

Washington Primary School's Parent Teacher Organization's (PTO) mission is to assist the school building community and support by serving as a liaison to promote open communication among parents, students and staff in order to support the educational, social and community needs of the school. The PTO will help by developing various enrichment programs, events and fundraisers to provide for our children, present and future.

Washington Primary School PTO Officer Posting

Treasurer

Beginning the 2017-2018 School Year

(Training with the Current WPS PTO Treasurer Michelle Frankland
for remainder of the 2016-2017 School Year)

WPS PTO Treasurer Description

Characteristics

- Able to balance a budget and keep a checkbook
- Able to understand and update a spreadsheet
- Understand you are custodian of other people's money

Time Commitment

- Monthly PTO Meetings
- Remaining items flexible on your schedule

Typical Monthly Tasks

- Enter Transactions into Google Spreadsheet
- Prepare monthly Treasurer's Report
- Reconcile checkbook
- Write checks as needed
- If paying more than \$600 for services-Need vendor to complete W9
- Make Deposits

Annual Tasks

- Prepare a budget with Chairperson for September meeting
- File Form 990/990EZ with IRS to keep 501(c)3 status
- Complete Form 1099/1096 for services paid greater than \$600-January

*If you are interested in this position please E-mail PTO President Ken Schultz
ksch1991@aol.com or PTO Vice President Lauren Werkhoven laurenvcook@hotmail.com*

Accounting or Bookkeeping experience is preferable but not required