



Your Unit Budget From Start To Finish

Summer Training Camp 2020

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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

PTA

balance on hand: 1/31/20__\$2,750.01

	actual monthly	actual YTD	budget	variance
Local Membership Dues (@ \$6*).....	300.00	4,800.00	5,100.00	(300.00)
2. Investment (CD @ Bank on \$2,500)	8.33	83.33	100.00	(16.67)
3. Donations from PTA Parents	1,000.00	1,000.00	—	1,000.00
4. Fundraising Projects				
Carnival	50.00	1,700.00	1,500.00	200.00
Book Sale	100.00	456.14	600.00	(143.86)
Founders Day	200.00	300.00	300.00	—
5. Corporate Sponsorship	0.00	1,000.00	1,000.00	—
total income	\$1,658.33	\$9,339.47	\$8,600.00	\$739.47

expenses

1. Administration				
Supplies	25.00	155.00	200.00	45.00
Past President's Pin	25.00	25.00	50.00	25.00
Printing	0.00	100.00	100.00	—
Mailing Permit/Postage	15.00	700.00	750.00	50.00
Liability Insurance	25.00	125.00	300.00	175.00
Bonding Insurance	25.00	75.00	150.00	75.00
2. Leadership Education				
District/Council Conferences	10.00	170.00	200.00	30.00
State PTA Convention/ National PTA Convention	0.00	445.00	500.00	55.00
Publications/Brochures/ Our Children	40.00	310.00	400.00	90.00
3. Committees				
Membership	20.00	205.00	300.00	95.00
Programs	20.00	276.18	300.00	23.82
4. Volunteer Recognition				
Awards (3).....	0.00	0.00	50.00	50.00
Special Appreciation Awards	0.00	0.00	50.00	50.00
5. Projects				
Carnival	0.00	251.63	300.00	48.37
Book Sale	0.00	125.00	200.00	75.00
Reflections	0.00	185.00	245.00	60.00
Parent Involvement	0.00	356.00	300.00	(56.00)
Student Enrichment Grants	0.00	275.00	300.00	25.00
Self-Esteem Program	0.00	179.00	190.00	11.00
Reading Scholarships	0.00	185.00	200.00	15.00
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

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

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

PTA name/unit _____ reconciliation for month of _____
 council _____ region _____

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. Checks Outstanding (List check numbers below):	
<div style="border: 1px solid black; height: 60px; width: 100%;"></div>	
h. Total of all checks outstanding	\$ _____
i. Bank balance plus checks outstanding balance (Add line f and line h)	\$ _____
j. Line (i) minus Current Ledger Balance (e)	\$ _____

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

f.	Latest bank statement balance	\$ _____
g.	Checks Outstanding (List check numbers below):	
h.	Total of all checks outstanding	\$ _____
i.	Bank balance plus checks outstanding balance (Add line f and line h)	\$ _____

PTA monthly reconciliation form

PTA name/unit _____ reconciliation for month of _____
 council _____ region _____

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)	\$ _____
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Monthly Reconciliation

PTA monthly reconciliation form

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council _____ region _____

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current ledger balance on hand (should equal lines a + b + c minus line d)	\$ _____
latest bank statement balance	\$ _____
checks Outstanding (List check numbers below):	
total of all checks outstanding	\$ _____
i. Bank balance plus checks outstanding balance (Add line f and line h)	\$ _____
j. Line (i) minus Current Ledger Balance (e)	\$ _____

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

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- incorrect.
- substantially correct with the following adjustments:

reconciliation completed by (signature) _____ date _____

reconciliation completed by (signature) _____ date _____

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

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- incorrect.
- substantially correct with the following adjustments:

reconciliation completed by (signature) _____ date _____

reconciliation completed by (signature) _____ date _____

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 _____

Balance on Hand (date of last review) \$ _____
 Receipts (from last review to date of review) \$ _____
 Total Cash \$ _____
 Disbursements (from last audit to date of review) \$ _____
 Balance on Hand (date of review)..... \$ _____
 Latest Bank Statement Balance \$ _____
 Checks Outstanding:
 (List check numbers) (amounts)
 Total Checks Outstanding \$ _____
 Balance in Checking Account..... \$ _____

Date of Auditdate

We have examined the books of the {school name} PTA and find them to be
 (please choose one of the following to complete the sentence):

- 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.)

sample audit report

Audit Report of ABC PTA/PTSA

Unit Code 01-088

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	\$7,827.04 (#8)
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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
 - Application/Evaluation Criteria
 - School District must accept the grant funds or item – BOE resolution
 - No future responsibility for the PTA
 - Full accounting of the funds spent
 - 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