

Treasury Duties

Dawson Parent Association Board

draft by Lisa Albright, revisions by Sophie Berdou & Lola Salinas 2017

OVERVIEW:

The primary role of the DPA Treasurer and Assistant Treasurer is to ensure the DPA is financially sound and responsible. They are to ensure that all expenditures are driven by the DPA mission – to create community, school spirit and effective communication. They also ensure that DPA accounting is timely and complete for the Dawson CFO's needs. Finally, the Treasurer and Assistant Treasurer divide up all DPA Treasury duties as they see fit, dividing and conquering to make the role manageable, meaningful and fun!

DUTIES:

Executive Committee

- Try to attend as many of the monthly DPA Board Meetings as possible. They occur the first Tuesday of each month of the school year usually starting at 8AM in the DPA office, which is in the back of the Admissions Cottage, across from Henderson Hall.
- Try to attend as many of the DPA All Parent Meetings as possible. There are 5 per year and the dates are listed on the DPA website, www.dawsonpa.org, under "DPA Calendar."
- Listen to concerns of parents as they arise; serve as a liaison if necessary between the parents and the administration
- Value and respect varying views on the board; agree to disagree

Accounting (For 2016/17 duties divided as indicated below)

- The Treasurer (T) and Assistant Treasurer (AT) track income and expenses for the DPA and provide monthly budget reports to the Dawson School CFO and DPA Board.
- The Treasury develops and issues the yearly budget, which includes funding for DPA initiatives.

- The DPA maintains an account through Chase Bank and a QuickBooks Accounting Tool. The AT maintains the QuickBooks, logging each expenditure under its appropriate category.
- The AT tracks receipts provided by committee chairs and parent volunteers and reimburses expenses.
- The T reconciles the bank account and Quickbooks and provides a monthly report to the Dawson School CFO and the DPA Board.

DPA Revenue Producing Initiatives

- **Spirit Wear**- Deposits into the DPA Chase Bank account are made by Spirit Wear Committee members. Capital for the purchase of merchandise is provided by DPA. Merchandise is sold at Registration, Holiday Coffee and Grandparents Day. The budget for the merchandise is determined by the Spirit Wear Committee and the DPA Treasurer/Assistant Treasurer/Board.
- **Concessions**- The Concession Stand sells snacks and drinks to students after school in the school gym. Deposits into the DPA account are made by concessions committee members. Merchandise purchases are made using the tax free Costco school card. The Dawson School CFO withdraws the expense from the DPA account. Receipts for Costco purchases are placed in the DPA Mailbox for use when accounting in QuickBooks.
- **Grocery Cards**- The Grocery Card committee sells Whole Foods gift cards in \$100 increments and reloadable King Soopers cards. Deposits into the DPA account are made by Grocery Card Committee members.
 - *King Soopers* cards are purchased by Grocery Card Committee, a check to purchase these cards is obtained from the AT each month.

- *Whole Foods* cards are purchased online from the GL Scrips company by AT in \$100 increments
 - *Holiday Gift Cards* are purchased once a year around the Holiday Coffee Event. Hand written orders and money are taken at the event, cards are ordered online by AT, cards distributed by school division. Parents collect their ordered cards from the division secretary. Please feel free to refer to the documents on your USB Drive in the “Holiday Gift Card Program” folder. Please ask the DPA Marketing Director for help altering or updating the Holiday Gift Card Order Form.
 - *Reloadable grocery cards* revenue is logged by the Grocery Card Committee who receives checks from King Soopers and deposits them into the DPA Chase account.
- **Bank Interest:** displayed in DPA Chase account statements
 - **Holiday Coffee Sales:** Greenery sales revenue is deposited by AT, Greenery is purchased by the Holiday Coffee Event Chair and reimbursed by AT, Musicians are paid by AT. The Event chair will provide the AT with invoices prior to the date.

DPA Expenditures

- **Dawson Fest:** AT prepares checks to be allocated on the date of Dawson Fest to vendors and entertainment. Dawson Fest committee provides invoices to DPA prior to Dawson Fest date. DPA President or other members of the Board may hand out these checks to vendors at the event if need be.
- **Faculty/Staff Appreciation:** This Committee handles providing: weekly snacks to each divisional faculty conference room, a Back-To-School note & gift card, a Thanksgiving holiday note & gift, and a themed F/S Appreciation Breakfast Event with a gift for every member of the Dawson Faculty & Staff (approximately #130 in 2017). Reimbursements are provided by the AT

- **Parent/teacher Conferences:** handled by the DPA Marketing Director, DPA provides tools for eating (compostable plate-wear & cutlery), parents sign up to donate all food and drinks. The DPA may spend money to buy a platter of sandwiches for a division low on parent participation.
- **MS Halloween Event:** AT provides reimbursement to Middle School Coordinator in charge of the event.
- **Holiday Coffee Event:** AT provides reimbursement to Holiday Coffee Chair for greenery purchases and musician payment.
- **Middle School Dance:** AT provides reimbursement to Middle School Coordinator for any décor needs.
- **Lower School Dance:** AT provides reimbursement to Lower School Coordinator for any décor needs.
- **Winter Carnival:** AT provides reimbursement to Upper School Coordinator who orders team items for the event.
- **After Prom:** AT provides reimbursement to Upper School Coordinator for event needs.
- **Credit Card/PayPal Fees:** AT logs fees into QuickBooks
- **Grocery Card Shipping Fees:** AT logs fees into QuickBooks
- **DPA Grant Program:** The T and AT are members of the Mini/Mega Grant Committee. It is organized by the DPA Vice President and meets in February. The fund allocation is administered by the Dawson School CFO.

****Please refer to Treasury USB Drive for all digital materials needed to perform marketing duties. These materials are template examples from which you can edit and adjust as desired.**

THANK YOU for your great service to the Dawson School Community!!!