

---

---

# Treasurer Training

September 16, 2017

---

---

# 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!
-

---

# Questions/Answers

- OTHER TREASURERS

Join the MCCPTA Treasurers E-list by sending email to:  
[mccpta\\_treasurers-subscribe@yahoogroups.com](mailto:mccpta_treasurers-subscribe@yahoogroups.com)

- MCCPTA TREASURER

Cheryl Peirce, [Treasurer@mccpta.org](mailto:Treasurer@mccpta.org)

---

---

## You need:

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

# 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.
-

---

**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.

---

# 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.
-

# 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.
-

---

**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
-

# 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
-

# 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
-



# 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.
-

# 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.
-

---

# **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](http://www.mdpta.org) : Insurance, Enrollment Form
  - \$212, after 7/1 \$237
  - Bonding of officers included
  - Download *Insurance & Loss Prevention Guide*
-

# 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
-

# Charitable Organization Registration (SOCA)

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

---

# 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
-



---

# Q&A

---