JMTA Treasurer

Manual of Procedures

Monthly

- Make deposits and write checks per proposed budget. Transfer funds as needed.
- Reconcile Excel file with bank statement. Download and save bank statement.
- Prepare monthly Treasurer report to be presented at every Executive Board and JMTA General Meeting. (If unable to attend meeting, send report to JMTA President in advance of meeting).
- Send monthly Treasurer report to Communications chair to be included in the next High Notes.

June/July

- Prepare end of year fiscal reports for Executive Board meeting and send to JMTA President.
- Save all files to flash drive.
- Prepare new fiscal year proposed budget and present at Executive Board meeting. Draft budget will be discussed and edited as needed as first summer board meeting. Final edit will be voted on by board at second summer board meeting, or via email to board members if there is not a second meeting. Final edit will be presented to membership in first meeting of the fall for approval.
- When Treasurer changes, Sunbiz and Community First Credit Union will need to be updated. The account holders at the bank must match the names on Sunbiz exactly. A new bank account will be opened if the bank account holders change completely. To avoid this, keep one common person on the bank account when officers change. This person must also be listed on Sunbiz.

August

- Complete SOC license renewal application.
- Complete IRS form 990N for previous year.

September

- Prepare and print Executive Board approved proposed budget for vote at General Meeting.
- Send donation to FSMTA Conference Fund.
- Send donation to FSMTA Foundation.

December

- In applicable years, complete and submit paperwork to renew Florida Consumer's Certificate of Exemption (sales tax exempt certificate).
- Complete and submit to MTNA the dues verification sheet for the next fiscal year.

March

- Pay High School Senior Scholarship judges.

April

- Complete Florida Incorporation report and update officers as needed.

May

- Prepare end of year Treasurer activity report for May meeting.

Updated 3/14/2026