**Monthly**

1. Ensure that Quicken Online reports are scheduled to go out the day before the Home and School Club meeting.
2. Reconcile bank account and give a copy of the bank statement to auditor for review/signature.
3. Prepare Treasurer’s report for monthly Board meetings.
4. As needed, create PayPal buttons for Music Boosters, Grad Dance, Bid n’ Boogie etc.
5. Ongoing-a check should be issued to USD for any homework center donations received.

**August**

1. Update users on Quicken Online for new treasurer, auditor, and president. Auditor and president should have “read only” status. Master Admin ownership should be transferred to new treasurer.
2. Bank of America signature card should be updated for all new signers: Treasurer, President, and Corresponding Secretary.
3. Quicken Online subscription is automatically renewed at the beginning of October. Payment information and email address should be updated with new Treasurer’s information.
4. Solicit budget information from all Board members and committee chairs and prepare budget for meeting.
5. Prepare and present PowerPoint presentation at Back-to-School Night.
6. Update customized reports with new email distribution lists (e.g. Art, Blast, etc.)
7. Complete a nonprofit raffle report (CT-NRP-2) for all raffles conducted in the previous school year.
8. Make sure there is an adequate supply of Teacher Reimbursement forms in the Staff Lounge.
9. Sign engagement letter with LMGW (CPAs) for tax preparation.
10. Provide information to UMSHSC auditor as requested for audit covering February – July. Auditor’s report should be presented at the September Board meeting.

**September**

1. File Non-profit raffle registration report (CT-NRP-1) prior to selling raffle tickets.
2. Membership Drive – deposits generally made on a weekly basis.
3. Provide information for tax preparation and ensure that tax return is filed by November 15th.

**October**

1. Work with Blast committee chairs to ensure that proper cash control procedures are in place the evening of the Blast.
2. Remember to allocated portion of Blast proceeds to Leadership, Library, Environmental Studies, etc.
3. ASB to transfer funds to H&SC for Webstore donations.

**November**

1. Work with Book Fair chairperson to ensure that proper cash control procedures are in place.

**December**

1. Provide 1099 information to LMGW; 1099s must be filed by January 31st.

**January**

1. Provide information to UMSHSC auditor as requested for audit covering August - January. Auditor’s report should be presented at the February Board meeting.

**May**

1. Work with Drama Club Directors to ensure that proper cash control procedures are in place.