

Board Responsibilities

Treasurer/Secretary

Fiscal Year- July 1-June 30

June/July

- **Secretary**-Send change report to SOS Texas for new board members (Form 802)
 - Will need addresses for all officers
 - Go to SOS Texas website for form, create attachment with additional officer names, titles and addresses
- **Secretary**-Add/Delete/Change over bank account signers (technically this is the secretary's job according to the bank rules)
 - Will need to provide copy of meeting minutes with list of officers to bank, you are able to get someone access to a debit card (i.e. teacher appreciation coordinator) without them being on the board
- **Treasurer**- File federal income tax online postcard for non-profit (due July 31st) (Form 990-N)
 - sa.www4.irs.gov/epostcard/secure/home
- **Treasurer**- Renew insurance with PTO Today

January

- **Treasurer** -Pay Texas Sales tax to SOS (due January 20th)- we are allowed two tax free sales events per year, the form will come in the mail a few weeks before taxes are due.
- **Treasurer** -Provide tax donation receipts as needed/requested (track any donations over \$100 or as requested) (not common)

On-Going

- **Treasurer** Track Funds, Record ledger activities for each deposit/withdraw and track sales tax payable (all recorded on cash basis.) Make sure we have receipts for all withdraws and keep records.
- **Secretary**-Keep and record meeting minutes at each board meeting or designate when absent
- **Treasurer** Reconcile bank account periodically (at least once a month)
- **Treasurer** -Prepare funds summary report for meetings, answer any questions.
- **Treasurer**- Follow up and try to collect on return checks (not common)
- **Treasurer** -Make sure sufficient change is available for each event.
- **All board members**- Count and deposit funds for every event.
- **Treasurer** -Write checks for reimbursement request as needed
- **Treasurer** -Deposit miscellaneous checks
- **Treasurer** -Send out/Coordinate Tax Free Sales request forms for purchasers of PTO items.