**Treasurer**

**RESPONSIBILITIES**

1. Keep an accurate and detailed account of all monies received and disbursed, maintaining bank statements, receipts, budgets, invoices, paid receipts and canceled checks in accordance with the bylaws and organizations standard operation procedures.

2. Deposit all monies in the bank that is approved by the board in accordance with the bylaws and cash handling procedures established in the Standard Operating Procedures. Deposits may include and are not limited to: Spirit Wear Purchases, Classroom Party Funds, Family Fun Night Purchases, Teacher Appreciation Contributions, Sponsorships, etc.

4. Shall provide tentative annual budget for committee proposals and receive copies of all board approved committee proposals for budget purposes by timeframe designated by the board.

5. Must be an authorized signed of the PiP bank account.

6. Must attend all monthly board meetings and general meetings.

7. Submit information to bookkeeper monthly including receipts, etc. to be entered into Quickbooks. Monthly report from bookkeeper should be presented to the board to make sure all board members are utilizing/following standard operating procedures for transactions, reimbursements, expenses, etc.

8. Quarterly shall pay sales tax on all items as determined by the CPA for Imagine Parents in Partnership, Inc.

9. Annually shall have prepared and file the Franchise Tax Forms in conjunction with the CPA for Imagine Parents in Partnership, Inc.

10. At the end of the fiscal year shall work with the CPA for Imagine Parents in Partnership, Inc. to file the annual Form 990 with the Internal Revenue Service. Shall post the Form 990 on the website under financials tab

11. Shall maintain copies of cancelled checks, invoices, and receipts to submit to the CPA for the annual preparation of the Form 990. Annual books shall be reviewed in accordance to the bylaws.