

Treasurer's Timeline

Daily

- Keep detailed written and/or electronic records
- Collect and count all monies received
- Pay all bills promptly
- Prepare and make bank deposits

Monthly

- Balance bank account(s) with statement(s) signed by President, Treasurer, & 1 other non-signatory Board Member
- Prepare the financial reports for board and general membership meetings
- Send membership dues to Free State PTA (if applicable)
- Submit \$0 sales tax report (if applicable)

July

- Verify that insurance premium was paid
- Establish a budget committee and prepare budget for upcoming fiscal year
- Prepare the annual financial report (final report of the year showing status as of June 30th)
- Ensure the PTA's financial review is conducted
- Begin preparing 990 and accompanying schedules and MD Charitable Renewal forms
- Add new officers/remove past officers from your bank account (bank may need meeting minutes)

August

- Present report of the financial review and proposed budget to Board of Directors

September

- Present annual financial review and financial review report to general membership
- Present budget to general membership for adoption

October

- By October 31: Send Free State PTA first payment of dues
- By October 31: Send copy of the financial review and financial review reports to Free State PTA and PTACHC
- By October 31: Send PTA Council of Howard County dues of \$200
Mail Council dues to: PTACHC, 5451 Beaverkill Rd, Columbia, MD 21044

November

- By November 15: File the 990N or the 990EZ to the IRS and send a copy to Free State PTA and PTACHC
- Request form 1099-NEC and form 1096 from the IRS for any individual paid \$600 or more in the previous calendar year (if applicable)

December

- By December 30: File Annual Update of Registration form for Maryland Charitable Organizations including form COF-85 (if necessary) and send a copy to Free State PTA and PTACHC

January

- Begin preparing MD Personal Property Tax form
- By January 31: Mail 1099-NEC to individuals paid \$600 or more in the previous calendar year
- By January 31: Mail 1096 to IRS with copy A of 1099-NEC

February/March

- Relax!

April

- By April 15: File the MD Personal Property Return and send a copy to Free State PTA and PTACHC

May

- Check budget and make final amendments
- Ask for all disbursement requests to be turned in by a specific date of your choice

June

- Pay insurance premium
- Pay final disbursements by your cut off date
- Prepare books for financial review

Upload forms to Free State PTA through Givebacks (Memberhub) or Email to: soa@fspta.org
Email forms to PTACHC at SOCAdocuments@ptachc.org (use this address for forms only)