

New York State PTA
Partnership for a Better Tomorrow

What is a Treasurer?

The Treasurer plays a key role in the ongoing operation of each PTA unit:

The Treasurer is the custodian of the unit's finances and must ensure that there are appropriate internal controls to prevent misuse of funds.

The Treasurer guides the unit in making sure there are enough funds available to provide the programs and services.

Lastly, the Treasurer makes sure the required reports are provided to the membership and IRS.

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Duties

- Maintain accurate, detailed financial records
- Help prepare the PTA Budget
- Receive and disburse funds
- Report on finances at PTA meetings
- Prepare a IRS tax return – 990-EZ, or 990-N
- Prepare the books for the annual audit
- Update procedures as necessary

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Treasurer's Calendar

- Audit – June
- Review Resources/Procedures
- Budget Development – June
- New Treasurer takes over – July 1
- New Signature Cards – July
 - Bring the bylaws and minutes of election meeting showing new and former officers
- File taxes: 990-N or 990-EZ after 7/1, by 11/15
- Tax year for 7/1/16 – 6/30/17 is **2016**



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Treasurer's Calendar

- Treasurer's Reports – Monthly
- Reconcile accounts – Monthly
 - Non-check signers check bank statements
 - Note in meeting minutes
- Process vouchers, make deposits, pay bills – ongoing
- Monitor expenditures, recommend budget changes
- 1st Membership Payment – by 10/31
- Pay insurance bill – May/June
- Budget Development – May/June
- Audit - June



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Money Handling Guidelines

- Procedures:
 - No signing of blank checks
 - Two, unrelated signers on all checks
 - Bank statement reconciled monthly
 - Report is reflected in meeting minutes
- Never deposit PTA funds in a personal OR school account
- Keep PTA funds separate from school or other group's funds
- Assure complete and accurate recordkeeping
- Conduct annual audit

It's all about INTERNAL CONTROLS!

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PTA Audit

It's simply a review

- A PTA Audit is a verification of account balances & bills paid
- It gives assurance that proper financial procedures have been followed
- It is part of the end-of-year process for all PTA units

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PTA Audit

The Audit Committee

- Must consist of **3 non-check signers**
- Can not be related to any check signers
- The Treasurer cannot be on the Audit Committee, but should be available for questions
- Will provide documentation of their findings to the unit membership

See the sample audit report in the Resource Guide

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PTA Audit


Make sure the audit is complete before you take over the books

And speaking of The Books...

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The Books

- Audit Reports
- Bank Statements
- Checkbook
- Vouchers/bills
- Bylaws/Procedures
- Approved Budget
- Meeting minutes
- Letter of Determination
- Insurance Certificate
- ST-119 Tax Exempt form
- Previous year's 990 filing
- Current/previous years' vouchers/bills



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Treasurer's Report

- Presented at every meeting – get it to the President if you cannot attend
- Calendar month, not meeting to meeting
- Have all records available
- Reconciliation

See the sample treasurer's report in the Resource Guide

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Budget

- Form a budget committee of 3 to 5 members
- Review prior year's actual vs. budgeted receipts and disbursements
- Determine how much money your unit will need to cover anticipated expenses for the next year (programs, supplies, etc.)
- Determine how you are going to pay for those expenses (fundraisers, membership)
- Draft a preliminary budget worksheet, based on the budget committee's projections

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Budget

- Present the draft to the PTA Board for consideration and recommended changes
- Present the final budget at a general PTA meeting for approval. A majority vote of the members present is required for adoption – Quorum needed
- The adoption of the budget authorizes the PTA to spend unit funds for expenses covered in the budget
- **Funds should not be spent until the budget is approved!**

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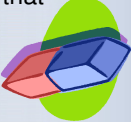
Dues and your Budget

- Membership Dues Income
 - Show only *the amount the unit keeps* under income
 - No expense entry
- Example – 10 members pay \$10 each
 - Show \$60 on income
 - Note at the bottom on the monthly Treasurer's Report that \$40 was sent to NYS PTA for state/national dues portions

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Amending the Budget


- Amendments can only be made by a vote of the membership
- Amendments require a majority vote of the members present at a general meeting or at a special meeting called for that purpose
- Quorum needed



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IRS Tax Filing - The 990

- **ALL** PTAs must file
- Fiscal year July 1st to June 30th
 - File between 7/1 and 11/15
 - 2016 return is for 7/1/16 to 6/30/17
- 990-N e-postcard filing – if **gross** receipts are less than \$50,000
- 990-EZ or 990 - if **gross** receipts are between \$50,000 and \$200,000
- If 990-EZ or 990 is filed, you **must** also file Schedule A
- Request a filing extension on Form 8878
- All documents are downloadable in pdf format from www.irs.gov



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IRS Tax Filing

- e-postcard filing – <http://www.irs.gov/990n>
- Employer Identification Number (EIN), also known as a Taxpayer Identification Number (TIN)
- Tax year (2016 for this past Fiscal Year 2016 - 17)
- Legal name (match bylaws) and mailing address (usually the school)
- Any other names the organization uses
- Name and address of principal officer - current
- Web site address if the organization has one
- Confirmation that the organization's annual gross receipts are normally \$50,000 or less

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Definition of Terms

- 501(c)(3) Nonprofit Organization
 - Letter of Determination on file
- FEIN – xx-xxxxxxx
- NYS Tax Exempt Number: EX-xxxxxx
 - ST-119.2 and ST-119.1
- NYS PTA unit code: xx-xxx
- National PTA unit code: xxxxxxxx
- Fiscal Year – July 1st – June 30th



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Treasurer Resources

- NYS PTA Resource Guide – Section 5
- NYS PTA Website
 - www.nyspta.org > Your PTA > Treasurer Information
- NPTA eLearning Library
 - www.pta.org > Home > PTA Leaders > E-Learning
- NPTA – Back to School Kit: <http://www.ptakit.org/>
- Region Treasurer/Director
- Fast Facts, *NY Parent Teacher*
- NYS PTA Treasurer, Sean Hannam - treasurer@nyspta.org
- NYS PTA Financial Support Specialist, JoAnn Incalcaterra - financial.support@nyspta.org
