Ongoing (Weekly to Monthly) Duties:**

- Follow up on funds raised through Spirit Events, Worthwhile Wednesday and Fun Friday
- Update the School Community through Facebook on funds raised through special events
- Deposit Funds into TD Bank
- Transfer Funds from Paypal
- Prepare account summary for the PTO President for monthly meetings

**Event Duties:**

- Provide Chair Coordinator of Event with petty cash for change and receipt book.
- Collect funds and spreadsheet from Chair Coordinator after each function
- Prepare a Profit and Loss statement after each Event
- Sign contracts for Event leasing
- Provide checks for any deposits or rentals associated with Event

**Communication Duties:**

- Submission of monthly statement for PTO meeting
- Review budget and income/profits for events in partnership with President
- Communicate with Teachers and Room Parents on the status of Grant funds

**Leadership/Coordination Duties:**

- Prepare initial budget for PTO school year in partnership with President
- Provide input and guidance on decisions related to income and expenses in partnership with school office staff, Executive Director, and other PTO Board members and chairs
- Coordinate with Office staff (Sandra) to collect funds from Worthwhile Wednesday and Fun Friday

**Monthly Time Commitment: 15-25 hours per month (depending on event frequency)**