



TREASURER

tips & tricks



KEEP AHEAD OF DEADLINES

Take into account that there may be approval periods for form approvals from your advisor or ASB. Update on account balances at every board meeting.

STAY ORGANIZED

Keep both digital and physical copies of purchase orders. Use Google Sheets for budgets. Designate specific officers when collecting funds.

APPLY FOR GRANTS

Apply for PTSA grants. Reach out to local businesses and research potential grants from them. Check out CAFBLA's website for resources on fundraising.