

# TREASURER'S CHECKLIST

(All dates assume that your PTA's fiscal year is July 1 – June 30.)

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Daily routines may include:	<ul style="list-style-type: none"><li>• Collect and count all monies received</li><li>• Pay all bills promptly (must have receipt or invoice to pay)</li><li>• Keep detailed written and/or electronic records</li><li>• Prepare and make bank deposits</li></ul>
Monthly / As Required	<ul style="list-style-type: none"><li>• Balance checkbook, Bank statement signed and dated by the President/ Treasurer (and 1 other PTA member-recommended)</li><li>• Prepare the Financial Statements for Board and General Meetings</li><li>• Mail membership dues to State and Council</li></ul>
July – August	<ul style="list-style-type: none"><li>• Make sure to update check signature cards for current officers</li><li>• Establish a budget committee and prepare budget for upcoming fiscal year</li><li>• PTA records audited by Audit Committee, PTA Council volunteers, or licensed Auditor/CPA *Copy to MD PTA &amp; Council</li><li>• Present report of audit to Board of Directors</li><li>• Present proposed budget to Board of Directors</li></ul>
September	<ul style="list-style-type: none"><li>• Present Audit Report to General Membership</li><li>• Present Budget to Membership for adoption; send approved copy to Council</li><li>• Mail membership dues to State and Council</li></ul>
October	<ul style="list-style-type: none"><li>• Mail membership dues to State and Council</li></ul>
November	<ul style="list-style-type: none"><li>• Mail membership dues to State and Council</li><li>• Obtain and prepare IRS Form 990/990N/or 990EZ and accompanying Schedules. (Due November 15th) *Copy to MD PTA &amp; Council</li></ul>
December	<ul style="list-style-type: none"><li>• Mail membership dues to State and Council</li><li>• Complete and mail Annual Renewal of Registration Form for Maryland Charitable Organizations (Due before December 31)</li><li>• Submit Sales &amp; Use Tax – report \$0 to 410-260-7225 OR file online <a href="https://interactive.marylandtaxes.com/Business/bFile/OSC/SelectApp.aspx">https://interactive.marylandtaxes.com/Business/bFile/OSC/SelectApp.aspx</a></li><li>• Go to <a href="http://www.irs.gov">http://www.irs.gov</a> for IRS Form 1099-Misc for any personnel paid \$600 or more in the previous Calendar Year and for IRS Form 1096 (transmittal form for the 1099's)</li></ul>
January	<ul style="list-style-type: none"><li>• Mail membership dues to State and Council</li><li>• Mail payee's 1099-Misc – Due January 31</li><li>• Mail 1096 to IRS and State – Due February 28</li></ul>
February	<ul style="list-style-type: none"><li>• Mail membership dues to State and Council</li></ul>
March	<ul style="list-style-type: none"><li>• Mail membership dues to State and Council (FINAL Payment for compliance eligibility is due March 31)</li></ul>
April	<ul style="list-style-type: none"><li>• Personal Property Forms for MD – download forms to complete or file online at <a href="https://egov.maryland.gov/BusinessExpress/Account/Logon">https://egov.maryland.gov/BusinessExpress/Account/Logon</a> (Due April 15th) *Copy to MD PTA &amp; Council</li></ul>
May	<ul style="list-style-type: none"><li>• Pay Bonding and Liability Insurance for the next year (Due July 1<sup>st</sup>)</li></ul>
June	<ul style="list-style-type: none"><li>• Prepare end of year financial reports</li><li>• Prepare books for financial review audit</li><li>• Ensure an auditing committee is selected.</li><li>• Prepare to hand over files and books to incoming Treasurer in July</li></ul>