

Carol Rae Ranch Elementary School



Parent Teacher Student Organization

Role of Parent Support Organizations

To promote and contribute assistance to provide resources in the areas of educational programming, fund-raising, School/District representation, social events, and encouraging parent involvement in the school community.

Duties of Officers

The general duties of the officers are stated in recognized parliamentary authority; general and specific duties are included in the bylaws and standing rules of the particular organization. The following list includes those duties generally considered important for good performance.

ASSIGNMENT: Treasurer

The Treasurer should have some financial knowledge and the desire to **prepare the financials accurately and on time**. They should be dependable, **detail oriented**, and have excellent communication skills. They must be respectful of the office and **follow financial procedures** with exactness.

Their role is one of **accuracy**.



ASSIGNMENT: Treasurer

1. Be custodian of all funds.
2. Receive funds systematically and according to the rules.
3. Deposit all monies in such financial institutions as may be approved by the organization or its Board.
4. Disburse funds as designated and keep a schedule of payment obligations.
5. Expend only on proper authority.
6. Keep an accurate account and make such reports as may be desirable. Be prepared to have books audited, and deliver records to successor on time.
- "7. Include in the report the balance at the beginning of the period, receipts, disbursements and balance on hand at close of period. The Treasurer's report is never adopted; it is referred for audit or placed on file.
8. Provide copies of the report to the board.



Bylaws Article VII: Duties of Officers

4. The Treasurer(s) shall:
 - a. Establish and/or maintain a checking account and other accounts as determined by the Executive Board
 - b. Have custody of all financial records and funds of the organization
 - c. Verify and be responsible for, along with the event chairperson, all monies received, as counted by two committee members; each shall keep an accurate account of all monies from the event
 - d. Keep a full and accurate account of receipts and disbursements as authorized by the President, Executive Board or organization as in accordance with the budget adopted by the organization
 - e. See that check or vouchers are properly signed by two of the persons authorized on the signature card.
 - f. Be one of the board members authorized to sign the checks of the organization.
 - g. Prepare a financial statement each month, with copies to be distributed to each Executive Board member and others determined by the Executive Board
 - h. Arrange an end-of-year audit with an independent auditor having no association with CRRE upon request