

## **Treasurer's Duties**

- Have custody of the funds of the Fairfield PTA Council;
- Keep a full and accurate account of funds, receipts and expenditures;
- Make disbursements as authorized by the President, Executive Board, or the General Membership in accordance with the budget adopted by the Fairfield PTA Council;
- Have checks or vouchers signed by two people: the Treasurer and the President or President-Elect;
- Present a written financial statement at every general meeting of the Fairfield PTA Council and at other times when requested by the President or the Executive Board;
- Make a full report of the Fairfield PTA Council's financial condition at the Annual Meeting in May;
- Be responsible for the maintenance of such books of account and records as conform to the requirements of Article IV, Section 13 of these bylaws;
- Have the accounts examined annually or upon change of officer by an auditor, or an auditing committee of not fewer than three (3) members, who, satisfied that the Treasurer's annual report is correct, shall sign a statement to that fact at the end of the report;
- Be a member of the Budget Committee for the term of their office plus one (1) year as outgoing Treasurer;
- Present the proposed annual budget to the Executive Board for review at their first meeting of the academic year;
- Present the proposed annual budget to the membership for their approval at the first general meeting of the academic year in October;
- Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the General Membership, the President or President-Elect, or the Executive Board.