



# Mini Training Session Treasurer Reports

Hillsborough County Council PTA/PTSA

# Mini Training Goals

- Describe why treasurer reports are needed and what is on them and how often do I have to give them
- Suggest ways PTA/PTSA Treasurers can prepare a treasurer report
- How do I give my treasurer report
- What do you do with the report after the meetings

# What exactly is a Treasurer's Report and what is included

- It is a report of the activities of your PTA/PTSA
  - One covers the periods from General Meeting to General Meeting and the other (monthly) covers from executive board meeting to executive board meeting
- What are musts have to be included?
  - Balances at the beginning and end of the period covered
  - All receipts received for the time period (since the last meeting to the next)
  - All disbursements made for the time period covered
    - This includes all checks to include checks that were voided
  - List all checks that have not cleared (check # and amount)
  - Any important information you want to relay to the group

# What does a Treasurer's Report look like?

- Beginning Balance
- Income
- Expenses
- Outstanding checks
- Balance
- Comments

## XYS PTA/PTSAs

### Treasurer's Report

Executive Board Meeting: September 21, 2021 @ 7:00 p.m.

**BEGINNING BALANCE** as of August 1, 2021      \$21,213.99

**INCOME** for August 2021      \$7907.08

Papa John's Grant	\$7500.00
Memberhub Payout	\$30.00
Memberhub Payout	\$124.99
Memberhub Payout	\$243.00
Amazon Smiles	\$9.09

**EXPENSES** for August 2021      (\$2676.69)

President & Principal Breakfast	\$1575.00
Business Cards	\$68.00
2021 Leadership Conference	\$613.69
HVK-12 PTA Local Unit Dues	\$420.00

**OUTSTANDING CHECKS**      (\$130.00)

XYZ Fundraising Fee (Check #1120)      \$130.00

**CHECKING BALANCE** as of August 31, 2021      \$26,444.38

**BOOK BALANCE** as of August 31, 2021      \$26,314.38

#### COMMENTS:

- 9/20/2021 IRS 990N was filed for, it was accepted and confirmation was emailed to FL PTA the same day.
- I completed the audit on 7/16/21 and mailed it to FLPTA on 7/17/21.

# What does a Treasurer's Report look like?

- Beginning Balance
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MONTHLY TREASURER REPORT					
XYZ PTA/PTSA					
Balance on Hand	10/1/2021	\$ 17,134.21			
<b>ACTUAL RECEIPTS</b>		<b>Actual Monthly</b>	<b>Actual YTD*</b>	<b>Budgeted</b>	<b>Variance</b>
Membership Dues (\$2.5 x 162)*		\$66.00	405.00	1,000.00	(595.00)
Administrative Expense Reimbursement		\$10.00	10.00	-	10.00
Donations		\$5.00	10.00	20.00	(10.00)
Amazon Smile			95.67	100.00	(16.33)
<b>Fundraising Projects:</b>					
Travel or Travel		\$155.00	155.00	155.00	-
Road-to-Road		-	-	10,000.00	(10,000.00)
Spice Shop		\$928.00	7,913.00	10,000.00	(2,087.00)
Spice Night		\$-	1,054.86	1,000.00	54.86
Fun Day/Friday Store		\$792.00	2,652.10	3,500.00	(847.90)
Fun Server Cards		\$240.00	620.00	6,000.00	(5,380.00)
Community Sponsorship & Grants		-	6,650.00	6,650.00	-
Yearbooks		\$50.00	950.00	7,500.00	(6,550.00)
<b>TOTAL RECEIPTS</b>		<b>\$ 2,246.00</b>	<b>\$ 20,513.63</b>	<b>\$ 45,925.00</b>	<b>\$ (25,411.37) **</b>
<b>Total Receipts not Cleared (outstanding)</b>		<b>\$5.00</b>			
<b>ACTUAL EXPENDITURES</b>					
<b>Administration</b>					
PTA Supplies		\$51.23	261.95	500.00	138.15
Administrative expenses (numbered), square		\$68.07	691.80	800.00	108.20
Fun Server Cards		\$600.00	600.00	600.00	-
Community Sponsorship (donors)			660.73	660.73	-
PTA Insurance			277.00	277.00	-
<b>Leadership Education</b>					
State PTA Convention/National PTA Convention		-	-	1,000.00	1,000.00
<b>Dues</b>					
Wiltonborough County PTA		\$23.20	23.20	23.20	-
<b>Projects</b>					
Travel or Travel		\$523.31	488.63	500.00	15.37
Hospitality		\$32.26	354.84	1,000.00	645.16
Teacher Appreciation Week			806.24	1,000.00	193.76
Road-to-Road		\$365.12	5,064.28	5,000.00	(64.28)
Fun Day/Friday		\$194.00	1,748.80	2,000.00	252.20
Spice Night Expense			30.00	50.00	18.92
Spice Week		\$20.00	990.00	7,500.00	6,520.00
Technology		-	-	1,000.00	1,000.00
Member Drive Pizza Party		\$51.54	51.54	55.00	3.46
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,928.73</b>	<b>\$ 12,134.99</b>	<b>\$ 21,965.93</b>	<b>\$ 9,830.94 ***</b>
<b>Total Expenditures not cleared (Outstanding)</b>		<b>\$ 51.54</b>			
<b>Balance on Hand</b>		<b>11/1/2021</b>			<b>\$ 17,451.48</b>
<b>State and National portions of dues collected and remitted to state:</b>					<b>\$ 567.00</b>
<b>Number of Members:</b>					<b>162</b>
<b>Annual Membership Fee:</b>					<b>\$ 6.00</b>
State and National Dues		\$ 3.50 @	162	567.00	
State and National Dues outstanding on membership		\$ 3.50	1	3.50	
Local Dues		\$ 0.20 @	100	20.00	
<b>Total Dues</b>		<b>\$ 3.50 @</b>	<b>162</b>	<b>\$ 567.00</b>	
<b>Submitted By:</b> _____, Treasurer					
<b>Membership Dues*</b>	This is the amount we keep from each membership				
<b>Comments:</b>	\$5.00 Donation received on 29 October and was deposited same day -- deposit not cleared as of this date \$51.54 - Check #1160 written to Jane Doe on 31 Oct for reimbursement of pizza costs for the membership drive party				

# How do you give the report at a meeting?

- A financial report is not optional and must be presented at every meeting.
- There is a standard script to follow when giving treasurer reports such as
- PRESIDENT: “ \_\_\_\_\_, treasurer, will now present the financial report.”
- TREASURER: “The beginning balance as of \_\_\_\_ (date)\_\_\_\_\_ is \$\_\_\_\_\_, total income is \$\_\_\_\_\_, total expenses are \$\_\_\_\_\_, with an ending balance of \$\_\_\_\_\_, as of \_\_\_\_ (date)\_\_\_\_\_.”
- PRESIDENT: “Thank you, are there any question? Hearing none, the financial report will be filed for financial reconciliation.”

# Meeting is over...now what do I do with these reports

- The report should not be adopted, but filed in the treasurer's file.
- These reports should be given to the auditing committee during the auditing process.
  - Usually, an audit occurs annually at the end of the fiscal year and before a new treasurer takes office.
- These reports are to be maintained for 10 years

# In this presentation we...

- Described why treasurer reports are needed, what should be included on them and how often you are required to give them
- Showed 2 examples PTA/PTSA Treasurers can prepare a treasurer report
- Explained how we give the report
- Explained what you need to do with the report after the meetings



# Thank you

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