
Treasurer Training

September 15, 2018

Training Goal

At the end of this session, you will:

- Understand the duties & responsibilities of being a PT(S)A Treasurer,
 - Know the tasks that must be completed by the treasurer,
 - Know where to find directions, instructions, and forms to go forward throughout the year,
 - Know who to contact for help!
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Questions/Answers

- OTHER TREASURERS

Join the MCCPTA Treasurers E-list by sending email to:
mccpta_treasurers-subscribe@yahoogroups.com

- MCCPTA TREASURER

Khristy Kartsaklais, Treasurer@mccpta.org

You need:

- FEIN (Federal Employer Identification Number)
 - Maryland PTA: *Cash Encounters, Forms & Instructions, Sample Reports & Treasurer's Timeline*
(www.mdpta.org, FORMS menu)
 - Treasurer files (contents listed in *Cash Encounters*)
 - Logins: Usernames and passwords for your PTA
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Treasurer's Duties

MDPTA “Cash Encounters”

- Duties of the Treasurer, p. 4
- Principles of PTA Financial Management, p. 5

FIDUCIARY RESPONSIBILITY

- The TREASURER is the legally responsible, authorized custodian, elected by members, to have charge of the funds of the PT(S)A.
 - The BOARD is responsible for making sure the association is operating in a fiscally, financially, and legally sound manner.
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Board members, including the treasurer, are responsible for ensuring that the PT(S)A is:

Maintaining proper financial records

Depositing money in a timely manner

Adhering to the budget

Complying with all legal and reporting functions

It's not your money!

Policies & Procedures

State & Federal Laws: Particularly those governing non-profit, 501(c)(3) organizations

Maryland PTA: Policies & Procedures outlined in *Cash Encounters*

Your PTA's Bylaws and Budget

Checks & Cash

CHECKS & OTHER NON- CASH

MDPTA Policies & Procedures

- No GoFundMe and other such fundraising accounts
- No electronic bank transactions*

* Exceptions include: Sources such as PayPal/Square funds that are deposited directly to PTA bank account.

Pay Pay/Square, etc. Process

- PTA membership must approve the use of an online payment collection system.
- Must be in PTA's Name
- Must link to PTA Bank account
- All Funds must be deposited into Authorized PTA account

Pay Pay/Square, etc. Process

- Two Officers (signer on bank account and one non signer should have access to account
- All revenue must be accounted and reported on monthly treasurer report
- PayPal/Square statements should be printed and reconciled monthly
- Treat all transactions as cash, follow same financial procedures

CASH

MDPTA Policies & Procedures

- Two people (unrelated, not of the same household) always count cash.
 - Both sign and retain a copy of the PTA Cash Verification Form (p. 20)
 - Cash is never taken home, stored at school, deposited in any other account except the PTAs.
 - Use night deposit if necessary.
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Expenses (Disbursements)

- Must be in the budget!
- Purpose? Amount?
- Disbursement Request Form, p. 19, signed by officer
- Documentation: Receipt or invoice (e-copies are OK!)
- **TWO SIGNATURES**

**MDPTA Bylaws and our insurance carrier
require that each check we write
carry two signatures.**

Checks

Disbursements

- No counter checks
 - No credit/debit cards (shred them.)
 - All checks signed by two signatories (unrelated, not in the same household)
 - PTA payments are only made by check, never cash.
 - Documentation: Disbursement request, adherence to budget, receipts/invoices, signed.
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**Assume good intentions,
but . . .
Get documentation.**

Fraud Prevention

Cash Encounters, pp. 40-42

- Monthly Treasurer's Reports show activity since last report and comparison to budget.
- Bank statements received by president, delivered to treasurer. (Sign/initial)
- Monthly bank reconciliation, non-signatory officer to compare to treasurer's report.
- No blank checks.
- No checks written to CASH.
- Make all payments by check.

**Of course, I trust you, but
the State of Maryland and
the IRS do not.**

Your PTA Budget

- Prepare the budget: *Cash Encounters*, pp. 8-9
- Categorical (Sample, p. 13)
- Line-Item (Sample, p. 12)
- Proper Use of PTA Funds: *Cash Encounters*, pp. 36-38
- Plan Ahead: New budget could include summer expenses itemized for Board as part of carryover
- Include Cluster & Area expenses

Day-to-Day Activities

- Bookkeeping
 - Income
 - Expenses
 - Reports
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Bookkeeping

The systematic and accurate recording of the financial transactions of the association.

- Cash Record/General Ledger, and associated Deposit Ledger and Disbursement Ledger (*Cash Encounters*, pp. 16-20)
- Accounting software
- Treasurer Reports (pp. 14-15)
- Annual Financial Report

Income (Receipts)

Sources:

- Membership Dues
- Donations
- Fundraisers

Types

- Check
 - Cash
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MEMBERSHIP DUES

Maryland & National

- Look for membership cards from MDPTA in August. Verify total received.
- \$4.25 per member due to MDPTA (\$2.25 forwarded to National by MDPTA)
- Initial payment due to MDPTA by October 1, thereafter monthly
- Work closely with Membership —and Fundraising Chairs or VPs.

MEMBERSHIP DUES

MCCPTA

- \$1 per member, initial payment due October 1
 - Monthly thereafter, final payment due June 30
 - No statement mailed, use (NEW) form posted on MCCPTA website
 - New Mailing Address: P O Box 10754, 500 N Washington St, Rockville, MD, 20849
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DONATIONS

Required Reporting

Tax Acknowledgements:

- Required for contributions over \$75 *when donor receives goods or services.*
 - Required for contributions over \$250 *when donor receives no goods or services.*
 - Recommendation: Do for \$75 or over, regardless.
 - Will post sample to website.
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FUNDRAISERS

Contracts, Sales Tax

- *Cash Encounters*, pp. 33-35. Includes information about contracts.
 - Sales & Use Tax License Number: Blanket Certificate of Resale. Must still report \$0 tax
 - Sales of taxable merchandise paid directly to the vendor will incur sales tax, but the PTA is not responsible for remitting.
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SOCA: Standards of Continuing Affiliation

Annual Financial Report & Review (SOCA)

- End of Fiscal Year (July)
- Copy to MDPTA, Deadline:
October 31
- Sample Annual Financial
Report: MDPTA *Cash
Encounters*, p. 11
- Instructions: pp. 30-32

INSURANCE (SOCA)

- Deadline: June 30
 - Through MDPTA, www.mdpta.org : Insurance, Enrollment Form
 - \$212, after 7/1 \$237
 - Bonding of officers included
 - Download *Insurance & Loss Prevention Guide*
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IRS Form 990 (SOCA)

- Deadline: November 15
 - Submit to IRS
 - Copy to MDPTA
 - “Cash Encounters,” pp. 22-25 and “Forms & Instructions”
 - \leq \$50K: 990N (e-postcard)
 - $>$ \$50K-\$199,999: Form 990 EZ
 - \geq \$200K: Form 990
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Charitable Organization Registration (SOCA)

- Deadline: December 31
 - Submit to State of Maryland
 - Copy to MDPTA (SOCA)
 - “Cash Encounters,” pp. 22-25 and “Forms & Instructions”
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Personal Property Tax Filing (SOCA)

- Deadline April 15
 - Usually no tax due for PTAs
 - Must complete to maintain incorporation status
 - MDPTA *Forms & Instructions*, pp. 23-29
 - Send to State of Maryland (electronic), copy to MDPTA
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Q&A
