



Dwight-Englewood School Parents' Association (PA)

Treasurer

(Job Description)

The following excerpts from bylaws have been modified to reflect actual procedures which are more practical to implement.

1. Recordkeeping. The Treasurer shall record all PA revenues and expenses and shall do so separately for each division; in addition, shall keep accounting of all the activities affecting the PA Reserve.
2. Annual Budget Preparation. Each School year, the Treasurer and the President shall jointly prepare a budget for the following School year. They shall prepare that budget so that expenses equal revenues. The Treasurer shall present the budget to the Executive Board by no later than the monthly PA Executive Board meeting held in August.
3. Budget Approval. By no later than September, the Executive Board shall review the proposed budget and determine whether to adopt it or to return it to the President and Treasurer for modification. The review-and-modification process shall continue until the Executive Board approves the budget, in a manner timely for presentation to the first PA membership in the October meeting of the new school year.
 - i. An informal review of the budget with the school CFO is also recommended to ensure consistency with revenue expectations and any relevant changes in school policy.
 - ii. Presentation to Membership - The Treasurer shall present the budget as approved by the Executive Committee to the membership at its October meeting.



4. Receipts and Disbursements. The Business Office shall establish the policies and procedures for PA fund for receipts and disbursements. The Treasurer shall disburse PA funds in accordance with the Business Office's policies and procedures. However, the Treasurer shall not be responsible for deciding on which activities, events or other matters the PA shall spend its funds. The Treasurer shall record receipts from all divisions and ensure their deposit in the PA account. The Treasurer shall work with the Business Office to ensure that the PA finances comply with the auditing procedures of the School.
5. Attend All-School and Executive Board PA meetings.
6. Prepare budget/actual forecasts for each Executive Board meeting.
7. Communicate expense reimbursement procedures; answer questions.
8. Authorize Purchase Orders, Check Requests and Reimbursements to be made by Business Office.
9. Set up process for intra-school donations and expenses to be paid in a timely manner.
10. Oversee expense reimbursement process and monitor spending.
11. Track expenditures to ensure proper allocation by Business Office.
12. Assist with the Holiday Fund distribution (the PA Checking Account should be used exclusively for the Holiday Fund).
13. Co-Chair Holiday Fund, including tabulating parent donations, depositing checks and writing faculty/staff checks (approximately 235 checks).