

# D1 Treasurer Training



**AUGUST 2018**

# News & Changes



- 2018-2019 Handbook posted to D1 website
- D1 dues deadline – October 1<sup>st</sup>
- MemberHub
  - Membership Reporting
  - Compliance task management/good standing items
    - ✦ Financial reviews/Audit submissions
    - ✦ Form 990s
      - Does not submit to IRS!!
    - ✦ State/Membership dues payments
      - D1 dues are not paid through MemberHub

# Important Dates



- **October 1<sup>st</sup>**
  - Membership Dues/SCPTA Dues (MemberHub)
  - D1 Dues to D1 Treasurer (PO Box)
  - Financial Reviews prior year (MemberHub)
- **November 15<sup>th</sup> – IRS Tax Form deadline**
- **December 1<sup>st</sup> – Membership/SCPA dues**
- **March 1<sup>st</sup> – Membership/SCPA dues**
- **March-April – Working budget for next year**

# Recent Questions



- **What do I need to be doing now with MemberHub?**
  - Setting up WePay
  - Determining as a Board how you are going to use it
- **Does uploading documents to MemberHub satisfy the document submission requirements to be in good standing?**
  - Yes-District and State
  - No-Does not file your Form 990 with the IRS
- **Do we pay the processing transaction fees for membership dues?**
  - Processing transaction fees are paid on MemberHub store transx
  - ACH fee of \$1 paid on transfers
- **Can we pass on the MemberHub processing fees?**
  - Yes as processing fees
  - No as membership fee change without bylaw approval
- **What does “normally” mean when filing the 990-N?**
  - 3year average
- **Are D1 dues paid through MemberHub?**
  - No-submit checks to PO box on Dues Form by 10/01/2018

# Training & Support



- **D1 handbook – [greenville.k12.sc.us/Students and Parents/PTA/Resources](http://greenville.k12.sc.us/Students%20and%20Parents/PTA/Resources)**
- **SCPTA.Org**
- **E-learning Courses on [www.PTA.org](http://www.PTA.org)**
- **D1 Treasurer-Debbie Nelson**
  - [864-420-7121](tel:864-420-7121)
  - [dnelson332@aol.com](mailto:dnelson332@aol.com)

# New Treasurer Training



**AUGUST 2018**

# The Role of the treasurer



- **Work with the Board in managing funds of the PTA**
- **Maintain records**
- **Provide monthly reporting on budget**
- **Provide guidance when discussing budget/plans**
- **Submit dues payments on time**
- **Coordinate reimbursements and expenditures**
- **Keep Treasurer's Procedure Notebook up to date**

# What Should I be doing now?



- **Get added to the checking account**
- **Set-up WePay in MemberHub**
- **Review draft budget for 1<sup>st</sup> Board & General Meetings**
- **Reviewing past notes**
- **Reviewing bylaws**



# What can I do to be successful?



- **Take the training**
- **Stay current on bills, reimbursements and dues**
- **Maintain excellent records**
- **Keep budget up to date**
- **Communicate with your President and Board**
- **Follow procedures (and make sure everyone else does, as well!)**
- **Maintain the Procedures Notebook**

# Faqs



- **Can we have a debit or credit card?**
  - Withdrawal debit card-no
  - Deposit debit card-yes
  - Credit card-yes
- **Do we have to receipt everything? – Yes!**
- **Do we have to have 2 people counting money?-Yes!**
- **Can we change the budget after its approved? Yes**
- **What is the 3-1 rule? 3 programs for every 1 fundraiser**
- **Can we have a savings account? Yes**
- **Should I be doing last school year's Financial Review/Audit?**
  - If Treasurer last year, should be coordinating review but not doing it
  - If new, responsibility of last year's treasurer

# Questions & best Practice sharing



**WE ARE HERE TO HELP!**