

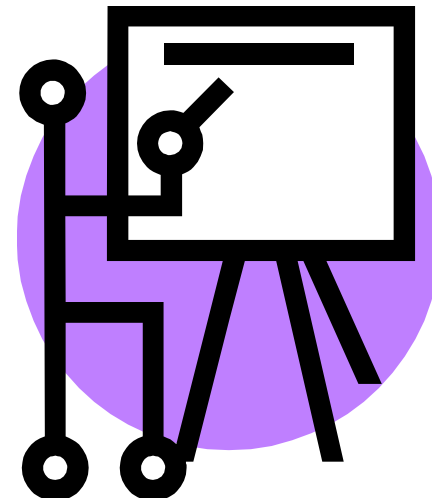
# Taconic PTA Region Basic Treasurer Workshop

Congratulations You're the New  
Treasurer! Or returning for  
another year!

Presented by:  
Monica Metty & Leslie Lugo

# Basic Treasurer Workshop

- Duties
- Guidelines
- Calendar
- Audit
- Budget
- Insurance
- Taxes – the 990
- Definition of Terms
- Resources



# Duties

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

# Money Handling Guidelines

- Procedures:
  - No signing of blank checks
  - Two authorized unrelated signers on all checks
  - Bank statement reconciled monthly
  - Reflect in Minutes
  - Must have receipts for reimbursements
- Never deposit PTA funds in a personal OR school account
- Reimbursements must be given by check – NO CASH
- 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!***

# Treasurer's Calendar

- Audit – June/July
- Review Resources/Procedures
- Budget Development – May/June
- Insurance Premiums are due – June 1
- New Treasurer takes over – July 1 (after audit is completed)
- New Bank 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 7/1/17 – 6/30/18 is **2017**





# Treasurer's Calendar cont.

- 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
- **1<sup>st</sup> Membership Payment due on or before Oct 31<sup>st</sup>**
- Pay insurance bill – should have been paid by June 1<sup>st</sup>
- Budget Development – May/June – Voted on by membership
- Audit – June/July



# PTA Audit

- **Make sure the audit is complete before you take over the books**
- It's simply a review, a verification of account balances & bills paid – 2 signatures
- If any payment is made online you must have 2 signatures on a voucher
- Assurance that proper financial procedures have been followed
- Part of the end-of-year process for PTAs
- Committee – 3 non-check signers / or professional accountant
  - Treasurer available to committee for questions

# The Books

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





# 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)
- Draft a preliminary budget worksheet, based on the budget committee's projections

# Budget cont.

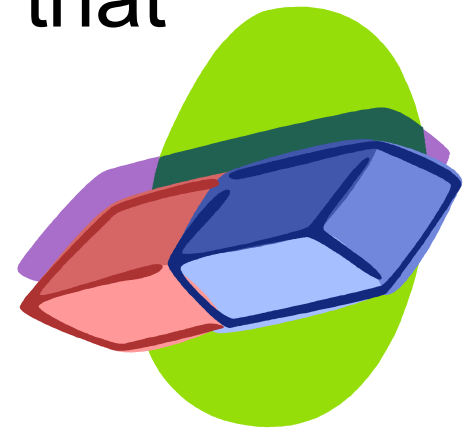
- Present the draft to the PTA Board first for consideration and recommended changes
- Present the final budget at a general PTA meeting for approval in June. A majority vote of the members present is required for adoption – Quorum needed
- The adoption of the budget authorizes the PTA to spend unit funds for expenses covered in the upcoming school year.
- What if there is no budget by July 1?

# Budget cont.

- Membership Dues Income
  - Show only the amount the unit keeps under income
  - No expense entry counts towards income
- Example – 10 members pay \$5 each
  - Show \$10 on income
  - Note at the bottom on the monthly Treasurer's Report that \$40 was sent to NYS PTA for state/national dues portions

# Amending the Budget

- Amendments can only be made by a vote of the membership – **with 30 days notice**
- Amendments require a majority vote of the members present at a general meeting or at a special meeting called for that purpose
- Quorum needed



# Treasurer's Report

- Presented at every meeting –you must get it to the President if you cannot attend
- Calendar month, not meeting to meeting
- Have all records available at every meeting
- **Have a non signer look at the checkbook and initial that it's correct with the bank statement**
- Reconciliation - monthly
- Samples of forms are in the Resource Guide on the NYSPTA.org website



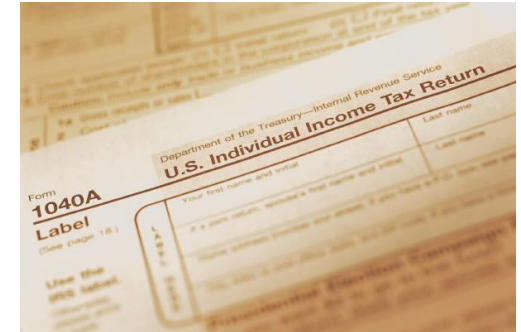
# Insurance

- Certificates of Insurance
- Directors and Officers, Crime, Liability
- Play, Pause, Stop Activities
- Reporting Incidents – Region Director
- Questions
  - Region Director
  - AIM: 800-876-4044



# IRS Tax Filing - The 990

- **ALL** PTAs must file
- Fiscal year July 1<sup>st</sup> to June 30<sup>th</sup>
  - File between 7/1 and 11/15
  - **2017** return is for 7/1/17 to 6/30/18
- 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](http://www.irs.gov)



# IRS Tax Filing cont.

- e-postcard filing – <http://epostcard.form990.org>
- Employer Identification Number (EIN), also known as a Taxpayer Identification Number (TIN)
- Tax year (2017 for this past Fiscal Year 2017-18)
- Legal name (match bylaws) and mailing address (usually the school)
- Any other names the organization uses
- Name, address, phone number, email address of President, Treasurer, & Secretary - current year
- Web site address if the organization has one
- Confirmation that the organization's annual gross receipts are normally \$50,000 or less

# MemberHub Payments

**STATE DUES PAYMENTS ARE DUE BY THE END OF EACH MONTH!** Presidents or Treasurers need to login to MemberHub, click Admin Console button, click on the STATE PAYMENTS link on the right side of the PTA/PTSA tab and initiate the ACH Transfer/e-check. (Merchant Agreement must be completed first -located in the MONEY tab)

The first time you make a payment, it requires a couple extra steps. This article will help you know what to expect.

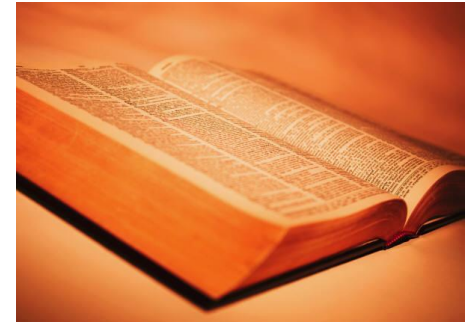
<https://support.memberhub.com/hc/en-us/articles/360006895253-How-to-pay-your-state-dues-in-MemberHub>.

You have an option to look at settlement reports in WePay (person who set it up has to login and give them access if they didn't set up the account initially) and there is also an Orders report in STORE ADMIN tab for online purchases and a Transactions report in MONEY tab for cash/check purchases.

MemberHub FAQ: <https://nyspta.org/home/membership/memberhub/>

# 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 1<sup>st</sup> – June 30<sup>th</sup>





# Treasurer Resources

- NYS PTA Resource Guide – Section 5A
- National PTA eLearning Guides: Basic Treasurer Workshop

<http://www.pta.org/members/content.cfm?ItemNumber=3090>

- National PTA – Back to School Kit:

<http://www.ptakit.org/>

# Treasurer Resources

- National PTA report samples – Excel
  - <http://www.pta.org/files/Financial%20Statement%20Templates%20%28local%20Units%29.xlsx>
- Region Treasurer/Director
- Taconic Treasurer – Leslie Lugo  
[loca0413@yahoo.com](mailto:loca0413@yahoo.com)
- Fast Facts, *NY Parent Teacher*

# Open Forum – What's New - Questions

- Insurance payments will go directly to AIM along with the three (3) signed documents in your application/invoice packet
- Premiums are due by June 1. Units who are delinquent as of June 1 will be assessed a late payment fee per building. The Activity Coverage list (Play, Pause, Stop) is in the Resource Guide section 5B

# Taconic Region Officers

## Region Director:

Karen Quimby [taconicrd@nyspta.org](mailto:taconicrd@nyspta.org)

## Associate Directors:

Monica Metty [fscmetty@gmail.com](mailto:fscmetty@gmail.com)

Mark Hurley [mjhurley2@gmail.com](mailto:mjhurley2@gmail.com)

Faith Nannini [faithn1176@gmail.com](mailto:faithn1176@gmail.com)

## Treasurer:

Leslie Lugo [local0413@yahoo.com](mailto:local0413@yahoo.com)

## Secretary:

Nicole Gavaletz [nicolepta17@gmail.com](mailto:nicolepta17@gmail.com)

## Bylaws:

Erin Hawks [yvettemh@optonline.net](mailto:yvettemh@optonline.net)