

New Treasurer Training

Summer 2019

Getting Ready for the New Year

- ▶ Meet with outgoing Treasurer to receive records, passwords, and to obtain guidance
- ▶ Make sure authorized signers are on the account
- ▶ Look out for D1 Dues Invoice
- ▶ Set up new year Treasurer's Notebook
 - ▶ Evidence of liability and bonding insurance coverage
 - ▶ Draft budget approved by General Membership and Minutes
 - ▶ Form 990
 - ▶ Prior year's Financial Review Report
 - ▶ Any new controls/procedures resulting from review
 - ▶ Include completed reports and minutes in documentation for next review
 - ▶ Recommended sections
 - ▶ Statements and documentation
 - ▶ Financial Reports/Minutes
 - ▶ Reference Financial Review Committee Handout

Duties of the Treasurer

- ▶ Maintain full account of PTA funds
 - ▶ Keep unit on budget
 - ▶ Keep records up-to-date
- ▶ Submit payments, pay expenses and make deposits in accordance with bylaws and unit standing rules
- ▶ Be an active participant in managing and planning for the unit
 - ▶ Attends meetings
 - ▶ Holds voting rights
 - ▶ Presents required financial reports
- ▶ Ensure that the appropriate IRS Form was submitted
- ▶ Coordinate required financial reviews
- ▶ Deliver to successor all records at the end of the term

Financial Reports

- ▶ Monthly reports to Board
 - ▶ Updated budget reflecting expected versus actual
 - ▶ Most recent balanced statement/statement reconciliation
 - ▶ Notice of upcoming expenditures
 - ▶ Concerns
 - ▶ Reference handout
- ▶ Annual report after annual Financial Review is completed
 - ▶ Report results
 - ▶ Report any new controls/procedures resulting from review
 - ▶ Include report and minutes in documentation for next year's review
- ▶ Year-end reports to principal*
 - ▶ Year-End Financial Report
 - ▶ Copy of Filed 990
 - ▶ Copy of Year-End bank statement
 - ▶ Written statement that unit is in good standing with the SCPTA

*District policy for Support Groups

Important Reminders- Payments/Disbursements

- ▶ ALL requests for payment must match to an approved budget line item
- ▶ ALL disbursements/payments have to be approved
 - ▶ Use the PTSA Payment/Reimbursement Form
 - ▶ Bylaw/standing rule authority
 - ▶ Board/member approval
 - ▶ Treasurers cannot approve expenditures unless granted authority (limit!)
- ▶ Debit cards and ATM withdrawals are NOT allowed! Seriously, ever.
- ▶ Electronic payments OK with Board approval, but need documentation!
- ▶ Must have original invoice/receipt to pay (not account statement)
- ▶ Match disbursement request & documentation to bank statement
- ▶ MUST have at least TWO check signors
 - ▶ Usually Pres, Pres Elect, Treasurer, Treasurer Elect

Important Reminders- Payments/Disbursements (cont.)

- ▶ Checks cannot be written to the school for an unbudgeted expense
- ▶ Avoid writing checks directly to the school for shared expenses
- ▶ NEVER sign or give out blank checks
- ▶ NEVER pay bills by cash, only check
- ▶ Checks for cash box are to be made to a person and not the bank or cash
- ▶ District 1 Dues and State Dues are not the same!
 - ▶ District 1 dues - based on memberships sold LAST YEAR
 - ▶ State Dues - based on memberships sold THIS YEAR

Important Reminders - Deposits

- ▶ Utilize the PTA Deposit Form to document collection of funds
- ▶ Money cannot be taken home
- ▶ Two people must be present when collecting/counting
 - ▶ 1 of the 2 must be a Board Member
 - ▶ The Treasurer receives funds and verifies - but cannot be one of the 2 initial counters
- ▶ If you received paper bank statements, they are to be opened/initialed by non-account signor
- ▶ PayPal, Square, etc. are acceptable, but you must keep documentation with the deposit
- ▶ Separate deposits for each event/project
- ▶ Separate deposit to return cash box funds

Important Reminders - Deposits (cont.)

- ▶ Match deposit documentation to appropriate bank statement
- ▶ Funds from a school event or other school organization cannot be deposited into a PTA account
- ▶ Receipts
 - ▶ ALL money received should be receipted
 - ▶ Considerations
 - ▶ Practicality (Concession stands, Chick-Fil-A sales)
 - ▶ Immediate exchange versus pre-orders

Year-End Tasks

- ▶ Complete Financial Review and IRS filing
 - ▶ Financial Review due October 1
 - ▶ IRS Form 990 due November 15
- ▶ Complete final report/reconciliation
- ▶ Provide year-end reports to principal*
 - ▶ Year-End Financial Report
 - ▶ Copy of Filed 990
 - ▶ Copy of Year-End bank statement
 - ▶ Written statement that unit is in good standing with the SCPTA
- ▶ Update authorized signers on the accounts
- ▶ Meet with incoming Treasurer to hand-over records, passwords, and to provide guidance

*District policy for Support Groups

Year-End Financial Review

- ▶ Completed after June statement is received
 - ▶ Fiscal year July 1-June 30th
 - ▶ Responsibility of current Treasurer and President
- ▶ Person(s) performing the Financial Review
 - ▶ 1 if CPA
 - ▶ 3 if not CPA
 - ▶ Cannot be present, immediate past, or a future signor on the account
- ▶ Evidence of completed Financial Review must be uploaded to MemberHub
 - ▶ Uploaded no later than October 1
 - ▶ See handout for instructions
- ▶ Results are to be presented to Board at next meeting
 - ▶ Reports
 - ▶ Any new controls/procedures resulting from review
 - ▶ Include report and minutes in documentation for next year's review

IRS Form 990

- ▶ Tax filing is submitted online at [IRA.gov](https://www.irs.gov)
 - ▶ Must register with personal information
 - ▶ Cannot do on a smartphone or tablet
- ▶ Which form to file?
 - ▶ Form 990-N if Gross receipts are “normally” \$50,000 or less
 - ▶ Form 990EZ if Gross receipts “normally” greater than \$50,000 but less than \$200,000
 - ▶ “Normally” is 5 year look-back
 - ▶ Retain a copy of the post-card/screen print!
- ▶ Instructions for Form 990-N and 990-EZ on [SCPTA.org](https://www.scpta.org)
- ▶ Submission to State is separate from submission to the IRS!
- ▶ Penalties for not filing
 - ▶ **Revocation of Tax Identification Number**
 - ▶ **HEAVY fines**
 - ▶ **Loss of Good Standing with SCPTA**

Questions??

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