



PTA Leadership Training

Treasurer

Hosted by Louisiana PTA

LouisianaPTA.org/treasurer
treasurer@LouisianaPTA.org

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Why are we here? Why do you PTA?

**To make every child's potential a reality
by engaging and empowering families and communities
to advocate for all children.**

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Sign-Ups & Downloads

- Visit **LouisianaPTA.org/treasurer** for everything.
- Download the **LAPTA Toolkit: Treasurer Sec 3**. The Toolkit contains further information, complete details, and all forms.
- Create an account at **PTA.org** and **create an account**. There is lots of information and programs.
- Register at **LouisianaPTA.org/register**. This is required and will allow you to receive Treasurer emails.
- All Board members need to be **PTA members** of their Local PTA Units which also makes them LAPTA and National PTA members.

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All money shall be properly authorized, documented, tracked, and verified.

1. **Authorization** comes from the General Membership's approving vote of the Annual Budget at the first meeting of the year.
2. **Documentation** involves receipts for expenses and deposits organized in a binder.
3. **Tracking** is through a ledger or accounting software which generates monthly reports such as MoneyMinder.com or QuickBooks.
4. **Verification** is through the annual IRS tax filing, Audit Report, and portions of the LAPTA Active Affiliation Report.

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Getting Started

- **Update bank signers** to have at least three authorized signers. You cannot sign a check payable to yourself. All checks need two signatures. The school principal is not allowed to be a signer.
- **Order debit cards** for the bank signers if your PTA allows it. The PTA name and the person's name both need to be on the debit card.
- **Chair the Budget Committee** to create the budget. Present the Annual Budget at the first General Membership meeting. A motion needs to be made to accept the proposed budget and authorize spending.
- **Organize the Audit Committee** to conduct the Audit Report. Members must not have been authorized bank signers.
- **Get a Treasurer Binder.**

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Treasurer's Binder Sections

- Accounts, debit cards, & passwords summary sheet; Board roster
- Expense Forms
- Deposit Forms
- Monthly bank statements and reconciliation reports
- Annual Budget, Budget Approval Form, monthly Budget Reports
- All agendas and minutes from all meetings
- Charter info: IRS tax filings, Bylaws, Standing Rules, LAPTA Toolkit: Treasurer plus Sections 1, 5 and 10, Articles of Incorporation Annual Report, Audit Reports, and insurance policy
- Miscellaneous papers

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Financial Management Principles

- All PTA money must be deposited directly into a PTA's bank account. Only PTA money can be deposited into the bank account.
- There is no authorization to spend money until there is an approved budget, except for the previous budget's "Start-Up Funds."
- Never sign a blank check or make a check out to "Cash."
- Always have two people sign every expense.
- Never pay with cash.
- Issue cash receipt if you receive a cash payment.
- Bond/insure all officers who oversee money. This is required.

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Budget

- The budget estimates the PTA's expenses and deposits for the year which is usually July 1 through June 30.
- Fundraising is used to support the programs and services of the PTA. Only raise what is needed.
- The budget must include Start Up Funds which allows a PTA to spend money before the budget is approved. You should also include a Carry Forward and Year-End balances.
- The Budget Committee creates the budget. The Treasurer is the chair of the committee. See your Bylaws for details on how the committee is created.
- **Complete the Budget Approval Form** which is due October 27, 2023.

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Sample Budget

Each line item lists its income, expense, and net totals. Use the Year-End Balance to account for unspent money. *This sample budget is from MoneyMinder.com and is only a suggestion.*

- Section 1: Fundraising
- Section 2: Student & Parent Programs
- Section 3: Teacher, School, & Community
- Section 4: Administrative

Do not cluster all Hospitality events into one line item. Individualize everything.

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SAMPLE BUDGET XYZ PTSA			
July 1, 2022 - June 30, 2023			
	Budgeted Income	Budgeted Expense	Budget Net
Fundraising			
Color Run	\$20,000	-\$10,000	\$10,000
Lundens	\$15,000	-\$7,500	\$7,500
Shake Days	\$5,000	-\$2,000	\$3,000
Grants	\$2,000	\$0	\$2,000
Donations	\$750	\$0	\$750
Fundraising Totals	\$42,750	-\$19,500	\$23,250
Student & Parent Programs			
Reflections Program	\$0	-\$100	-\$100
Brilliant of Champions	\$0	-\$500	-\$500
Talent Show	\$800	-\$500	\$300
Project Graduation	\$0	-\$1,000	-\$1,000
Health Supplies	\$0	-\$200	-\$200
Mental Health Speaker	\$0	-\$1,000	-\$1,000
Grandparents Binge	\$200	-\$1,500	-\$1,300
Welcome Packets	\$0	-\$250	-\$250
Newspaper	\$0	-\$250	-\$250
Hospitality	\$0	-\$250	-\$250
Student & Parent Programs Totals	\$1,000	-\$5,500	-\$4,500
Teacher, School & Community			
Staff Welcome Lunch	\$0	-\$1,500	-\$1,500
Staff Incentives	\$0	-\$400	-\$400
Teacher Staff Card	\$0	-\$400	-\$400
Staff Appreciation Week	\$0	-\$1,000	-\$1,000
Library Literacy Program	\$0	-\$2,000	-\$2,000
Beautification	\$0	-\$1,000	-\$1,000
School Technology	\$0	-\$1,500	-\$1,500
Teacher Mini Grants	\$0	-\$3,000	-\$3,000
Adopt-a-PTA	\$0	-\$1,000	-\$1,000
Teacher, School & Community Totals	\$0	-\$13,300	-\$13,300
Administrative			
AM Insurance	\$0	-\$500	-\$500
Banking Fees & Interest	\$50	-\$100	-\$50
Leadership & Training	\$0	-\$500	-\$500
*Membership Dues	\$2,200	-\$1,250	\$950
PTA Office Supplies	\$0	-\$1,000	-\$1,000
Start-Up Funds	\$5,000	-\$5,000	\$0
Carry Forward & Ending Balances	\$12,878	-\$12,899	\$889
Zions	\$0	-\$188	-\$188
Administrative Totals	\$20,228	-\$20,628	-\$400
Grand Totals	\$63,978	-\$63,978	\$0

*Total income reported on the IRS tax filings for Membership Dues is the net amount, excluding the Louisiana PTA and National PTA dues portions.

Comparison Budget Report

This is the monthly report that compares the actual amounts to the budget amounts.

If the budget needs to be amended to accommodate increased spending or unexpected income, then the proposed budget amendment needs to be approved by the General Membership. Note this for next year's Audit Committee.

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SAMPLE COMPARISON BUDGET XYZ PTSA							
May 22, 2023							
	Actual Income	Budgeted Expense	Actual Expense	Budgeted Actual Net	Budget Variance	Actual Net	Actual Variance
Fundraising							
Color Run	\$19,877	-\$10,000	-\$9,498	-\$11,000	\$1,479	\$10,379	-\$1,629
Lundens	\$15,000	-\$7,500	-\$6,444	-\$7,000	\$1,056	\$7,556	-\$5,056
Shake Days	\$5,000	-\$2,000	-\$1,950	-\$2,200	\$1,750	\$3,000	-\$1,250
Grants	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	\$0
Donations	\$950	\$0	\$0	\$950	\$750	\$1,700	-\$750
Fundraising Totals	\$57,727	-\$24,700	-\$24,492	-\$27,500	\$12,979	\$33,239	-\$10,261
Student & Parent Programs							
Reflections Program	\$0	-\$100	-\$100	-\$100	\$0	-\$100	-\$100
Brilliant of Champions	\$0	-\$500	-\$500	-\$500	\$0	-\$500	-\$500
Talent Show	\$775	-\$500	-\$478	-\$500	\$1,275	\$300	-\$1,025
Project Graduation	\$0	-\$1,000	-\$1,000	-\$1,000	\$0	-\$1,000	-\$1,000
Health Supplies	\$0	-\$200	-\$200	-\$200	\$0	-\$200	-\$200
Mental Health Speaker	\$0	-\$1,000	-\$1,000	-\$1,000	\$0	-\$1,000	-\$1,000
Grandparents Binge	\$210	-\$1,500	-\$1,488	-\$1,500	\$1,800	-\$1,290	-\$580
Welcome Packets	\$0	-\$250	-\$250	-\$250	\$0	-\$250	-\$250
Newspaper	\$0	-\$250	-\$250	-\$250	\$0	-\$250	-\$250
Hospitality	\$0	-\$250	-\$250	-\$250	\$0	-\$250	-\$250
Student & Parent Programs Totals	\$1,185	-\$5,500	-\$5,488	-\$5,500	\$1,475	-\$4,530	-\$2,055
Teacher, School & Community							
Staff Welcome Lunch	\$0	-\$1,500	-\$1,500	-\$1,500	\$0	-\$1,500	-\$1,500
Staff Incentives	\$0	-\$400	-\$400	-\$400	\$0	-\$400	-\$400
Teacher Staff Card	\$0	-\$400	-\$400	-\$400	\$0	-\$400	-\$400
Staff Appreciation Week	\$0	-\$1,000	-\$1,000	-\$1,000	\$0	-\$1,000	-\$1,000
Library Literacy Program	\$0	-\$2,000	-\$2,000	-\$2,000	\$0	-\$2,000	-\$2,000
Beautification	\$0	-\$1,000	-\$1,000	-\$1,000	\$0	-\$1,000	-\$1,000
School Technology	\$0	-\$1,500	-\$1,500	-\$1,500	\$0	-\$1,500	-\$1,500
Teacher Mini Grants	\$0	-\$3,000	-\$3,000	-\$3,000	\$0	-\$3,000	-\$3,000
Adopt-a-PTA	\$0	-\$1,000	-\$1,000	-\$1,000	\$0	-\$1,000	-\$1,000
Teacher, School & Community Totals	\$0	-\$17,320	-\$17,300	-\$17,300	\$0	-\$17,300	-\$17,300
Administrative							
AM Insurance	\$0	-\$500	-\$500	-\$500	\$0	-\$500	-\$500
Banking Fees & Interest	\$50	-\$100	-\$100	-\$100	\$0	-\$50	-\$50
Leadership & Training	\$0	-\$500	-\$500	-\$500	\$0	-\$500	-\$500
*Membership Dues	\$2,200	-\$1,250	-\$1,200	-\$1,200	\$1,000	\$1,000	-\$200
PTA Office Supplies	\$0	-\$1,000	-\$1,000	-\$1,000	\$0	-\$1,000	-\$1,000
Start-Up Funds	\$5,000	-\$5,000	-\$5,000	-\$5,000	\$0	\$0	\$0
Carry Forward & Ending Balances	\$12,878	-\$12,899	-\$12,899	-\$12,899	\$0	-\$12,899	-\$12,899
Zions	\$0	-\$188	-\$188	-\$188	\$0	-\$188	-\$188
Administrative Totals	\$7,278	-\$10,237	-\$10,178	-\$10,178	\$0	-\$3,000	-\$3,000
Grand Totals	\$65,005	-\$65,227	-\$65,270	-\$65,270	\$1,479	\$14,639	-\$12,891

*Total income reported on the IRS tax filings for Membership Dues is the net amount, excluding the Louisiana PTA and National PTA dues portions.

Banking & NEW E-Commerce Policy

- All PTAs shall have their own checking account under their EIN (Employee Identification Number) with at least three authorized signers.
- Savings accounts are allowed.
- Debit cards are allowed for authorized signers only. Two signatures are required on the Expense Form. Credit cards are **not** allowed.
- Recurring bills may be automatically paid with the debit card.
- Online and point of sale payment collection systems are allowed.
- Venmo and Zelle are **not** allowed. They leave the PTA vulnerable to fraud. PayPal is technically allowed, but there are better alternatives like CheddarUp.com or SquareUp.com.
- All expenses require a completed Expense Form.

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Banking & E-Commerce Policy Continued

- All deposits shall have a completed Deposit Form.
- Deposits shall be counted by two people and should be made promptly.
- Checks may be deposited electronically. Note confirmation number and date. Don't destroy the check until the deposit clears.
- Deposit transfers from online accounts must occur at least monthly.
- Bank statements are mailed to the PTA's permanent address which is the school's address. Paperless or electronic bank statements are allowed.
- Have a non-bank signer review and sign every bank statement. This is easily done at Board meetings.
- Follow up with all NSF checks for repayment plus bank fees.

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Expense Form

- Staple receipts to upper right.
- Note if it is a debit purchase or if it is to be reimbursed.
- Itemize each expense (receipt) and its budget item.
- Note the total for each budget item.
- Write the grand total.
- Get two authorized signatures.
- Complete Treasurer's Use box.

The form includes sections for:

- Date and Total Amount
- Requested by
- Choose One: Debit Card Purchase (Do not reimburse) OR Check Payable to
- Itemized Expenses table with columns for Amount, Receipt's Store Name, and Budget Line Item
- Budget Line Item Totals
- Grand Total for Check Reimbursement
- Deliver check to / Mail check to
- Certification: The expenses listed are authorized PTA expenses.
- FOR TREASURER'S USE ONLY box with fields for Date Disbursed, Check #, and Amount.

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Deposit Form

- Itemize each check with Name, check number, and amount.
- Tally the cash and coin denominations.
- Total the number of checks.
- Note the check, cash, and coin totals and the grand total.
- List the budget items to be credited.
- Cash deposits require 2 signatures.
- Note deposit date, amount, and if it is entered into software/ledger.
- Staple deposit slip to back right.

The form includes:

- Name and Date fields
- Table for Name on Check, Check #, and Amount
- Cash Summary and Coin Summary columns
- Total # of Checks and Total # of Deposits
- Deposit Totals box with fields for Checks \$, Cash \$, and Total \$
- Budget Items to be Credited \$ Amount
- Executive Board Member Signature
- Second Signatures for Cash Deposits
- FOR TREASURER'S USE ONLY box with fields for Dep Date, Amount, and Ledger/Accounting Software

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MoneyMinder.com & CheddarUp.com

LAPTA encourages the use of online platforms to collect membership dues and to track finances.

- MoneyMinder.com (\$179/year) is simple accounting software for non-profits. It tracks expenses and deposits, has easy budget set-up, runs reports, and maintains history over the years.
- CheddarUp.com works as an online store and a simple website. There are fees that can be paid all or part by the buyer.
- If you have both, you get the \$30/month CheddarUp Team Edition free.
- See a CheddarUp sample at **FriendsofLAPTA.CheddarUp.com**.

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Treasurer's Monthly Duties

- Attends and presents the Budget Report at all PTA meetings.
- Reconciles the bank account which is easily done with MoneyMinder.com. Present the reconciliation report at all Board meetings.
- Review all Expense and Deposit Forms for the month to get any missing information or receipts. Make sure all transactions are accounted for.
- Have bank statement reviewed and signed by a non-signer.
- Submit member dues for new members at LouisianaPTA.org/membership. All PTAs submit \$3.50 for each of their members to LAPTA. LAPTA pays \$2.25 to National PTA and retains \$1.25 for itself. Tax reporting detail will be explained later.

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Audit Committee and Report

The Audit Report is an annual review of the previous year's finances by the Audit Committee which is at least three people. This is due October 27, 2023.

The report compares the bank statement transactions to the actual receipts in the binder. The form with complete instructions are in the LAPTA Toolkit: Treasurer.

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Annual Renewals

- The Louisiana Secretary of State requires all non-profits to annually file an update. Go to GeauxBiz.com, log in, update the officer data, and pay the \$15 fee.
- Renew the insurance policy. This is frequently with AIM, although any company is acceptable. Insurance is required. It starts at \$150 per year.
- Renew online subscriptions such as MoneyMinder.com and Zoom.

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Federal & State Taxes

- Federal tax filing is due 4 ½ months after the fiscal year ends, which is usually November 15. Non-profits file a 990 with IRS.gov. There are different forms based on the gross income amount.
 - Form 990-N is for gross income less than \$50,000. (electronic file)
 - Form 990-EZ is for gross income \$50,000 - \$200,000.
 - Form 990 is for gross income over \$200,000.
- When calculating gross income, EXCLUDE member dues paid to LAPTA. For example, if you had \$1200 total income and paid \$434 to LAPTA for 124 members, you would net \$766. Report the gross income from dues as \$766.
- All money given to the PTA is a tax-deductible donation. "Thank you for your tax-deductible donation."
- PTAs pay sales tax on all purchases. (Schools do not pay sales tax.)
- PTAs are to pay state sales tax on "Unrelated Business Income." LAPTA is working to acquire an exemption for each parish, but this is not granted yet. Refer to www.rev.state.la.us for further details.

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Active Affiliation Report Due October 27, 2023

The documentation is uploaded online through JotForm which is listed at LouisianaPTA.org/activeaffiliation.

1. Proof of at least 30 **membership dues** submitted to LAPTA
2. Submit Officer and Board data at LouisianaPTA.org/register.
3. Proof of Leadership **Training** for all officers from LAPTA or National PTA
4. First page of your **Bylaws** (updated every 3 years)
5. Proof that the 2021 Federal **Taxes** were filed; 2022 are acceptable
6. **Budget** Approval Form and the approved Annual Budget
7. **Audit** Report
8. Updated **Articles of Incorporation** from LA Secretary of State
9. **Insurance** declaration page

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Year-End Duties

The Year-End Financial Checklist is in the Toolkit.

- Have the Passwords & Accounts Summary Sheet accurate and up to date.
- All Expense & Deposit Forms are documented, complete, and entered into accounting software/ledger.
- All bank statements, monthly reconciliation reports, budget reports, agendas, minutes, and annual budget are included.
- Include previous Audit Report, EIN, Articles of Incorporation, proof of 2022 IRS tax filing, and insurance declaration page.
- Review records retention policy and keep required documents.
- Meet with the incoming Treasurer and President. Turn over check book, debit cards, binder, past records, and all PTA papers. Be available for any questions for the next Audit Committee.

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Summary

- Know the LAPTA Toolkit: Treasurer Section 3.
- Get the budget approved by the General Membership ASAP.
- Active Affiliation Report is due **October 27, 2023**. Work on it now.
- 2022 IRS Tax filing is due **November 15** (for most). Do it now.
- Submit member dues monthly through LouisianaPTA.org/membership.
- Debit cards are allowed only if each purchase has two signatures.
- There will be future Zoom meetings to cover Treasurer questions.
- Contact LAPTA Treasurer Ashley Snell at treasurer@LouisianaPTA.org.

THANK YOU for volunteering and supporting the PTA mission of helping all children reach their potential.

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