

Treasurer - shall perform the duties of the president in the event of their absence, and the absence of the Vice President and Secretary. The treasurer shall keep a full and accurate account of receipts, expenditures, and budgets and shall have custody of all of the funds of the PTO. The treasurer is responsible for depositing all funds and making disbursements as authorized by the Board in accordance with the current fiscal year's budget and shall present a full financial report at every PTO Board Meeting, and at other times as requested. In addition the treasurer:

- Files the annual tax returns.
- Maintains PTO compliance guidelines as set forth by the St. Vrain Valley School District.
- Maintains 501c3 compliance guidelines as set forth by the State of Colorado.
- Shall work with the incoming Treasurer to close out the books for the fiscal year ending on July 31.