Theodore Judah PTA Treasurer

**DUTIES**

* Registration with Regional PTA
* Reimbursements/payments
* Purchasing (limited to a very small number of people)
* Treasurer's Report
* Budget projections
* Bank deposits (cash & checks) as well as account maintenance
* Annual Income Tax filing (coordination with paid CPA)
* Coordination with VP of Events and other event leads for vendor payments and event liability insurance and/or security, if needed.
* Form and head budget committee to create future Fiscal Year budget s
* Maintenance of records
* Other duties as necessary

**TIME COMMITMENT**

* General Duties (payments/reimbursements):   ~15 minutes/day.
* Treasurer's Report:  30 min - 1 hour prior to each board meeting .
* Deposit:  On average it takes 10-30 minutes. For large deposits with high volume of checks/cash it can take up to 2-3 hours, - individuals holding position can institute efficiencies where appropriate for time management.
* Events/Seasonality:  Busy season so far is Sep-Jan due to Membership, Harvest Festival, tax filing, and other fundraising pushes.  Assume it will be busy again around the Gala and Spring Music Festivals.