

BRMS PTSA Volunteer Descriptions 17-18

Committee Name:	Treasurer
Current Chair/Co-Chairs:	Elaine Monroe
Timeframe for Activity(s): (Ex. Fall, Ongoing, March, Weekly etc...)	All year
Time Commitment: (Ex. 5 hrs/week, 10 hrs/mo etc...)	<p>Fall: A few hours on budget creation, with input from Stakeholders</p> <p>Activity Nights/Book Fair: 2-3 hours cash counting, bank runs, reporting for each</p> <p>Ongoing: check writing and monthly reconciliation</p> <p>Attend monthly BRMS PTSA Meetings & PTSA Executive Committee meetings</p> <p>Year end: a few hours for overall reconciliation and reporting to District PTSA</p>
Other Personnel Involved: (Ex. Building Reps, Committee Members, PSCD Staff, District Chairs etc...)	<p>Mostly meet with BRMS PTSA Executive Committee, Principal and/or Vice-Principal</p> <p>Occasional : District Treasurer, District Cultural Arts Rep, Program Coordinators in each category as appropriate (such as Activity Nights, Book Fair, etc)</p>
Job Description:	Create the budget with input from

	<p>Stakeholders. Present the budget in Sept for review and in Oct for membership approval</p> <p>Monitor expenses against the budget, pay invoices, collect receipts and reimburse approved expenses.</p> <p>Provide cash boxes for Activity Nights/Book Fair and deposit revenue.</p> <p>Act as a conduit between the District Treasurer and CRMS as needed</p>
<p>Supplies/Skills Needed:</p>	<p>Attention to detail, basic financial skills and interest. Checking account reconciliation and reporting is currently done in Quicken and Excel.</p>
<p>Additional Notes/Details:</p>	