

The

BOOK-KEEPER

ORGANIZE

COPY MAKING

RECORD-KEEPING



Provide updates as requested by the President. Keep such permanent books of account 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. Provide receipts as requested, as per IRS regulations. 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 typed copies of financial statements to Board members at the next meeting. Prepare annual reports to the Arizona Corporation Commission and the IRS, with assistance of the Secretary and to be approved/signed by the Treasurer