



## Tips for Treasurers

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### **Be Able to Locate These Documents**

- Financial statements
- Bank statements
- Payroll computations and payroll tax filings
- Annual returns IRS 990 and state CT
- Teachers contracts
- Rental contract for school space
- Bylaws and policies
- Insurance file
- Workers Compensation file
- Department of Education annual registry

### **Things to start this summer**

- Create your own master calendar and write down all important deadlines and responsibilities for the whole fiscal year.
- Get organized for paying bills. Using the chart of accounts or last year's folders as a guide, make new expense folders for the next fiscal year's bills.
- Complete a new bank signature card when officers change.
- Ensure the school's checking account is set up so that cancelled checks are returned with statements.
- Review disbursement procedures. All disbursements should be by check and should be supported by an invoice or Check Request form. Record the date and check number on the form before filing.
- Review deposit procedures. For each deposit made, a report showing payer, amount, check number, and category should be prepared, stapled with the deposit receipt, and filed. Tuition deposits should be reconciled to a class list to track collection and to account for the deposit of all funds received.
- At month end, close the books by signing and dating the financial statements. Any changes made afterward should be noted in your general journal. Leave a paper trail!
- Perform a review of last year's books. Most school boards have a small committee perform a financial review. Reconcile all assets and liabilities.
- Ask the outgoing Treasurer to give you instructions, preferably on disk so you may update them.
- Back up your files! Print out hard copies of monthly balance sheet, profit and loss, reconciliation of bank statement, and payroll report.

### **Treasurer Resources**

- PCPO: Parent Child Preschools of Oregon is a non-profit organization providing services to cooperative preschools. We publish an annual Resource Directory for your school. Visit the website [www.oregonpreschools.org](http://www.oregonpreschools.org) or email [pcpo@lefh.net](mailto:pcpo@lefh.net).
- TACS: Technical Assistance for Community Services is an Oregon non-profit organization that provides resources to other non-profits. Visit their website [www.tacs.org](http://www.tacs.org) or use their helpline at [info@tacs.org](mailto:info@tacs.org) or phone 503-233-9240 or 1-888-206-3076.