

BE A GREAT TREASURER
PARTS 1 & 2

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California State PTA

2019 Regional Leadership Conference

**I'M THE NEW TREASURER ~
WHAT DO I NEED TO KNOW?**

- Every Board member has a fiduciary responsibility to protect the assets of the PTA
- Financial officers have the responsibility to ensure:
 - Financial transactions are reported properly
 - Transactions are transparent to board members and members of the association

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FIRST THINGS FIRST

- Review job descriptions
- Visit the bank immediately upon taking office
 - Add new check signers
 - Verify old signers are removed
 - Verify no ATM cards are associated with account
- Revise the budget

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FIRST ASSOCIATION MEETING WHAT HAPPENS HERE?

- Auditor presents year-end audit for adoption
- Present Annual Financial Report
- Request approval of proposed programs and fundraisers
- Present proposed budget for adoption
 - Request release of funds for fall programs

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FIRST ASSOCIATION MEETING WHAT HAPPENS HERE?

- Present treasurer's report(s)
 - Each bank account requires its own report
 - Report should start with end-date of previous report
 - Request ratification of checks written since last association meeting

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OTHER THINGS TO DO

- Forward copies of year-end audit, approved budget, annual financial report and tax returns to council (or district if out-of-council)
- Forward membership remittances monthly
- Forward insurance premium and Workers Compensation form by due dates
- Prepare a treasurer report for every PTA meeting

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CASH VERIFICATION FORM – WHAT IS IT?

- Specifies event or activity and date
- Details all money collected
 - Includes number of memberships
- Signed by the two (2) people who count money & the treasurer
- Included in treasurer's records for every deposit

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CASH VERIFICATION FORM PRACTICE

- On November 2, XYZ PTA collected 7 memberships and 2 donations for a total of \$319.00
 - 3 checks for a total of \$305.00
 - Check number 256 for \$58.00 – 4 memberships & a \$30.00 donation
 - Check number 1326 for \$7.00 – 1 membership
 - Check 589 for \$240.00 – 1 donation
 - \$14.00 in cash – 2 memberships
 - 1 \$10.00 bill
 - 4 \$1.00 bills

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PAYMENT AUTHORIZATION FORMS

- Completed for every check issued
- Must include
 - Date
 - Check number
 - Payee
 - Category
 - Description
 - Amount

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MORE ABOUT PAYMENT AUTHORIZATION FORMS

- Signed by the person submitting the request
- Approved by the event chairman or vice president in charge of the event
- President and recording secretary sign showing disbursement has received final approval from the executive board or association

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PAYMENT AUTHORIZATION FORM PRACTICE

- On November 7, 2018, XYZ PTA wrote check 1209
 - Dan's Donuts for \$39.50
 - Breakfast with Buddies
- On November 15, 2018, XYZ PTA wrote check 1210
 - GHI Council PTA for \$1,550.00
 - Council, District, State, and National portion of membership dues for 310 members

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PTA
PARENT-TEACHER ASSOCIATION

PAYMENT AUTHORIZATION/REQUEST FOR REIMBURSEMENT
ATTACH ALL RECEIPTS TO THIS EXPENSE STATEMENT

Name of Payer: Dan's Donuts
 PTA Number: 987654
 Address: 857 Main Street
 City: Anytown, CA 90001
 Telephone: 664-5210 Fax: _____

Expenditure was for: Breakfast with Buddies

List Expenditures: <u>Donuts & Muffins</u>	\$	<u>39.50</u>
_____	\$	_____
_____	\$	_____
TOTAL EXPENSE	\$	39.50

Total Amount Claimed From Above: \$ _____
 Amount Advance Received: \$ _____
 Reimbursement Claimed: \$ _____
 Not claimed - refers to PTA: \$ _____
 Related to PTA (Global Check): \$ _____

Signature: John Smith Date: 11/02/18
 Signature of PTA Chairman for Program/Event: _____

PTA Treasurer's use:
 I certify that this expenditure was for the benefit of the PTA.
 I certify that this expenditure was for the benefit of the PTA.
 I certify that this expenditure was for the benefit of the PTA.

Check Number	Amount	Reimbursement	Balance
1209	39.50	39.50	39.50

President's signature: John Smith Date: 11/02/18
 Date approved in meeting: 11/02/18 Secretary's signature: John Smith
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California State PTA Handbook - December 2018 P228 Form

PTA
PARENT-TEACHER ASSOCIATION

PAYMENT AUTHORIZATION/REQUEST FOR REIMBURSEMENT
ATTACH ALL RECEIPTS TO THIS EXPENSE STATEMENT

Name of Payer: GHI Council PTA
 PTA Number: _____
 Address: 901 Main St
 City: Anytown, CA 90000
 Telephone: 123-456-7890 Fax: _____

Expenditure was for: Memberships - Per Capita Dues

List Expenditures: <u>310 Memberships @ \$5.00 each</u>	\$	<u>1,550.00</u>
_____	\$	_____
TOTAL EXPENSE	\$	1,550.00

Total Amount Claimed From Above: \$ _____
 Amount Advance Received: \$ _____
 Reimbursement Claimed: \$ _____
 Not claimed - refers to PTA: \$ _____
 Related to PTA (Global Check): \$ _____

Signature: John Doe, Treasurer Date: 11/15/2018
 Signature of PTA Chairman for Program/Event: _____

PTA Treasurer's use:
 I certify that this expenditure was for the benefit of the PTA.
 I certify that this expenditure was for the benefit of the PTA.
 I certify that this expenditure was for the benefit of the PTA.

Check Number	Amount	Reimbursement	Balance
1210	1550.00	1550.00	1550.00

President's signature: John Doe Date: 11/15/18
 Date approved in meeting: _____ Secretary's signature: John Doe
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California State PTA Handbook - December 2018 P228 Form

TOTEM E-MEMBERSHIP SYSTEM

- o New option for encouraging membership
 - Not meant to replace traditional methods
 - Funds forwarded to unit, council, district & State directly
 - Electronic membership cards
 - Source of donations
 - Auto-renewal option available

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UNIT REMITTANCE FORM

- o Use when forwarding funds to council/district
- o Details what the funds cover
- o Serves as a receipt to show the funds were received by council/district
- o Do NOT remit membership dues received through TOTEM

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PTA
UNIT REMITTANCE FORM

Units must use this check when submitting monies to council.

Unit Name _____ Date _____
 Unit Address _____ State PTA ID Number _____
 Council _____ City/Zip _____ State PTA _____

Total remittance on this report _____

DESCRIPTION	AMOUNT
Membership dues of _____	\$ _____
Council dues (State, State National PTA combined)	\$ _____
Insurance Payment through council to State PTA for (2020)	\$ _____
Life Change Insurance Payment to State PTA after (2020)	\$ _____
Children's Computer Savings and Loan through _____	\$ _____
Parents to State PTA by (2021)	\$ _____
Transfer of Funds through _____	\$ _____
Council Assessments	\$ _____
Excess PTA Assessments	\$ _____
Membership Envelopes	\$ _____
Other _____	\$ _____
TOTAL \$	\$ _____

Treasurer _____ Telephone () _____
 Address _____
 City/Zip _____

Make check payable to _____ Council
 Name of council treasurer: Name _____
 Address _____ City/Zip _____

All checks must have TWO SIGNATURES.
 Make copies for your records.

The following statement must appear on all local remittance statements to verify that the National PTA publication Our Children has a quality for our children every waking.

If portion of the total sum used for the National portion of PTA membership dues to support for one year's subscription to Our Children of the National Congress of Parents and Teachers, which will be sent to the President of the National PTA.

California State PTA, April - 2013 11

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DEPOSITS ARE DONE, CHECKS ARE WRITTEN –
WHAT’S NEXT?

- Receipts and disbursements must be recorded in a ledger
- Ledgers come in different forms
 - Handwritten or computer generated
 - PTA-EZ or some other software
- Ledgers are a permanent record of the unit and are kept forever

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BANK STATEMENTS AND THE BANK
RECONCILIATION

- Bank statements should be mailed to the school if possible
- An officer who is a non-signer, preferably the auditor, should open, review, and sign the statement first
- Statements are reconciled every month
- Tip for making reporting easier –
 - Change the bank statement reporting period to a month-end cycle

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MONTHLY TREASURER’S REPORT

- Starts with balance as of the last reported period
- Shows total receipts since last report
 - Separate PTA funds not belonging to unit from funds belonging to unit
- Shows total disbursements since last report
 - Separate PTA funds not belonging to unit from funds belonging to unit
- Shows balance as of end of reporting period
- Once presented, the report is filed for audit

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TAXES AND OTHER IMPORTANT FILINGS

- Copies should be uploaded to PTAEZ Document Management Module
- Copies should be forwarded to the council or district PTA
- Failure to file will result in the IRS and/or Franchise Tax Board revoking the PTA's tax exempt status

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RRF-1 FORM

- RRF-1 form (registration/renewal fee report) must be filed with the Attorney General's Registry of Charitable Trusts annually within four months and 15 days after the end of fiscal year (by November 15th for fiscal years ending June 30th)
- Failure to file the RRF-1 will result in fines & suspension by the Attorney General

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S1-100 FORM

- All **incorporated** units and councils must file the S1-100 form (Statement of Information) with the Secretary of State every other year 5 months after the month incorporated
 - Date incorporated – even year, file every other even year
 - Date incorporated – odd year, file every other odd year

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MISMANAGEMENT OF FUNDS

- Contact your council and/or district president IMMEDIATELY if mismanagement is suspected!
- PTA funds are protected when correct financial procedures are followed
- Raises questions about integrity of individual(s) in charge of PTA funds
 - 78% of losses are traced to the president, treasurer or person in charge of a fundraiser
 - 22% of losses are traced to an outside person

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Questions Anyone?

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FINANCIAL RESOURCES

- California State PTA *Toolkit*: toolkit.capta.org
- California State PTA website: www.capta.org
- Tax Filing Support Specialist: taxinfo@capta.org
- Bylaws
- Insurance Guide
- Attorney General: www.ag.ca.gov
- IRS: www.irs.gov
- California Franchise Tax Board: www.ftb.ca.gov
- Secretary of State: www.sos.ca.gov

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