Theodore Judah PTA Executive Board Auditor

* Performs mid year and end of year audits
* Compares bank statements, receipts and accounting spreadsheets from the treasurer to ensure accuracy
* Ensures that all PTA funds are accounted for,
* Ensures that bills and insurance are being paid
* Assists with analyzing surveys
* Assists with events as needed
* Attends Executive Board meetings
* Attends General membership Board meetings

Total time commitment is approximately 15-20 hours per school year