

*Supporting local units for 98  
years and counting...*



# Treasurer 101

YOU'RE THE TREASURER...NOW WHAT?



# RESOURCES

- **County Council Treasurer** treasurer@hccptaptsa.org
- **HCCPTAP TSA** Trainings, Website, Facebook & more
- **FloridaPTA.org**
  - **Kit of Material & Dollars and Sense**
  - **Finance Info:** <https://floridapta.org/finance/>
- **PTA.org:**
  - **E-Learning Courses:** <https://www.pta.org/home/run-your-pta/elearning>
  - **Local Leader Kit:** <https://www.pta.org/local-leader-kit>
- **State Office** 407-855-7604
- **State Treasurer** treasurer@floridapta.org
- **Network:** conferences, trainings, local units

*We're here for you!*



# Role of Treasurer

## DEFINITION

- You receive and distribute funds in accordance with the membership approved budget.
- You work in partnership with other PTA board members to ensure that your PTA has the resources it needs to fulfill our mission.

## PTA MISSION

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



# Treasurer Basics

- Every check must have TWO signatures on it
- Debit card purchases must be approved by the board
- ONLY the President may sign contracts
  - Outgoing cannot sign contracts
  - Incoming cannot sign until budget is approved and Treasurer has confirmed funds are available
- Is there a paper trail for every transaction?
- Are all deposit and expense slips signed by TWO individuals?
- Do bank statements have signature of a non-signer?
- Are you maintaining original documents?
- Control and limit access
- Review routines & follow rules (Standing Rules and P&P) &P)
- Don't ever be afraid to ask questions



# CHECKLIST – Getting Started

## June/July To Do's:

- Review Treasurer resources
  - Dollars & Sense
  - Train with outgoing treasurer
- Set up your Treasurer materials
- Review your Bylaws, Standing Rules, and Policies and Procedures
- Update signatures on the bank account
- Debit or Credit Cards – cancel old ones, issue new ones

## July/August To Do's:

- Update passwords
- Admin rights in Memberhub
  - Remit state dues
- Complete audit
- Calendar meeting
- Budget meeting
- Prepare 990
- Insurance - COI



## Purpose

- Provides accuracy, best practice, required by IRS & bylaws, and for your unit to be in compliance. It shows your membership that your PTA funds are being managed well.

## Audit Committee

- Minimum of three (3)
- Cannot have been a signer
- Recommend a new treasurer join, but not required
- After June 30, you may not spend any funds until the audit is completed.

## Due August 31 – submit two ways:

1. Email: [audit@floridapta.org](mailto:audit@floridapta.org)

2. Website: <https://floridapta.org/audit-submission-page/>





# BUDGET

*Transparency is the goal*

## Purpose

- Shows your members how you plan to raise and spend money to implement the PTA mission and purposes.

## Key Points

- All PTA activities, including fundraising, should be focused on the PTA mission and purposes.
- Transparency is key.
- Use the 3 to 1 rule
- Budget must be adopted by membership **BEFORE** you can spend.
- All funds generated should be spent on purposes that advance the PTA work.
- Fundraising activities should be aligned with the PTA mission in mind and serve the students in our schools.



# BUDGET MEETING

*Transparency is the goal*

## Budget Committee

- Treasurer – Chair of Budget Committee
- Remaining officers will make up the Budget Committee
- Meets prior to the start of school
- Must be approved at the first general meeting

\*\*\*\*The budget must be adopted by the general membership before any funds are spent\*\*\*\*

## Creating A Budget

- Previous year's final budget including actual income and expenses
  - NEW? Best estimate
- Previous year's completed audit
- Proposed calendar for planning
  - Summer Contingency
- No wrong way to name budget line items



# Insurance

Why is it important for local units and county councils to have insurance?

- PTA's are not immune from liability.
- Insurance policies protect the assets of a PTA but also the officers, board members, and can also pay attorney's fees to defend you in the event of legal action.

## HCPS Requirements

- Certificate Holder:
  - School District of Hillsborough County  
901 E. Kennedy Blvd., Tampa, FL 33602
- Additional Insured:
  - School District of Hillsborough County  
901 E. Kennedy Blvd., Tampa, FL 33602



# IRS 990 FILING

## Which 990 Form do we need?

**990-N (ePostcard)** Gross receipts normally  $\leq$  \$50,000

**990-EZ or 990** Gross receipts  $<$  \$200,000, and Total assets  $<$  \$500,000

**990** Gross receipts  $\geq$  \$200,000, or Total assets  $\geq$  \$500,000

**\*IMPORTANT:** These amounts are an average of **THREE** years.

## Key Dates

- You can start as soon as your audit is completed
- Due November 15 to the IRS
- Due November 30 to FL PTA
  - Email to [990@floridapta.org](mailto:990@floridapta.org)
  - Confirmation
- Remember to report it at the board meeting once completed.



# IRS 990 IS E-FILE ONLY NOW!

As of 2021, section 3101 of P.L. 116-25 of the IRS tax law requires that returns by exempt organizations be filed electronically!

- Visit the IRS website for a list of authorized IRS e-filers: <https://www.irs.gov/e-file-providers/exempt-organizations-mef-providers> and select one that works for your local unit.
- Please refer to the 990EZ Step-By-Step Filing Guides on the Florida PTA website. This information is intended to supplement and not replace the Internal Revenue Service's instructions for filing Form 990EZ:
  - <https://floridapta.org/finance/>
- IRS 990 Series Forms and IRS Instructions to file form 990EZ can be obtained through this link:
  - <http://www.irs.gov/uac/Current-Form-990-Series-Forms-and-Instructions>



# MEMBERSHIP DUES

Pay two ways:

- Memberhub
- By mail



★ ONLY USE THIS FORM IF NOT PAYING DUES ELECTRONICALLY THROUGH MEMBERHUB

## STATE AND NATIONAL DUES PAYMENT FORM

Use this form for Membership Dues and Founder's Day Gifts Only

All PTA/PTSAs are *legally* required to send membership dues payments to the state office **MONTHLY**, as collected. State and National dues are not to be used as funds for local units or considered part of the local unit's budget.  
**For ALL PTA programs, including Reflections, Scholarships and other PTA programs, dues must be paid monthly (and bylaws updated and approved by the State Office within [3] years years).**  
 Membership dues must be received by December 15th for local units to participate in Reflections and other PTA programs. (This refers to membership dues NOT County Council dues, which may have a separate due date).  
 Each person joining your local unit PTA/PTSA automatically becomes a member of the state and national associations.  
 The total amount per member is \$3.50 (state portion of a member's due is \$1.25; the national portion is \$2.25).

Please complete all sections of this form so that your payment is accurately credited to your local PTA unit.

This payment covers dues received from the following membership year:  21-22 or  \_\_\_\_\_ for the following month(s):  
 Jul  Aug  Sep  Oct  Nov  Dec  Jan  Feb  Mar  Apr  May  Jun  
*Note: If no dues are collected during a month, it is **NOT** necessary to submit this form.*

Full Name of PTA: \_\_\_\_\_ National PTA ID #:

PTA Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ School Telephone #: \_\_\_\_\_

President's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Treasurer's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Date Mailed: \_\_\_\_\_ Total # of new members: \_\_\_\_\_ @ \$3.50 \$ \_\_\_\_\_

**Have your members been entered into MemberHub?\*** PTA Founders Day Gift \$ \_\_\_\_\_  
 Yes  No \*This is the only way members will receive their membership cards, and the only way dues payments will post to Memberhub. Total Amount Enclosed \$ \_\_\_\_\_

Make checks payable to Florida PTA and mail to:

Florida PTA  
 1747 Orlando Central Parkway  
 Orlando, FL 32809

**OFFICE USE ONLY** Date Received: \_\_\_\_\_  
 Region: \_\_\_\_\_ Check #: \_\_\_\_\_  
 Payment Year:  21-22  \_\_\_\_\_  PTA Check  Money Order  Cashier Check



# Alternatives to cash / check / debit / credit

## GIFT CARDS

- An individual is eligible to receive only **TWO** gift cards
  - Maximum value of \$25 each
  - OR \$50 maximum per year, per person
- Gift cards are the **SAME AS CASH** so treat it accordingly
  - Local units should develop clear procedures for how gift cards will be handled
- **TWO TYPES**
  - Gift cards the PTA purchases
  - Gift cards that are donated

## PEER-2-PEER

(Venmo, Zelle, CashApp, etc.)

Top reasons to avoid these types of Peer-2-Peer (P2P) platforms:

- 1. Venmo does not support non-profits**
- 2. Tracking and reporting is almost nonexistent**
- 3. Lack of tax receipts**
- 4. Weekly payment limit (varies by vendor)**
- 5. No way to transfer an account**



