

# Treasurer's Calendar

## July

- Receive the Treasurer's books.
- Sign new signature cards at bank.
- Review bylaws, standing rules, insurance policy, and all other resources given by SMAC, Kansas PTA and National PTA.
- If not already approved, prepare a proposed budget

## October

- Prepare Treasurer's Report
- Remit membership dues to Kansas PTA.
- If not done by previous Treasurer, begin filling out IRS Form 990, 990EZ or 990-N.

## January

- Prepare Treasurer's Report
- Remit membership dues to Kansas PTA
- Send proof of 990 filing to Kansas PTA

## April

- Prepare Treasurer's Report
- Order Past President pin from KS PTA
- Pay fees for SMAC School of Instruction

## August

- Prepare Treasurer's Report
- If not already approved, present proposed budget to Exec for approval to present to general membership.
- Ensure that proof of insurance is on file with SMSD.

## November

- Prepare Treasurer's Report
- Remit membership dues to Kansas PTA.
- Submit copy of 990 to IRS by November 15<sup>th</sup>. Send copy to Kansas PTA.

## February

- Prepare Treasurer's Report
- Submit membership dues to Kansas PTA
- Submit Registration for Kansas PTA Conv.

## May

- Prepare Treasurer's Report
- Request Outstanding Bills and ensure all receipts are available for Auditors.
- Pay National PTA convention Registration.
- Prepare Proposed Budget for next school year (optional)

## September

- Prepare Treasurer's Report
- Submit Membership Dues to Kansas PTA. Early Bird deadline October 1.
- If not already approved, present proposed budget to general membership for approval.
- Pay SMAC Dues (\$65) and SMAC Clothing Center Donation (recommend \$65 minimum).

## December

- Prepare Treasurer's Report
- Submit membership dues to Kansas PTA.
- Send acknowledgement for donations >\$250 (iRS pub.526).
- Prepare 1099s if remittance to individual is >\$600
- Submit Retailers Sales Tax to Kansas Dept of Revenue.

## March

- Prepare Treasurer's Report
- Submit membership dues to Kansas PTA.
- Order HLM Awards if given.

## June

- Prepare End of Year Reporting
- Pay insurance
- Prepare books for audit and ensure audit committee is appointed by the President.
- Serve on Budget Committee to come up with proposed budget for next year (if not done previously).
- Prepare 990