

# PTA Treasurer Training

Kathi Freet

[kathifreet@gmail.com](mailto:kathifreet@gmail.com)

May 4, 2016

# Incoming Treasurer Responsibilities

- Go to the bank to change the check signers on the account. You should have three if possible. Bring meeting minutes from general meeting election and all signers must have their driver's license.
  - Do not allow the bank to sign you up for a debit card
- Receiving the books
  - Checks
  - Manual or computerized check register
- Make sure the audit is in progress and will be finished by August
  - Audit Report findings should be reported to the Board and General Membership
  - Audit Report is due to GA PTA and Forsyth County Council PTA by Sept 30, 2016

# Incoming Treasurer Summer Duties

- Process any Deposits
  - Check Verification Forms
    - Two others should be counting the money
    - Treasurer is the 3<sup>rd</sup> counter not 1<sup>st</sup> or 2<sup>nd</sup>
    - Make sure the form is filled out completely
    - Make the deposit within reasonable amount of time, not 2 weeks later
- Process any Payments
  - Check Request Forms
    - Do not write a check without a check request form and original receipts attached
    - Every check needs two signatures
    - No checks written for cash
    - Do not use a debit card
    - Try not to write a check request to yourself AND sign the actual check

# Incoming Treasurer Summer Duties

- IRS Forms

Make sure the 990-N or 990 EZ and Schedule A are filed, and sent registered, return receipt mail. Keep proof of this for Audit book. Make sure copies of the 990's are sent to Georgia PTA **AND** Forsyth County PTA Offices.

- Working on the 2016-2017 Budget

- Use information from last year
- Communicate with board members to see what the goals are for the year in relations to school needs
- Must have a balanced budget in place to be voted on in the first general membership meeting

# Open House and Event

- Have cash boxes with cash verification forms
  - Cash boxes should be counted after the event and recorded on the Cash Verification Form by two counters
  - If Using Square or GoPayment or PayPal, print out reports, attach to the cash verification form and sign
  - No one takes the money home
  - Deposit it immediately or within a reasonable amount of time which is not two weeks later

# Membership

- Break out the deposit for membership dues into a liability account (Example “Payable to GA PTA”)
- Your balance should equal \$3.75 times the amount of PTA members you have
- When you write a check to GA PTA for membership it should then be zero
- A check should be written at the end of every month for membership with the dues transmittal form
- The membership chair and the treasurer should compare their numbers of membership so they match.

# Bank Reconciliation

- The checking account should be reconciled at the end of each month
- A copy of the bank statement that includes check images along with bank reconciliation report should be printed out every month
- The treasurer, president and one non-check signer should review the bank reconciliation and bank statement and sign it every month

# Meetings

- Monthly Board meetings
  - Present a written detailed Treasurer's Report
  - Present (and vote on) a revised budget when meeting before next General Meeting
  - Include the cash in bank balance
- General Membership Meetings
  - Present a written detailed Treasurer's Report
  - Present the revised budget for vote
    - Should be revising the budget every general membership meeting



# IRS FORMS

- **IRS Forms**

Make sure the 990-N or 990 EZ and Schedule A are filed, and sent registered, return receipt mail. Keep proof of this for Audit book. Make sure copies of the 990's are sent to Georgia PTA **AND** Forsyth County PTA Offices.

- **Due dates**

The 990 is due by the 15th day of the 5th month after the end of your accounting period. For example, if your Bylaws state your year ends May May 31st, then the 990 is due by October 15th.