

Landmark Parent Association
Job Responsibilities Manual

Position: Treasurer

LPA Mission Statement:

The purpose of the Landmark Parent Association (LPA) is to cultivate a strong sense of community, to promote good will, to facilitate the exchange of information and ideas between the school and parents, and to support Landmark School in its mission to foster an understanding of language-based learning disabilities.

General Duties: handle all the finances of the LPA. The Treasurer shall provide LPA financial records to the Landmark School business office, and a current balance sheet plus income and expense statement at each LPA Executive Committee and general meeting. The Treasurer works closely with the Liaison to the LPA.

Monthly Time Commitment: an average of 3 hours per month, 1-2 hours more during busy times such as fund raising and staff appreciation events

Annual Calendar of Specific Duties:

Monthly on going duties

- Update and balance both accounts through Quicken
- Prepare financial reports for upcoming meeting (Balance sheet and income/expense statements)
- Pay/reimburse for LPA related expenses as requested, approved and within the budgeted amount
- Make deposits as needed, this is frequent in the first few months of school
- Verify all deposits and checks written are in Quicken in the proper account/category
- Keep copies of all deposits, bills paid, file in chronological order in accounting file
- Monitor income/expenses to be sure these are appropriate and will follow the budget
- Record keeping should be clear and organized at all times.
- Advise LPA members about reimbursement requests
- Advise LPA members about the necessity of staying with the budget
- Suggest ways to maintain fiscal responsibility (for instance, if dues are not coming in as hoped, perhaps suggest areas where cut backs may be needed OR in case of a budget surplus, suggest areas to fund such as more money directly to the campus heads, (discretionary funds), saving for next year, etc.

June

- Meet with other LPA Officers to prepare proposed budget for the coming year.

July

- Begin new academic calendar year (7/1-6/30)
- Transfer remaining funds from prior year to the new year's beginning balance (journal entry)

August

- Begin to prepare and review budget to be approved for upcoming academic year

September

- If fundraising begins there may be an additional increase in deposits made
- Finalize budget for vote by board members

October

- Many deposits are made this month as well for both dues and fundraising

November

- Deposits may continue to be frequent

December**January****February****March****April**

- Begin to discuss any excess funds and how they should be used or saved for the next year

May

- At the monthly meeting discuss budget, fundraising for next year, what went right and wrong this year, how you kept the accounts current and within the budget, what is left over this year

June –

- Prepare year end reports for the Landmark Business office as per the by laws
- Label and prepare new accounting folder for upcoming academic year. Have separate sections or folders for deposits, checks written, bank statements, correspondence, etc.
- Update and balance both accounts through quicken for year end reports
- Meet with other LPA Officers to prepare proposed budget for the coming year.

Please Note: - Special Reports required in By-Laws

The Fiscal Year shall begin July 1 and end on the following June 30. The Treasurer shall provide an Annual Fiscal Year Report by August 1. The President(s) with the Treasurer shall prepare a proposed budget to be voted on at the September Executive Committee meeting.