Your Unit Budget
From Start To Finish

Summer Training Camp 2020

Patty Frazier
NYS PTA Treasurer
treasurer@nyspta.org
NYS PTA MISSION

PTA is a powerful voice for all children, a relevant resource for families and communities, and a strong advocate for the education and well-being of every child.
Budget

• Form a budget committee of 3 to 5 members
• Review prior year’s actual vs. budgeted receipts and disbursements
Budget

• 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
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 – as always, a quorum should be established before conducting business.
Budget

• 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!
Budget

• Membership Dues Income
  • Show only *the amount the unit keeps* under income
  • No expense entry

• Example – 10 members pay $10 dues each
  • Show $60 (10 X $6) on income for local portion
  • Note at the bottom on the monthly Treasurer’s Report that $40 (10 X $4) was sent to NYS PTA for state/national dues portions
Budget

• Amendments can be made at any time but must be voted on by your general membership

• Amendments require a 2/3 vote of the members present at a general meeting; when prior notice has been given or at a special meeting called for that purpose, a majority vote is needed
Budget

• Presented with updates at every meeting – submit to the President if you cannot attend

• Follow bank statement month, not calendar or meeting to meeting

• Have all records available

• This report should become a part of your unit’s minutes for that meeting
# Sample Monthly Treasurer's Report

**Balance on Hand: 1/31/20** .................. $2,750.01

<table>
<thead>
<tr>
<th>Income</th>
<th>Actual Monthly</th>
<th>Actual VTD</th>
<th>Budget</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Membership Dues (@ $6)</td>
<td>300.00</td>
<td>4,800.00</td>
<td>5,100.00</td>
<td>(300.00)</td>
</tr>
<tr>
<td>2. Investment (CD @ Bank on $2,500)</td>
<td>8.33</td>
<td>83.33</td>
<td>100.00</td>
<td>(16.67)</td>
</tr>
<tr>
<td>3. Donations from PTA Parents</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td></td>
<td>1,000.00</td>
</tr>
<tr>
<td>4. Fundraising Projects</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carnival</td>
<td>50.00</td>
<td>1,700.00</td>
<td>1,500.00</td>
<td>200.00</td>
</tr>
<tr>
<td>Book Sale</td>
<td>100.00</td>
<td>456.14</td>
<td>600.00</td>
<td>(143.86)</td>
</tr>
<tr>
<td>Founders Day</td>
<td>200.00</td>
<td>300.00</td>
<td>300.00</td>
<td>-</td>
</tr>
<tr>
<td>5. Corporate Sponsorship</td>
<td>0.00</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>$1,658.33</strong></td>
<td><strong>$9,339.47</strong></td>
<td><strong>$8,600.00</strong></td>
<td><strong>$739.47</strong></td>
</tr>
</tbody>
</table>

**Expenses**

1. Administration
   - Supplies .................................. 25.00
   - Past President’s Pin .................... 25.00
   - Printing .................................. 0.00
   - Mailing Permit/Postage .................. 75.00
   - Liability Insurance .................... 25.00
   - Bonding Insurance ....................... 25.00

2. Leadership Education
   - District/Council Conferences .......... 10.00
   - State PTA Convention/
     National PTA Convention ............... 0.00
   - Publications/Brochures/Our Children 40.00

3. Committees
   - Membership ................................ 20.00
   - Programs .................................. 20.00

4. Volunteer Recognition
   - Awards (3) ................................ 0.00
   - Special Appreciation Awards .......... 0.00

5. Projects
   - Carnival .................................. 0.00
   - Book Sale .................................. 0.00
   - Reflections ................................ 0.00
   - Parent Involvement ....................... 0.00
   - Student Enrichment Grants ............. 275.00
   - Self-Esteem Program ...................... 179.00
   - Reading Scholarships .................... 0.00

| Total Expenses                       | $205.00       | $4,142.81   | $5,085.00 | $942.19   |

**Balance on hand: 2/28/20** .................. $4,203.34

*State and national portions of dues collected and remitted to state: $4,000. Founders Day donations: $300.*

**We have 800 members and our annual membership fee is $11.00.**

- National 800 @ 1.75 = 1,400.00
- State 800 @ 3.25 = 2,600.00
- Local 800 @ 6.00 = 4,800.00
- Totals $11.00 = $8,800.00

Submitted by ____________________________, Treasurer

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New York State PTA Resource Guide 8 Section 5 - Finance and Insurance
Monthly Reconciliation

• The Monthly Reconciliation is simply a review of the past statement month’s receipts, cash on hand, and disbursements (also known as the ledger).

• These are calculated and then compared to the current bank statement to ensure that all transactions have been accounted for.

• Any issues found are noted and reported to the membership.
Monthly Reconciliation

- Should be completed every month
- Cannot be completed by a signatory (or relation)
- Preferably completed by two people
- Statement month, not meeting to meeting
- Should be noted in the meeting minutes that the reconciliation was done and by whom
- Maintained in both secretary and treasurer’s records.
**Monthly Reconciliation**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| **a.** Ledger balance on hand from prior month end  
   (Verify with previous reconciliation) | $_____ |
| **b.** Total receipts from last month | $_____ |
| **c.** Total cash on hand | $_____ |
| **d.** Total disbursements from last month | $_____ |
| **e.** Current ledger balance on hand  
   (Should equal lines a + b + c minus line d) | $_____ |

**PTA monthly reconciliation form**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| **a.** Ledger balance on hand from prior month end  
   (Verify with previous reconciliation) | $_____ |
| **b.** Total receipts from last month | $_____ |
| **c.** Total cash on hand | $_____ |
| **d.** Total disbursements from last month | $_____ |
| **e.** Current ledger balance on hand  
   (Should equal lines a + b + c minus line d) | $_____ |
| **f.** Latest bank statement balance | $_____ |
| **g.** Check(s) Outstanding (List check numbers below): |   |
| **h.** Total of all checks outstanding | $_____ |
| **i.** Bank balance plus checks outstanding balance  
   (Add line f and line h) | $_____ |
| **j.** Line (i) means Current Ledger Balance (c) | $_____ |

We have examined the books of the above named PTA unit and find them to be:

- [ ] correct
- [ ] incomplete
- [ ] incorrect
- [ ] substantially correct with the following adjustments:

Reconciliation completed by (signature) ___________________________ date __________

Reconciliation completed by (signature) ___________________________ date __________
### Monthly Reconciliation

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>f. Latest bank statement balance</strong></td>
<td>$__________</td>
</tr>
<tr>
<td><strong>g. Checks Outstanding (List check numbers below):</strong></td>
<td></td>
</tr>
<tr>
<td><strong>h. Total of all checks outstanding</strong></td>
<td>$__________</td>
</tr>
<tr>
<td><strong>i. Bank balance plus checks outstanding balance (Add line f and line h)</strong></td>
<td>$__________</td>
</tr>
</tbody>
</table>

### PTA monthly reconciliation form

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PTA name/unit</strong></td>
<td><strong>reconciliation for month of</strong></td>
</tr>
<tr>
<td><strong>COUNCIL</strong></td>
<td><strong>region</strong></td>
</tr>
<tr>
<td>a. Ledger balance on hand from prior month end (Verify with previous reconciliation)</td>
<td>$__________</td>
</tr>
<tr>
<td>b. Total receipts from last month</td>
<td>$__________</td>
</tr>
<tr>
<td>c. Total cash on hand</td>
<td>$__________</td>
</tr>
<tr>
<td>d. Total disbursements from last month</td>
<td>$__________</td>
</tr>
<tr>
<td>e. Current ledger balance on hand (Should equal lines a + b - c minus line d)</td>
<td>$__________</td>
</tr>
<tr>
<td>f. Latest bank statement balance</td>
<td>$__________</td>
</tr>
<tr>
<td>g. Checks Outstanding (List check numbers below):</td>
<td></td>
</tr>
<tr>
<td>h. Total of all checks outstanding</td>
<td>$__________</td>
</tr>
<tr>
<td>i. Bank balance plus checks outstanding balance (Add line f and line h)</td>
<td>$__________</td>
</tr>
<tr>
<td>j. Line (i) minus Current Ledger Balance (x)</td>
<td>$__________</td>
</tr>
</tbody>
</table>

We have examined the books of the above named PTA unit and find them to be:

- [ ] correct
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- [ ] incorrect.
- [ ] substantially correct with the following adjustments:

reconciliation completed by (signature) ____________________________ date ____________
reconciliation completed by (signature) ____________________________ date ____________
## Monthly Reconciliation

**PTA monthly reconciliation form**

- **PTA name/unit:** [space for name]
- **Reconciliation for month of:** [space for month]

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger balance on hand from prior month-end</td>
<td>$</td>
</tr>
<tr>
<td>(Verify with previous reconciliation)</td>
<td></td>
</tr>
<tr>
<td>Total receipts from last month</td>
<td>$</td>
</tr>
<tr>
<td>Total cash on hand</td>
<td>$</td>
</tr>
<tr>
<td>Total disbursements from last month</td>
<td>$</td>
</tr>
<tr>
<td>Current ledger balance on hand</td>
<td>$</td>
</tr>
<tr>
<td>Should equal lines a + b + c minus line d</td>
<td></td>
</tr>
<tr>
<td>Next bank statement balance</td>
<td>$</td>
</tr>
<tr>
<td>Checks Outstanding (List check numbers below):</td>
<td></td>
</tr>
<tr>
<td>Total of all checks outstanding</td>
<td>$</td>
</tr>
<tr>
<td>Bank balance plus checks outstanding balance (Add line f and line h)</td>
<td>$</td>
</tr>
<tr>
<td>Line i = Line f minus Current Ledger Balance (e)</td>
<td>$</td>
</tr>
</tbody>
</table>

We have examined the books of the above named PTA unit and find them to be:

- [ ] correct
- [ ] incomplete.
- [ ] incorrect.
- [ ] substantially correct with the following adjustments:

<table>
<thead>
<tr>
<th>Reconciliation completed by (signature)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reconciliation completed by (signature)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Audit

• The Audit Committee
• Defined in your bylaws
• 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 written documentation of their findings to the unit membership
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
## Sample PTA Financial Review Form

**Local PTA Name/Unit Code**

**Date**

**Council**

**Region**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance on Hand (date of last review)</td>
<td>$</td>
</tr>
<tr>
<td>Receipts (from last review to date of review)</td>
<td>$</td>
</tr>
<tr>
<td>Total Cash</td>
<td>$</td>
</tr>
<tr>
<td>Disbursements (from last audit to date of review)</td>
<td>$</td>
</tr>
<tr>
<td>Latest Bank Statement Balance</td>
<td>$</td>
</tr>
<tr>
<td>Checks Outstanding (List check numbers) (amounts)</td>
<td>$</td>
</tr>
<tr>
<td>Total Checks Outstanding</td>
<td>$</td>
</tr>
<tr>
<td>Balance in Checking Account</td>
<td>$</td>
</tr>
</tbody>
</table>

**Date of Audit**

We have examined the books of the [school name] PTA and find them to be

- [ ] correct.
- [ ] incomplete.
- [ ] substantially correct with the following adjustments:
  -
  -
  -

- [ ] incorrect.

**Date Review Completed**

**Reviewers’ Signatures**

(The report should be read by a member of the audit committee or the secretary. The presiding officer should then call for the appropriate action.)
Audit Report of ABC PTA/PTSA

Audit covering period of July 1, 2016 (#1) to June 30, 2017 (#2)

Balance on Hand .............................................................. $5,025.00 (#3)
Receipts ............................................................................... $25,114.53 (#4)
Total.................................................................................. $30,139.53 (#5)
Disbursements ...................................................................... $24,941.04 (#6)
*BALANCE ON HAND.......................................................... $5,198.49 (#7)

Latest Bank Statement Balance ............................................. $7,837.04 (#8)
Checks Outstanding:
Check #............................................................................... Amount
110 ..................................................................................... $1,608.55
235 ..................................................................................... $1,000.00
296 ..................................................................................... $20.00
(More than 3 missing checks SEE ATTACHED)
Total Checks Outstanding .................................................... $2,628.55 (#9)
*Balance in Checking Account .............................................. $5,198.49(#10)

We the undersigned members of the audit committee, have examined the books of the treasurer of ABC PTA/PTSA and find them to be in order.

__________________________________________________________
(#12)
Chair

*AMOUNTS MUST MATCH
TOOLS AND TEMPLATES

• Register for the National PTA Local Leader Kit
  https://www.pta.org/local-leader-kit

• The Finance Section has great resources
  – finance e-learning courses
  – templates for financial documents
Budget

• Events or Donations Benefitting One Student or Family
  • IRS regulations for 501(c)(3) organizations
    • Funds must be used to further the mission and purpose of the PTA
      • PTAs purpose is not general welfare or disaster relief
    • Individual beneficiaries must be eligible members of a charitable class
      • Must be large enough that the potential beneficiaries cannot be individually identified, or
      • Sufficiently indefinite that the community as a whole, rather than a pre-selected group of people, benefits when a charity provides assistance
  • Help In Other Ways Outside PTA
  • Sunshine Fund – *No Budget Line*
    • IRS regulations specifically forbid Sunshine/Rainy Day Funds
    • Must be blind to all PTA reports and procedures
Budget

• Giving Grants – Gifts to the School District
  o Application/Evaluation Criteria
  o School District must accept the grant funds or item – BOE resolution
  o No future responsibility for the PTA
  o Full accounting of the funds spent
  o Should not be to provide financial assistance to schools!

• This DOES NOT absolve the PTA of all liability, but does lessen its exposure.
Budget

• Working With Other Groups
• OK to team with other groups
  • School District
    • American Cancer Society, etc.
• Decide ahead of time – division of labor, expenses, proceeds
• Write it Down!
• Account for all funds -incoming and outgoing- for both groups
Resources

• NYS PTA Resource Guide – Section 5 A Finance & 5 B Insurance

• NYS PTA Website
  • www.nyspta.org > Leaders > Run Your PTA > Treasurer Information

• NPTA eLearning Library
  • www.pta.org > Run Your PTA > E-Learning

• NPTA – Back to School Kit: http://www.ptakit.org/

• Region Treasurer/Director

• NYS PTA Treasurer, Patricia Frazier- treasurer@nyspta.org

• NYS PTA Membership and Insurance Manager, Dania Welch-dwelch@nyspta.org