**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
  + Log in: 4FarinePTO
  + Password: 4Farine!
  + EIN 27-3062635
* **Treasurer-** Renew insurance with PTO Today
  + PTOToday.com Plus Membership Code XP2K06
  + Username: clevelandcl password: 4falcons

**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)
  + 1. Chase.com (this may change, each person on account should have their own log on)
       1. Userid: 4FarinePTO
       2. Password: 4Falcons
* **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.