

Treasurer's Month-at-a-Glance

Month	Activities
July	<ul style="list-style-type: none"> • Reconcile bank account • Assist with Audit. Provide Audit committee all required documentation. Submit completed Audit report to PSO Council Treasurer. • Process EPI school supply order payments. • Update Treasurer forms for next school year. • Deposit checks as received.
August	<ul style="list-style-type: none"> • Reconcile bank account • Set next year's Budget with President. Present at first PSO meeting of the school year for approval. • Stock the PSO file with Treasurer forms. • Work with Fall Festival committee to review their cash box needs and cash handling procedures for the event. • Watch for teacher start-up requests and process timely. • Check Treasurer's mailbox frequently for requests and process requests in a timely manner. • Deposit checks as received
September	<ul style="list-style-type: none"> • Reconcile bank account • Monthly PSO meeting – present Budget for approval. • Work at Fall Festival with cash handling procedures for the event. Confirm amounts prior to leaving and deposit the next day. • Watch for teacher start-up requests and process timely. • Check Treasurer's mailbox frequently for requests and process requests in a timely manner. • Deposit checks as received
October	<ul style="list-style-type: none"> • Reconcile bank account • Monthly PSO meeting • Cut a donation check to the Beach Ball Foundation. • Make payment for PSO Council crosscharges, first installment. • Watch for teacher start-up requests and process timely. • Check Treasurer's mailbox frequently for requests and process requests in a timely manner. • Deposit checks as received
November	<ul style="list-style-type: none"> • Reconcile bank account • Monthly PSO meeting • Check Treasurer's mailbox frequently for requests and process requests in a timely manner. • Deposit checks as received
December	<ul style="list-style-type: none"> • Reconcile bank account • Monthly PSO meeting • Work with Elf Shop and Book Fair committees to review their cash box needs and cash handling procedures for the event. • Check Treasurer's mailbox frequently for requests and process requests in a timely manner. • Deposit checks as received
January	<ul style="list-style-type: none"> • Reconcile bank account • Monthly PSO meeting • Assist with Third grade t-shirt order. • Work with Bingo family night committee to review their cash box needs and cash handling procedures for the event.

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February	<ul style="list-style-type: none"> • Reconcile bank account • Monthly PSO meeting • Check Treasurer's mailbox frequently for requests and process requests in a timely manner. • Deposit checks as received
March	<ul style="list-style-type: none"> • Reconcile bank account • Monthly PSO meeting • Check Treasurer's mailbox frequently for requests and process requests in a timely manner. • Deposit checks as received
April	<ul style="list-style-type: none"> • Reconcile bank account • Monthly PSO meeting • Cut a donation check to the After Prom committee • Remind President to establish Audit Committee for summer Audit. • Make payment for PSO Council crosscharges, second installment. • Work with Book Fair committee to review their cash box needs and cash handling procedures for the event. • Check Treasurer's mailbox frequently for requests and process requests in a timely manner. • Deposit checks as received
May	<ul style="list-style-type: none"> • Reconcile bank account • Monthly PSO Meeting • Work with Staff Appreciation committee to handle expenses. • Check Treasurer's mailbox frequently for requests and process requests in a timely manner. • Deposit checks as received
June	<ul style="list-style-type: none"> • Reconcile bank account • Prepare checks for all year-end expenses such as end of year parties, Jr. Olympics refreshments, last minute gifts & goals. • Check Treasurer's mailbox frequently for requests and process requests in a timely manner. • Deposit checks as received