

Treasurer's Calendar

July

- Receive the Treasurer's books.
- Sign new signature cards at bank.
- Review bylaws, standing rules, insurance policy and all other resources given by Kansas PTA and National PTA.
- If not already approved, prepare a proposed budget

October

- Prepare Treasurer's Report
- Remit membership dues to Kansas PTA.
- If not done by previous Treasurer, begin filling out IRS Form 990, 990EZ or 990-N.

January

- Prepare Treasurer's Report
- Remit membership dues to Kansas PTA
- Send proof of 990 filing to Kansas PTA

April

- Prepare Treasurer's Report
- Order Past President pin from KS PTA

August

- Prepare Treasurer's Report
- If not already approved, present proposed budget to Exec for approval to present to general membership.

November

- Prepare Treasurer's Report
- Remit membership dues to Kansas PTA.
- Submit copy of 990 to IRS by November 15th. Send copy to Kansas PTA.

February

- Prepare Treasurer's Report
- Submit membership dues to Kansas PTA
- Submit Registration for Kansas PTA Conv.

May

- Prepare Treasurer's Report
- Request Outstanding Bills and ensure all receipts are available for Auditors.
- Pay National PTA convention Registration.
- Prepare Proposed Budget for next school year (optional)

September

- Prepare Treasurer's Report
- Submit Membership Dues to Kansas PTA. Early Bird deadline October 1.
- If not already approved, present proposed budget to general membership for approval.

December

- Prepare Treasurer's Report
- Submit membership dues to Kansas PTA.
- Send acknowledgement for donations >\$250 (IRS pub.526).
- Prepare 1099s if remittance to individual is >\$600
- Submit Retailers Sales Tax to Kansas Dept. of Revenue.

March

- Prepare Treasurer's Report
- Submit membership dues to Kansas PTA.
- Order HLM Awards if given.

June

- Prepare End of Year Reporting
- Pay insurance
- Prepare books for audit and ensure audit committee is appointed by the President.
- Serve on Budget Committee to come up with proposed budget for next year (if not done previously).
- Prepare 990

Sample Proposed Budget

Terrific PTA Proposed 2016-2017 Budget

Beginning Balance		\$ 2,000.00
Income		
	Membership (250 members x 5.50)	\$ 1,375.00
	Donation	\$ 250.00
	Fundraisers:	
	Fall Festival	\$ 4,000.00
	Jean Bucks	\$ 1,000.00
	Recycling Income	\$ 300.00
	School Supplies	\$ 8,000.00
	T-shirts	\$ 2,000.00
	Income Sub Total	\$ 16,925.00
Total Available Funds		\$ 18,925.00
Expenses		
	Bank Fees	\$ 72.00
	Council Dues	\$ 75.00
	Clothes Closet Donation	\$ 100.00
	Credit Card Fees	\$ 80.00
	Fall Festival	\$ 1,000.00
	Hospitality (PTA mtgs)	\$ 200.00
	Jean Bucks-printing	\$ 50.00
	Insurance	\$ 400.00
	Leadership Training	\$ 1,200.00
	Legislative Action (Rally Day)	\$ 400.00
	Life Membership	\$ 125.00
	Membership-flyers, envelopes	\$ 150.00
	Newsletter	\$ 700.00
	Parent Education	\$ 100.00
	PTA administration (paper, supplies)	\$ 150.00
	Reflections Awards	\$ 300.00
	School Supplies (fundraiser)	\$ 6,000.00
	Scholarships	\$ 500.00
	Student Programs (arts awareness)	\$ 2,500.00
	T-Shirts (fundraiser)	\$ 1,800.00
	Teacher Appreciation	\$ 900.00
	Website	\$ 125.00
	Total Expenses	\$ 16,927.00
	Balance to Carry Forward to 2017-18	\$ 1,998.00
Total		\$ 18,925.00

Unit: _____

Event: Cash Counting Reconciliation Sheet

Event: _____

Date: _____

Starting Bank: _____

Starting Cash Verification: _____

Date: _____ / _____ / _____

Bills	Qty	Total
\$100		
\$50		
\$20		
\$10		
\$5		
\$2		
\$1		

Coins	Qty	Total
\$1		
50¢		
25¢		
10¢		
5¢		
1¢		

Checks	Qty	Total
--		

Total all currency: _____

Total credit cards: _____

Starting cash: - _____

Do not include in total deposit. For record keeping purposes only. This deposit will be processed separately.

Total deposit: _____

End of day verification: _____

Date: _____ / _____ / _____

Deposit Record

School Year: 2018-2019

Date: _____

Event: _____
 Submitted by: _____

Total Deposit: \$0.00

Budget Line Item/Committee	Total	Cash	Checks
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00	\$0.00	\$0.00

Amount Verified _____
 Date Deposited _____
 Treasurer's initials _____

Check #	Amount	Name

Cash:

hundred	
fifty	
twenty	
ten	
five	
two	
one	
dollar coins	
quarters	
dimes	
nickels	
pennies	
Total:	\$0.00

Total: \$ -

Sample Credit Card Acceptance Policy

- Sample PTA will accept credit card payment if the card holder is physically present. We will not at any time accept credit cards over the phone.
- A signature is required for all purchases made with Sample PTA via a credit card.
- A picture ID is required to identify the purchaser for all in person credit card transactions.
- Sample PTA will charge a convenience fee for every transaction via credit card to help offset the fees assessed to Sample PTA for accepting credit cards. The convenience fee will be set by the Executive Committee.
- The convenience fee will be revisited every year to ensure that we are not putting undue hardship on our patrons and that Sample PTA is not losing revenue based on credit card processing fees.
- Sample PTA will follow all best practice guidelines as outlined in the "Money Matters in an Electronic Environment" publication put out by National PTA and will follow all requirements set by the PCI DSS (Payment Card Industry Data Security Standards).

Rationale: Sample PTA is happy to be able to offer our members and supporters the opportunity to conduct business with us via credit card. This proposal will outline policies that will be in place in order to streamline the acceptance of credit cards and protect Sample PTA.

Sample Credit Card Usage Policy

- Sample PTA will maintain a credit/debit card. The card will be issued to the Treasurer for usage for online purchases and ease of doing business.
- Credit/Debit card transactions will still need prior authorization by at least 2 unrelated signers on the checking account. This authorization should be in writing (email/text) and should be maintained with the receipt for the credit/debit card transaction.
- Receipts will need to be kept and attached to a disbursement form. If the receipt is not located, the transaction will be the responsibility of the Treasurer and the unit shall be repaid within 30 days.
- The only transactions permitted on the credit/debit card are for unit business. Personal transactions are not permitted.

Reconciliation Report

[Index to Reports window](#) > [Banking](#) > [Checks & Deposits](#)

This report provides a reconciliation summary and a list of the uncleared checks and deposits for all specified checking accounts as of a specified date. Note: This report can be used for other accounts like credit cards, expense accounts, etc.

Note: The report displays only transactions that were entered in windows to which your password allows access.

[More Details about the Reconciliation Report](#)

Reconciliation Report

ID #	Date	Payee	Deposit	Withdrawal
Checking Account:		1-11100 Checking Account		
Date of Bank Statement:		2/3/2001		
Reconciled Checks				
23	1/10/2001	Chuck Berry		\$2,575.29
24	1/11/2001	Fats Domino		\$1,251.59
		Total:	\$0.00	\$3,826.88
Reconciled Deposits				
CR000013	1/9/2001	Payment; John Smith	\$50.00	
		Total:	\$50.00	\$0.00
Outstanding Checks				
25	1/12/2001	Fats Domino		\$800.00
		Total:	\$0.00	\$800.00
Outstanding Deposits				
CR000021	1/9/2001	Payment; Mary Jones	\$620.00	
		Total:	\$620.00	\$0.00
Reconciliation				
		MYOB Balance on 2/3/2001:	\$13,719.83	
		Add: Outstanding Checks:	\$800.00	
		Subtotal:	\$14,519.83	
		Deduct: Outstanding Deposits:	\$620.00	
		Expected Balance on Statement:	\$13,899.83	

RECORDS RETENTION SCHEDULE

It is very important that certain records be retained. It helps to develop a records retention policy. Listed on this page are items that should be reviewed on a periodic basis and kept in a safe place.

RECORDS TO BE RETAINED	RETENTION PERIOD
Accounts payable records.....	7 years
Annual audit reports.....	Permanently
Articles of Incorporation.....	Permanently
Bank reconciliations.....	1 year
Bylaws, including all amendments.....	Permanently
Cash receipt records.....	7 years
Checks (canceled, but see exception).....	7 years
Checks [canceled, for important payments, i.e., taxes, special contracts, etc. (checks should be filed with the papers pertaining to the transaction)].....	Permanently
Contracts & leases (expired).....	7 years
Contracts & leases still in effect.....	Permanently
Corporation reports filed with the secretary of state.....	Permanently
Correspondence with customers or vendors.....	1 year
Correspondence (general).....	3 years
Correspondence (legal).....	Permanently
Duplicate deposit slips.....	1 year
Employee records (post-termination), if applicable.....	3 years
Employment applications, if applicable.....	3 years
Equipment owned by the PTA.....	Permanently
Financial statements (year-end) & budgets.....	10 years
Grant award letters of agreement.....	10 years
Insurance records, accident reports, claims, policies, certificates.....	Permanently
Inventories (products & materials).....	7 years
Invoice.....	7 years
Journals.....	Permanently
Minute books of directors & committees.....	Permanently
PTA charter.....	Permanently
Petty cash vouchers.....	3 years
Purchase orders.....	7 years
Record retention policy.....	Permanently
Sales records.....	7 years
Tax-exempt status documents.....	Permanently
Application for tax exemption (federal and state)	
Letter of determination (recognition) of tax-exempt status (federal and state)	
Group tax exemption documents, if applicable	
Letter assigning IRS Employee Identification Number (EIN)	
Form 990/990EZ and Schedule A, as filed with IRS	
State tax information returns, as filed	
Form 990T, if applicable, for unrelated business income	
Correspondence with IRS	
Other information returns filed with the government	
Charitable Solicitation Registration, if applicable	
Trademark registrations.....	Permanently
Vouchers for payments to vendors, officers, etc. (includes allowances & reimbursements to officers, members, etc., for travel & other expenses).....	7 years

PTA Audit Cover Letter



To: Auditor/Audit Committee

Thank you for agreeing to perform an audit/financial review of the books of the

_____ PTA/PTSA. The purpose of this audit/financial review is to certify the accuracy of the books and records of the financial officers and to assure the membership that the Association's resources/funds are being managed in a businesslike manner within the regulations established for their use. To facilitate this process, I have supplied ALL of the following items and will supply any other information as requested:

- Copy of last year's audit report
- Checkbook and cancelled checks
- Bank statements and deposit receipts
- Treasurer's book (sometimes called cash book or ledger)
- The annual financial report
- All Treasurer's Reports
- Itemized statements and receipts of bills paid
- Check requests (Vouchers)
- Adopted budget and any amendments that were approved by the membership during the year
- Current Bylaws
- Current Standing Rules
- Copies of board, executive committee and association minutes

The auditor/audit committee report must be in writing. If the audit committee finds there are not adequate records or inappropriate accounting procedures used, this information should be noted on an attached recommendations page.

Current Treasurer's Signature _____ Date: _____

Email: _____ Phone: _____

Please contact the new Treasurer when the audit is complete. Thank you again for rendering your services.

Incoming Treasurer: _____

Email: _____ Phone: _____



everychild.one voice.®

AUDIT WORKSHEET

Start the audit by noting the balance on hand at the date of the last audit. Verify that the amount listed on the audit report is the amount listed in the register and on the bank statements. You will need all information as outlined in the "PTA Audit Cover Letter".

- | | |
|---|----------|
| 1. Do a sample test of transactions. | Initials |
| a. Is there a voucher and bill/receipt for each check written? | |
| b. Are there 2 signatures on each check? | _____ |
| 2. Look at Bank statements (12 months) | |
| a. Have they been reconciled? | |
| b. Have they been checked by another PTA Member? | _____ |
| 3. Trace all cash verification forms to bank deposits | |
| a. Is there a deposit slip for each deposit? | |
| b. Are the monies put in the correct budget category? | _____ |
| 4. Account for all returned and voided checks | |
| a. Recorded properly? | |
| b. Were they followed up on? | _____ |
| 5. Verify balances in all bank accounts | _____ |
| 6. Determine if IRS form 990 was filed | _____ |
| 7. Compare total deposits according to the bank to deposits recorded | |
| a. Do they match? | _____ |
| 8. Compare total debits according to the bank to debits recorded | |
| a. Do they match? | _____ |
| 9. Compare the total expenditures to the budget and minutes | |
| a. Were all expenditures recorded? | |
| b. Were expenditures used as allocated in the budget? | _____ |
| 10. Check that monthly deposits for dues were collected and forwarded
To Kansas PTA. The Kansas PTA/National PTA portion of dues
Collected should be recorded separately from the associations. | _____ |

I/We do hereby verify that the above procedures have been performed. Remarks and exceptions are noted below (attach a separate sheet of paper if needed):

Auditors' Signatures:

PTA AUDIT/FINANCIAL REVIEW FORM



Name of Unit: _____ Date: _____

Council/Region: _____ Unit Treasurer: _____

Dates covered by this audit/financial review: _____ through _____

- 1. Balance on hand (from date of last audit) \$ _____
- 2. Deposits (from last audit to this audit date) \$ _____
- 3. Total Cash (Add lines 1 and 2) \$ _____

- 4. Disbursements (from last audit to this audit date) \$ _____
- 5. Total Balance on Hand (Subtract Line 4 from Line 3) \$ _____

- 6. Bank Statement Balance as of _____ (date of audit) \$ _____
- 7. Checks Outstanding (list check # and amount):

- 8. Total Outstanding Checks \$ _____
- 9. Balance in Checking account (subtract line 8 from line 6) \$ _____

Note: Amounts in Line 5 and Line 9 should be the same.

Please check one:

- I/We have audited the books and found them to be correct.
- I/We have audited the books and found the following problems and/or make the following Recommendations (attach additional pages if necessary):

Auditors' Signatures:



everychild.onevoice.®

Background

"Sunshine Funds" refer to a local PTA unit's effort to provide assistance to an individual or family in the case of a catastrophic event, such, fire, or other disaster. While these efforts are extremely well intentioned and admirable, using the funds of a local PTA for such a cause could result in that local PTA losing their tax-exempt status with the IRS. This is due to the "inurement of benefit rule," which states the following:

A section 501(c)(3) organization must not be organized or operated for the benefit of private interests, such as the creator or the creator's family, shareholders of the organization, other designated individuals, or persons controlled directly or indirectly by such private interests. No part of the net earnings of a section 501(c)(3) organization may inure to the benefit of any private shareholder or individual. A private shareholder or individual is a person having a personal and private interest in the activities of the organization.

However, there are programs that a local PTA can operate that address a need that do not put their tax-exempt status in jeopardy. These programs have to benefit a "class" or group of individuals, rather than a specific person or family.

Examples

Montgomery County District School Coat Drive

The media has been making it well known that there are a number of children in the Montgomery County school district without winter coats. The state PTA is keenly aware of this issue and has decided to launch a "Winter Coat Drive" that will benefit any child attending one of the district's public schools.

In this example, any child can benefit from the effort and the program would NOT endanger the state PTA's tax-exempt status.

Lincoln Heights Elementary School Shoe Fund

Lincoln Heights Elementary School is in an economically depressed area. The Lincoln Heights Elementary School PTA ("LHES PTA") has been informed that there are many children attending school that need new shoes. The LHES PTA has started a special fund that will benefit the children of Lincoln Heights E.S., whether or not their parents are members of the PTA. Local businesses donate to the fund and the LHES PTA is successful in helping children that attend the school new shoes.

In this example, any child that attends Lincoln Heights E.S. can benefit from the effort and the program would NOT endanger the local PTA's tax-exempt status.

John F. Kennedy High School Fundraiser

The Bower Family recently had their home destroyed by fire. Dave Bower attends John F. Kennedy H.S. and he and his family are now living in a motel. The John F. Kennedy H.S. PTA used their reserve funds to help the Bower family in this time of need. These funds were given to the family and were a welcomed gift in this difficult time.

In this example, the program exclusively benefits a family and the program would endanger the local PTA's tax-exempt status. An alternative could include the PTA contacting a disaster relief organization, such as the American Red Cross, to provide assistance to the family.