

Treasurer Guidelines

- Be sure to send the Internal Revenue Exempt From Income Tax form (included in the President's Kit of Materials) to the Florida PTA as soon as possible. This form is necessary to maintain your 501(c)(3) status
- Review your Bylaws and Standing Rules as they govern the activities of your PTA/PTSA and its officers
- The budget and any amendments must be formally adopted by your membership at a general meeting. Make sure this is accurately recorded in the minutes of these meetings. Keep copies of all meeting minutes in your financial binder.
- Prepare regular reports, such as budget updates with revenue and expense status and fund balances and present them at both Board and General Meetings.
- Make sure all PTA monies are kept separate from school and personal funds
- Maintain all records in ink.
- Establish an accounting system and maintain accurate records of the expenses and monies received
- Make sure you have three signers on your bank account and that they are current officers approved by the Board.
- Make sure all checks are numbered in sequence and record any missing/voided checks
- Reconcile each bank statement in a timely manner and have them reviewed and approved by non-check signer (having them date and sign the statement)
- Maintain documentation for any NSF checks.

Receiving Funds

- Ensure that at least two people are involved in the processes of verifying revenue to be deposited and handling of cash.
- Make deposits/disbursements in a timely manner. Never deposit PTA funds into a personal or school account or leave them in a school safe.
- Use and retain a deposit form to record and report all monies received. Be certain the form identifies who collected, counted, and deposited the funds, and is signed by the two persons who counted the money, as well as the treasurer after acceptance of the monies. Attach appropriate documentation to the deposit form, such as the deposit receipt from the bank and the adding machine tapes totaling the deposit and signed by the persons counting the money.

Paying Expenses

- Pay all bills by check. Never sign a blank check or make one payable to Cash. Remember all checks need two signatures, usually the President and Treasurer.
- Make sure all checks are signed by two of the three signers.
- Use a check request or disbursement form to record and report all monies spent. Be certain the form indicates the required approvals and appropriate budget categories. Ensure that funds spent are within budgetary guidelines. If they will exceed the amount approved, you need to amend the budget at a General Meeting.
- Remember to forward your membership dues to Florida PTA each month, and to pay your County Council dues no later than October 31. Your unit must be current on its dues to remain in good standing.

Taxes

- Be sure to timely file the IRS Form 990N, 990, or 990 EZ form and Schedules A, C, and G or e-postcard. (They are due November 15th.)
- Prepare a year end financial report for presentation at the last General Meeting.

NOTE: All PTAs are required to file regardless of income level. Low-income PTAs may file the e-postcard, but they still must file! Failure to file can result in revocation of your non-profit status.

Records

- Maintain in your possession the following records for submittal to the audit committee: (Refer to the Audit section for more details on the audit process.)
 - Bank Statements
 - Check Register
 - Cleared Checks
 - Deposit Slips and Bank Receipts
 - Meeting Minutes
 - Ledger record of monies received and disbursed
 - NSF Checks (if any)
 - Deposit and Disbursement Forms
 - Budget and Transaction Reports
 - Year End Financial Report
 - IRS Forms - 990 or 990 EZ and Schedule A
 - Approved Budget and all Amendments