

Treasurer's Top Ten Tasks

Duval County Council of PTAs

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#10 You are not alone. You have resources



- Experience with PTA
- Training
- Treasurer's Toolkit and Handbook
 - dccpta.org
- National PTA "Money Matters"
 - pta.org
- Florida PTA "Dollars and Sense"
 - Flapta.org

#9 Dues are important



- State and National dues must be remitted to Florida PTA monthly (\$3.50 per member).
- Duval County Council dues are due November 1.



State and National Dues Payment Form

Use this form for MEMBERSHIP DUES and FOUNDER'S DAY GIFTS ONLY
NOT FOR ADDITIONAL CARDS

All PTA/PTSAs are legally required to send membership payments to the state office MONTHLY, as collected. State and National dues are not to be used as funds for the local unit or considered a part of the local unit's budget. As of March 31st each year, PTAs that have not paid any dues will be considered inactive and appropriate action will be taken. Any dues received after March 31st, will not be credited to the current membership year. For the Reflections Program, Scholarships and other PTA programs, dues must be paid monthly and no later than December 15th. (This refers to membership dues NOT County Council dues, which have a separate date.) For membership reporting, the deadline for **FINAL DUES PAYMENTS TO FLORIDA PTA IS MARCH 1, 2014.**

Each person joining your local unit PTA automatically becomes a member of the state and national associations. The state portion of a member's dues is \$1.25; the national portion is \$2.25.

Each officer receives a free subscription to the *Florida PTA eNewsletter* and the National PTA's *Our Children*, as well as additional resources (sent throughout the year).

SO THAT WE ACCURATELY CREDIT YOUR LOCAL UNIT PTA, PLEASE COMPLETE ALL SECTIONS ON THIS FORM.

Date Submitted		# Members:	Members @ \$3.50 each	\$
National PTA ID #			Founder's Day Gift	\$
			Total Amount Enclosed	\$

County	Phone	
Full Name of PTA	City	
School Address	Zip	

President's Name	President's Telephone	
President's Email		
Treasurer's Name	Treasurer's Telephone	
Treasurer's Email		

Make checks payable to Florida PTA and mail to:
 Florida PTA
 1747 Orlando Central Parkway
 Orlando, FL 32809

Please DO NOT staple or tape check to this form.
PLEASE NOTE: There is a \$35.00 charge for returned checks.
 Be sure signatures and the amount is correct. Due to reporting requirements we **CANNOT** refund membership over-payments.

www.FloridaPTA.org (2013-2-14)

For Office use only



DUVAL COUNTY COUNCIL OF PTAs/PTSAs
2013-2014 LOCAL UNIT DUES and
DONATION FORM

Local Unit PTA/PTSA's Name: _____

President: _____

Telephone: _____ Email: _____

Treasurer: _____

Telephone: _____ Email: _____

Enclosed:

Duval County Council Local Unit Dues \$ 35.00

Eye Exam/Eyeglass Fund Donation \$ _____

Scholarship Fund Donation \$ _____

Convention Fund Donation \$ _____

Total Amount Enclosed \$ _____

Please provide the information above and return this form with your payment. Make your check payable to Duval County Council of PTAs or DCCPTA. DCCPTA dues are payable on or before November 1, 2013.

Please mail this form and check to:

DCCPTA Treasurer
P.O. Box 5397
Jacksonville, FL 32247-5397

PTA bylaws require your PTA to pay Duval County Council PTA dues annually. The Duval County Council PTA is a group formed from local PTAs organized under the authority of the Florida PTA. Its purpose is to provide leadership, training, serve, assist and act as a resource for your PTA/PTSA. If you have any questions, please contact Mindy Eisman, DCCPTA Treasurer at Treasurer@dccpta.org.

#8 Deposits and Checks (Money in & out)



- Use **Deposit Count Form** every time you count or collect money.
 - Two people count the money.
 - Two people promptly deposit money into PTA's bank account.
 - Attach deposit slip to Deposit Count Form.

#8 Deposits and Checks (Money in & out)

- Use **Check Request Form** for every disbursement.
 - Attach receipts
 - Three individuals authorized to sign checks should never be related to each other.
 - At least two people must sign check.
 - Never use debit cards to pay for any expenses.
 - Pay all bills by check and in a timely manner.
 - Never sign a blank check or make a check out to cash.

#7 Budget

- A budget is an estimate of money coming in and money going out.
- A budget committee develops the budget. The committee should:
 - Gather suggestions, needs, and probable costs.
 - Review proposed programs and estimate expenses.
 - Review past budgets, income and expenses.
 - Estimate probable income and probable expenses.
 - Carry-over funds represent the amount which is set aside to begin (and end) operations.
- Your budget should be adopted at the first general meeting usually in August or September.
- Funds should not be raised nor spent until a budget is approved. After the budget is adopted, it should be followed closely in all financial transactions.
- Changes to your budget must be approved by the membership at a general meeting.
- Expenditures in your budget must support the PTA mission.

Duval Elementary School PTA 2012-2013 Proposed Budget

BEGINNING BALANCE \$ 1,650.50

INCOME

Donations \$ 200.00
 Membership (250@ \$5.00)* \$ 1,250.00
 Interest \$ 25.00
 T-Shirt Sales \$ 400.00
 Fall Fundraiser \$ 4,000.00
 Box Tops \$ 200.00
Total Anticipated Income \$ 6,075.00

Total Funds Available \$ 7,725.50

EXPENSES

Committee Expenses

School Beautification \$ 100.00
 Historian \$ 50.00
 Hospitality \$ 100.00
 Membership Promotion \$ 100.00
 State & National Membership Dues (\$250@\$3.50)* \$ 875.00
 Student Recognition \$ 500.00
 Teacher/Staff Appreciation \$ 500.00
Subtotal \$ 2,225.00

School Projects

School Projects \$ 1,000.00
Subtotal \$ 1,000.00

Administrative Expenses

General Administrative \$ 100.00
 DCCPTA Dues \$ 35.00
 DCCPTA Eyeglass & Scholarship Fund \$ 100.00
 Insurance \$ 300.00
 President's and Principals Luncheon \$ 200.00
 Website \$ 100.00
 Miscellaneous \$ 65.50
Subtotal \$ 900.50

Fundraising Expenses

T-Shirt Sales \$ 200.00
 Fall Fundraiser \$ 2,000.00
 Box Tops \$ 100.00
Subtotal \$ 2,300.00

Interim Expenses - Summer 2013

FLPTA Leadership Conference \$ 600.00
 Welcome Back Breakfast \$ 100.00
 Membership Promotion \$ 100.00
Subtotal \$ 800.00

Carryover \$ 500.00

Total Anticipated Expenses \$ 7,725.50

*Assuming 250 members @ \$5 per member. (\$1.50 to local unit and \$3.50 to Florida PTA for State and National dues)

#6 Document Everything



- Deposit Count Forms & deposit slips
- Check Request Forms & copies of checks
- Receipts
- Invoices
- Returned Checks
- Board Meeting Minutes
- Correspondence
- Bylaws & Standing Rules

#5 Insurance



- All PTAs should have some form of insurance.
 - General Liability (covers routine activities, bodily injury, property damage)
 - Bonding (protects PTA's money from theft, if internal controls are in place)
 - Officers Insurance (protects individual officers of the PTA financially from any personal liability in the event the PTA is sued or cannot pay its bills).

#4 Reporting is Important



□ **Treasurer's Report**

- Should be given at each board meeting **and** general membership meeting.
- The report should show:
 - The PTA's cash balance
 - A comparison of PTA income and expenses to budget, and
 - The activity that has transpired since the last reporting.

School Name
Budget to Actual
School Year

	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Beginning Balance			
Income			
Donations		0.00	0.00
Membership (250*\$5)		0.00	0.00
Interest		0.00	0.00
T-Shirt Sales		0.00	0.00
Fall Fundraiser		0.00	0.00
Box Tops		0.00	0.00
Total Anticipated Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Funds Available	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>
Expenses			
Committee Expenses			
School Beautification		0.00	0.00
Historian		0.00	0.00
Hospitality		0.00	0.00
Membership Promotion		0.00	0.00
State & National Membership Dues (250*\$3.50)		0.00	0.00
Student Recognition		0.00	0.00
Teacher/Staff Appreciation		0.00	0.00
T-Shirt Sales		0.00	0.00
Fall Fundraiser		0.00	0.00
Box Tops		0.00	0.00
Total Anticipated Committee Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Administrative Expenses			
General Administrative		0.00	0.00
DCCPTA Dues		0.00	0.00
DCCPTA Eyeglass & Scholarship Fund		0.00	0.00
Insurance		0.00	0.00
President's and Principals Luncheon		0.00	0.00
Website		0.00	0.00
Miscellaneous		0.00	0.00
Summer Expenses		0.00	0.00
Total Administrative Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Anticipated Expenses	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>
Special Projects		0.00	0.00
Income Less Expenses & Special Projects	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Reserve Bank Balance			0.00
Net Income Less Carry/Over Reserves	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>

#4 Reporting is Important



- **Outside School Related Organization Monthly Reports** must be submitted to the school's bookkeeper **each month**.
 - ▣ This is intended to be a reconciliation of your books with the monthly bank statement.
 - ▣ **Include all transactions** that occurred during the month. (Deposits, checks written during the month, etc. even if they have not cleared the bank.)

OUTSIDE SCHOOL-RELATED ORGANIZATION
MONTHLY REPORT

Group Name: _____

Date Prepared: _____

School Name & No.: _____

Bank Name: _____

Federal ID#: _____

Checking Account No.: _____

Date: _____

BEGINNING CHECKING ACCOUNT BOOK BALANCE: _____

RECEIPTS:

<u>Description:</u>	<u>Amount:</u>	
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Donations: _____

Membership Dues: _____

Fund-Raising Activities: _____

Other: _____

ADD TOTAL RECEIPTS: \$ - (+) \$ -

DISBURSEMENTS:

<u>Check No.:</u>	<u>Date:</u>	<u>Payable To:</u>	<u>Purpose:</u>	<u>Amount:</u>
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SUBTRACT TOTAL DISBURSEMENTS: \$ - (-) \$ -

Date: _____ **ENDING CHECKING ACCOUNT BOOK BALANCE:** (=) \$ -

OUTSTANDING DISBURSEMENTS:

_____ (+) \$ -

OUTSTANDING DEPOSITS:

_____ (-) \$ -

TOTAL (Must balance with bank statement): (=) \$ -

Bank Name/Savings Account No.: _____

Date: _____

BEGINNING SAVINGS ACCOUNT BALANCE: _____

Add Receipts/Subtract Disbursements (+-) _____

Date: _____

TOTAL (Must balance with bank statement): \$ -

Submitted by: /S/ _____

Title: _____

Verified by Bookkeeper: /S/ _____

Date: _____

Principal: _____

Date: _____

(Complete and give to school bookkeeper for processing.)
attach: Bank Statement; cc: PTA President, PTA Secretary

#4 Reporting is Important

- **A financial review/audit** is always completed:
 - At the end of each fiscal year (June 30)
 - Whenever there is a change in Treasurer's positions, or
 - Anytime the Executive Board requests an additional audit.
 - Financial review/audit must be completed before any checks are written for the new fiscal year.
 - A financial review/audit is completed by three non-check signers.
 - Forward a copy to bruce@floridapta.org and treasurer@dccpta.org

PTA/PTSA Annual Audit Report

School Year _____

Beginning Book Balance _____ \$ _____
(Date)

Total Receipts (+) \$ _____

Total Disbursements (-) \$ _____

Ending Book Balance _____ \$ _____
(Date)

Outstanding Checks

(+) \$ _____

Outstanding Deposits

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(-) \$ _____

Reconciled Book Balance _____ \$ _____
(Date)

Ending Bank Balance _____ \$ _____
(Date)

(The Reconciled Book Balance must match the Ending Bank balance)

This is to certify that the financial records of the _____
(PTA/PTSA Name)

have been examined by the undersigned auditing committee and that all disbursements were properly made and with the required authorization. The undersigned also certify that the above ending bank balances are correct.

Copies of the applicable Bank Statements are attached. This includes all cash accounts: Checking, Savings Accounts, Money Market, Certificates of Deposit, etc.

(Date) */s/* _____

/s/ _____

/s/ _____

Verified by bookkeeper */s/* _____
(Date)

Principal */s/* _____
(Date)

It is the recommendation of Internal Auditing that the Audit Committee be made up of a minimum of three members of the organization (excluding the treasurer) or that the audit be conducted by an external auditor.

(Complete and give to the bookkeeper for processing.)

#4 Reporting is Important



- A **request for fundraising activity** form must be submitted and approved by the Principal before any fundraising begins.

Outside School-Related Organization
Fund-Raising Activity Request

NAME OF ORGANIZATION: _____

TYPE OF EVENT: _____

LOCATION: _____ TIME OF EVENT: _____

DATES: From: _____ To: _____

TYPE OF ITEMS TO BE SOLD: _____

TO BE PURCHASED FROM: _____

NUMBER TO BE SOLD: _____

ANY OTHER NECESSARY INFORMATION: _____

SUBMITTED BY: *ISI* _____ (President of Organization) _____ (Date)

RECEIVED BY: *ISI* _____ (Bookkeeper) _____ (Date)

APPROVED BY: *ISI* _____ (Principal) _____ (Date)

Complete and give to the bookkeeper who will make copies and distribute as follows:

Original – Bookkeeper

1st Copy – President of Organization

2nd Copy – Student Activities Director

(Revised 7/2002)

#3 Rules you don't want to violate (IRS, FLDOR, PTA, District)

□ IRS:

□ **EVERY UNIT, EVERY YEAR IS REQUIRED TO FILE A TAX RETURN. This must be done well before November 15.**

- If gross receipts are less than \$50,000 then you file an 990-N; (takes only 10-15 minutes to complete!)
- \$50,000 to \$200,000 file Form 990EZ and Schedule A and G.
- Over \$200,000 file Form 990.
- Forward a copy to 990@floridapta.org and treasurer@dccpta.org

#3 Rules you don't want to violate (IRS, FLDOR, PTA, District)

□ **Other IRS Rules:**

- Issue receipts.
- Money must not be spent on an individual child; the PTA mission focuses on all children or the school.
- PTA cannot engage in political activity.
- Be sure to use your PTA's EIN number on bank accounts and tax returns.
- Other IRS Rules: no private benefit, limited lobbying, non-commercial, non-religious, UBI (Unrelated Business Income).
- Bottom line follow IRS rules – don't jeopardize your non-profit tax exempt status.

#3 Rules you don't want to violate (IRS, FLDOR, PTA, District)

□ **Florida Department of Revenue Sales Tax Rules:**

- PTAs are not licensed to collect or remit sales tax.
- Simply, if you are going to re-sell an item, pay the sales tax to the vendor at the time of the purchase. The vendor must in turn, remit that sales tax to the Florida Department of Revenue.
- Always pay vendors with a PTA check.

#3 Rules you don't want to violate (IRS, FLDOR, PTA, District)

□ **PTA Rules:**

- Financial Review/Audit at least once a year (June 30)
- Approve a budget
- Two signatures on checks
- Don't pre-sign checks
- No checks made out to cash
- Do not pay bills with cash or debit cards
- Report and document everything
- Dual money count
- Remit dues to FPTA
- Complete and forward tax return (Form 990N, 990EZ or 990) to FPTA
- Deposit cash right away
- Treasurer's Reports at every meeting
- Fraud or missing cash occurs when controls and procedures become lax. Don't let that happen to you.

□ **District Rules:**

- The June 30 **Financial Review/Audit** must be submitted to the school's bookkeeper.
- **Outside School Related Organization Monthly Reports** must be submitted to the school's bookkeeper **each month**.
- The **request for fundraising activity** form must be submitted and approved by the Principal before any fundraising begins.

#2 Soliciting Funds

- **Membership dues.** are a primary source of funding for PTAs.
- **Fundraising** is not a primary function of PTA but can enhance the programs that promote the objectives of PTAs.
 - ▣ PTAs should use the 3 to 1 rule. Plan 3 projects for every 1 fundraiser.
 - ▣ The President signs contracts, as a representative of the PTA not as an individual.
- **Sponsorships and in-kind donations** are also an appropriate means of funding projects.
 - ▣ Issue receipts and/or thank you letters.
 - ▣ PTAs cannot endorse products, companies or foundations.

#1 Be Responsible



- A successful Treasurer is accurate, organized, honest, dependable, and consistent.
- Be transparent.
- The president should work closely with the treasurer.
- Ensure the money is spent to support the PTA mission.

Questions



- Mindy Eisman, Treasurer, DCCPTA
 - treasurer@dccpta.org

- Thank you for attending!