
Treasurer – Money Talks

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Visit LouisianaPTA.org/treasurer. Register at LouisianaPTA.org/register. Download **LAPTA Toolkit: Treasurer**. Create an account at **PTA.org**. Get a binder to organize your files which can be digital. Online file sharing is a bonus.

All money must be authorized, documented, tracked, and verified.

- **Authorization** comes from the General Membership's approval of the annual budget at the first meeting of the year.
- **Documentation** involves receipts for expenses and deposits organized in a digital or physical binder.
- **Tracking** is through a ledger or accounting software that can generate reports such as MoneyMinder.com, free Wave Apps, or QuickBooks.
- **Verification** is through the annual IRS tax filing, Audit Report, and the Active Affiliation Report to LAPTA.

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 can be authorized on the account, but they cannot sign checks. Transfer all Givebacks or CheddarUp accounts to a current officer each year which requires their personal information (SSN). **Order debit cards** for the bank signers (not allowed in Caddo) by authorizing this in the minutes from a BOD meeting. The PTA name and the person's name both need to be on the debit card. **Chair the Budget Committee** and create the budget. Present the budget at the first General Membership Meeting. A motion needs to be made to accept the proposed budget and authorize spending. **Assist the Audit Committee** (they cannot be authorized bank signers) with any questions as they conduct the Audit Report on the previous year.

Monthly Duties: Use an on-line accounting software and track income and expenses. Attend all PTA meetings and present the Budget Report and monthly Reconciliation Report. Review all Expense and Deposit Forms for the month to get any missing information or receipts ASAP. Have monthly bank statement reviewed and signed by a non-signer. Submit dues of \$4.50 per person per year to LAPTA at LouisianaPTA.org/membership. PTAs may offer to pay membership dues for people.

Treasurer's Binder (This can be digital. See fillable PDF forms online.)

- Accounts, debit cards, & passwords summary sheet; Board roster
- Expense Forms and receipts
- Deposit Forms and receipts (Mobile deposits are acceptable.)
- Monthly bank statements and reconciliation reports
- Annual budget, budget reports, agendas, and minutes
- Charter info: IRS tax filings, Bylaws, Standing Rules, LAPTA Toolkit, Articles of Incorporation Annual Report, Audit Reports, insurance policy, etc.

Financial Management Principles

- Only and all PTA money may be deposited directly into the PTA's bank account.
- There is no authorization to spend money until there is an approved budget, except for the previous budget's "Start-Up Funds." This line item has the amount as expense and deposit for a net \$0 on the budget.
- Never sign a blank check or make a check out to "cash" unless you need to get petty cash from the bank.
- Always have two people sign every expense.
- Never pay with cash. If you receive a cash payment, issue a cash receipt.
- Insurance for the PTA is required, especially for those who handle money.
- Demand receipts within 1 week of any PTA payments. Do not wait to gather receipts.

Budget

The budget estimates the PTA's expenses and deposits for the fiscal year which is July 1 through June 30. Fundraising is used to support the programs and services of the PTA. Only raise what is needed. The Budget Committee, chaired by the Treasurer, creates the budget. It includes line items for each category or event with amounts for income, expense, and net total. It is better to overestimate income because potential spending is authorized. The budget must include **Start Up Funds**, which is simply a placeholder for the amount a PTA may spend before approval of the annual budget. Individualize hospitality events, such as Staff Welcome Luncheon, Christmas Luncheon, and Teacher Appreciation Week Luncheon. The Comparison Budget Report is the monthly report that compares the actual amounts to the budget amounts with the net total and is provided at all PTA meetings so that the PTA does not exceed the budget. Budgets may be amended if approved by the General Membership.

Banking & E-Commerce Policy (The full policy is in the Treasurer's Toolkit.)

- All PTAs must 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 (not in Caddo). Two signatures are required on the Expense Form. Credit cards are **not** allowed. Recurring bills may be autopaid with a 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 Stripe on Givebacks.com, CheddarUp.com, PTBoard.com, or SquareUp.com.
- All expenses require a completed Expense Form. All deposits need a completed Deposit Form.
- Deposits are counted by two people and should be made promptly.
- Checks may be deposited electronically. Note confirmation number and date. Destroy the check after it clears.
- Transfer money from online accounts at least monthly.
- Mail bank statements 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.
- Follow up with all NSF checks for repayment plus bank fees.

MoneyMinder.com, WaveApps.com, Givebacks, CheddarUp, or PTBoard

LAPTA encourages the use of online platforms to collect membership dues and to track finances. Givebacks.com works as an online store and a simple website. There is no monthly fee but there are payment fees that can be paid by the buyer. LAPTA requires PTAs to use Givebacks to submit dues to LAPTA and to submit the affiliation report. LAPTA recommends PTAs use it as a store and to directly collect dues. MoneyMinder.com (\$299/year) is accounting software for non-profits. It tracks expenses and deposits, has easy budget set-up, runs reports, and maintains history over the years. Wave Apps is a free alternative to MoneyMinder.

Federal & State Taxes

Federal tax filing is due 4 ½ months after the fiscal year ends, which is November 15. Nonprofits file a Form 990 with IRS. Form 990-N is for gross income less than \$50,000. 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 membership dues income and paid \$540 to LAPTA for 120 members, you would net \$640 and would only report \$640 to the IRS for dues. All money given to the PTA is a tax-deductible donation. Include "Thank you for your tax-deductible donation." PTAs pay sales tax on all purchases. (Schools do not pay sales tax.)

Year-End Duties

- Have the Passwords & Accounts Summary Sheet accurate and up to date.
- All Expense & Deposit Forms are documented, complete, and entered into ledger and binder.
- Have all bank statements, monthly reconciliation reports, budget reports, agendas, minutes, and annual budget.
- Include previous Audit Report, EIN, Articles of Incorporation, IRS tax filings, and insurance policy.
- Review records retention policy and keep required documents.
- Meet with the incoming Treasurer and President. Turn over check book, debit cards, binder, past records, etc.
- Transfer any accounts to the incoming officers, such as Givebacks and CheddarUp, which need a SSN.