

## **Plan of Work (POW) for the Treasurer**

The Treasurer shall be the custodian of the PSO checkbook and verifiable records of funds of the PSO. The treasurer shall receive all funds and deposit them into the PSO bank account promptly, write checks from approved Purchase Orders for the President and keep accurate and current checkbook in full detail.

Reconcile bank statements monthly.

Prepare a monthly financial report for review and approval at General PSO monthly meetings.

Prepare the annual budget with the President.

Attend monthly PSO update meetings with the Headmaster – provide financial update.

Provide end of year report to Great Hearts Lead Office for tax purposes.

Follow all financial protocols and procedures outlined from Great Hearts Corporate Office.