PTO Treasurer

Executive Board Role | 1-Year Term

⭐ What This Role Does

The PTO Treasurer serves as the financial steward of the organization, helping ensure PTO funds are managed responsibly, transparently, and in compliance with applicable requirements. This role oversees the organization's financial records, reporting, and budgeting so the PTO can continue supporting meaningful programs for students and staff.

Because this is a specialized role, flexibility is available regarding event participation and on-site involvement. As long as financial responsibilities and deadlines are met, we understand that attendance at every PTO event may not be possible.

📢 **Important Note:** To ensure financial transparency and avoid conflicts of interest, the Treasurer cannot be an OCPS employee.

📋 Key Responsibilities:

Financial Oversight

- Help develop and monitor the PTO's annual budget
- Review financial transactions and authorize payments as approved by the board
- Oversee PTO bank and payment accounts

Compliance & Recordkeeping

- Ensure required filings with the State of Florida and IRS are completed on time
- Maintain organized financial records and documentation
- Ensure financial practices follow PTO bylaws and policies

Financial Reporting

- Provide clear financial updates at PTO meetings
- Prepare a year-end financial report for the board and membership

Board Collaboration

- Work closely with the Co-Treasurer to support day-to-day financial operations
- Assist event leads and fundraising teams with budgeting and expense tracking

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⏱ Time Commitment

Approximately **3–5 hours per week**, with additional time during annual budget planning or year-end reporting.

Because this role involves specialized responsibilities, **flexibility is available regarding attendance at PTO events and activities**, provided financial responsibilities and deadlines are met.

👍 You Might Enjoy This Role If You…

- Have experience with accounting, bookkeeping, budgeting, or financial management
- Appreciate organization, accuracy, and clear systems
- Are comfortable reviewing financial information and explaining it to others
- Enjoy helping an organization stay financially healthy and well-managed

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🤝 Support You'll Have

The Treasurer works closely with:

- The Co-Treasurer
- The PTO Executive Board
- The PTO President
- Event leads and fundraising coordinators

Established systems, documentation, and support from previous board members are available to help guide the role.

✔ Eligibility

Any PTO member eligible for office under the PTO bylaws may serve, pending OCPS ADDitions approval.