



## **Treasurer**

**The Parents' Association (PA) Treasurer is responsible for managing the PA annual budget and overseeing all PA expenditures and reimbursements ensuring alignment with the PA's mission and goals.**

***Responsibilities include but are not limited to the following:***

### **Executive Board Duties**

- Attend all PA Executive Board meetings
- Maintain regular communication with the President
- Assist with Executive Board responsibilities, including participation in Class Representative selection and Committee Chair appointments each Spring
- Attend Admissions and Development events on an as-needed basis on behalf of the PA Executive Board
- Attend D-E community events
- Provide transition guidance to the incoming Treasurer for at least one semester at the conclusion of the term on the PA Executive Board to ensure a smooth transition

### **Budget Management**

- Work with the PA President to prepare the PA annual budget for review and approval by the Director of Finance
- Record all PA revenues and expenses
- Maintain regularly updated budget spreadsheets and records
- At the request of the President, prepare budget update to be presented at Executive Board Meeting
- Regularly communicate with the President to ensure a balanced and updated budget
- Communicate expense reimbursement procedures at the Class Representative Orientation
- Authorize purchase orders, check requests, and reimbursements to be prepared by the Business Office
- Work with the Business Office to ensure that the PA finances comply with the auditing procedures of the school and that PA funds are disbursed in accordance with the Business Office's policies and procedures