

Section 5. The treasurer shall:

- a. have custody of all the funds of the association;
- b. keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks in accordance with the records retention policy;
- c. make disbursements in accordance with the budget adopted by the association;
- d. sign on bank accounts as one of two required signatures on all checks;
- e. present a financial report, both written and verbal, at every meeting of the Local PTA and as requested by the executive board or the association;
- f. make a full report at the annual meeting;
- g. be responsible for the maintenance of such books of account and records as conform to the requirements of Article V, Section 3 of these bylaws;
- h. complete and file all necessary tax documents; and
- i. present books to the financial reconciliation committee as requested.