



Plan of Work Plan de Trabajo

Officer/Chairman Name:
(Nombre de Oficial/Presidente de Junta) _____

Position: Treasurer **Year:** 2017-2018
(Posición) _____ **(Año)** _____

Reproduce as needed for the appropriate number of goals.
(Se puede reproducir para metas adicionales.)

Responsibilities / Duties: (Responsabilidades)	The duties of the treasurer are to fill funds requests, make bank deposits, balance accounts, maintain financial records and budget, file tax returns when applicable, make regular financial reports, and various support duties.	Committee Members: (Miembros del Comité)	
Goal: (Meta)	To maintain the PTA financial records in such a manner that the financial reconciliation committee finds the reconciliation process to be one of ease and organization.	Evaluation Process: (Proceso de Evaluación)	End of year review by financial reconciliation committee

Specific Action Steps (Proceso Especifico de Acción)	Start Date (Fecha de Empezio)	Completion Date (Fecha de Terminación)	Budget (Presupuesto)
Regularly check the treasurer file and vault, process funds requests and make deposits quickly after receipt of funds.	Ongoing		
Maintain (ledger or digital) financial records, update hard-copy files, balance all accounts to bank statement monthly.	Ongoing		\$100 for cloud-based financial software
File tax returns (sales tax and Form 990) within published deadline.		Form 990 within 60 days of fiscal year end Sales tax return before June 20	
Monitor committee expenditures and report to committee chairs monthly on budget status and provide documentation of expenses.	Ongoing		

Resources: (Recursos)	
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