

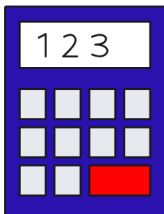
The

TREASURER

BUDGETING

ACCOUNTING

RECORD-KEEPING



Lead budget committee to determine budget for following year. Keep such permanent books of accounts and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the organization. Such books of account and records shall at all reasonable times be open to inspection Receive all monies for the organization, giving receipts as requested, or per IRS regulations and deposit them in the name of the organization in a bank approved by the Executive Board. Pay bills as authorized by the Executive Board. Present a monthly statement of account at every PTSO Executive Board, general meeting and at other times when requested by the Executive Board. Make full report of the proposed budget at the first general meeting of the year, subject at that time to approval by the general membership. Prepare all checks and be authorized to sign checks authorizing the expenditures of funds following the guidelines of the organization or the Executive Board. Prepare typed copies of financial statements to Board members at the next meeting. Prepare annual reports to the Arizona Corporation Commission and IRS, with assistance from the Secretary.