

HAWAII STATE PTSA
TREASURER WORKSHOP

Sheri Fukushima
Treasurer
4/30/2022

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TREASURER’S PRIMARY DUTIES

- Keep accurate financial records
- Treasurer’s Report
- File required government reports
- Assist in preparing budget
 - New budget should be based on:
 - Last year’s expenses
 - Current year’s goal
 - Must be adopted by majority vote of association
 - May be amended by a 2/3 vote

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MAINTAINING FINANCIAL RECORDS

- **Keep accurate records**
- Record all sources of income
 - Separate donations from sales
 - Use specific accounts for each fundraiser
- Record all payments
 - Make all payments by check
 - Must have two signers on each check
- Reconcile bank statements monthly
- Consider software programs

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TREASURER'S REPORT

The Treasurer's report as referred to as the Bank Reconciliation Report should be provided at every board meeting and added to the permanent meeting minutes.

Be sure to include:

- Period covered
- Total income, expenditure, bank balance
- Date prepared
- Prepared by whom

Reports should be distributed to:

- Audit committee, secretary, president (other board officers as well)
- Keep permanent copy in treasurer's file

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MEMBERSHIP REPORTING

- Membership dues are to be reported and submitted monthly
 - Membership Remittance Form available at www.hawaiistateptsa.org
 - Must include a copy of members list with remittance
- Why is this important?
 - State and National PTA depend on dues
 - Allows local PTA 501(c)(3) status
 - Membership is counted through dues
- What happens if dues are not paid?
 - HSPTSA cannot issue Unit in Good Standing Letter
 - Insurance coverage for sponsored activities is jeopardized
 - Could result in criminal investigation

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FINANCIAL REPORTS

- Submit Internal Revenue Service Tax Return to IRS (six months after the fiscal year ends)
 - 990N (income less than \$50,000)
 - 990EZ (income less than \$200,000)
 - 990 (greater than \$200,000)
- General Excise Tax (G-45: semi annual)
- General Excise Tax (G-49: annual)
 - Summary of G-45 filing
- Project Graduation/Booster Clubs
 - Special guidelines available on HSPTSA website
 - PTSA need to oversee the business transactions and dealings to include the safety of the graduates

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FINANCIAL REPORTS (2)

- Annual Audit Report
 - Perform after the fiscal year OR when the treasurer resigns/changes
 - Performed by internal audit committee or CPA
- Report should include:
 - Fiscal year
 - Include only actual amounts
 - Show monies not belonging to local unit
 - Summary for the entire year
 - Date prepared
 - Who prepared report

** Information and templates available at www.ptakit.org*

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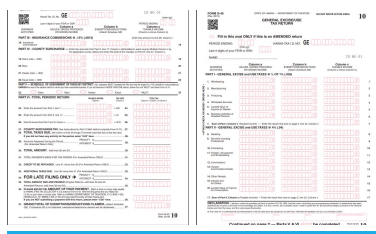
FUNDRAISING AND GRANTS

- The Golden Rule – 3 to 1 Rule: For every fundraising activity, there should be at least three non-fundraising projects aimed at helping parents or children or others advocating for school improvements.
- A PTA should never undertake any form of fundraising that may be detrimental to character building.
- Children should not be exploited or used as fundraisers.
- Think outside the box! Don't be afraid to ask other units around you to see what has and hasn't worked for their schools.
- Create a master list of vendors, community supporters, and active donation sites to pass on to future leaders.
- Grants: Investigate popular opportunities, including businesses, local community organizations, health and wellness organizations, internet searches

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SAMPLES

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Form G-45
(Semi-annual)

*Note: also pay General Excise tax for Fundraisers: Gross amount including percentage of sales like CPK, Panda Express, McNite, etc...)

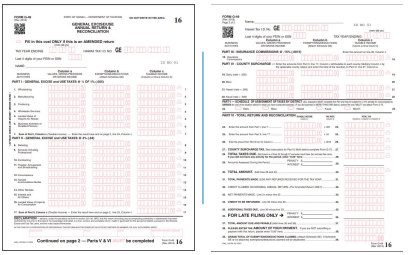
<https://tax.hawaii.gov>

GENERAL EXCISE/USE TAX RETURN

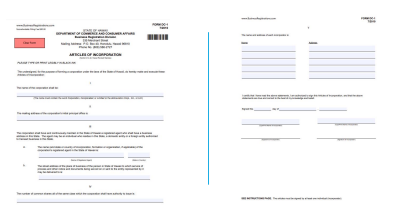
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FORM G-49
(ANNUAL)

<https://tax.hawaii.gov>

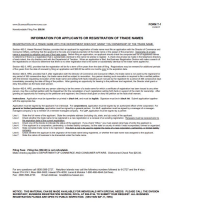


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ARTICLES OF INCORPORATION

<https://cca.hawaii.gov>



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**Hawaii State
PTSA**
HAWAIIAN PTA ASSOCIATION

**MEMBERSHIP DUES REMITTANCE
REPORT**

Local PTSA # _____ Region _____

Period of remittance: _____ Month(s) _____ Year _____

Total number of members _____ x \$0.00 _____ (Member Due)

Membership Organization _____ District # _____

Remitted to _____ Contact # _____

Signature _____ Date _____

Payment for this remittance is being made in a copy of the membership census and is check number # _____ dated _____

PTSA RECEIVED
(Stamp, Date, Name)

For questions regarding this form, please contact:

Registration and Records Dept.
Hawaii State PTSA
1000 Kalia Road, Suite 100
Honolulu, HI 96813
Phone: (808) 943-2222
Fax: (808) 943-2223
Email: records@hawaiiptsa.org

Hawaii State PTSA Membership Roster Remittance

*This Membership census should not be submitted on this specific form, but should independently be reported on the file. Instructions for census to be submitted are provided on form.

Local PTSA Name _____

Local PTSA Address _____

Membership census can be remitted due by via either remittance at remittance@hawaiiptsa.org

#	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	

MEMBERSHIP DUES REMITTANCE REPORT

<https://www.hawaiiastateptsa.org>

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<div style="text-align: center;"> <h1>BANK RECONCILIATION</h1> <h2>(SAMPLE)</h2> </div>	SCHOOL NAME Bank Reconciliation Month	
	Balance per bank statement at July 31, _____	\$0.00
	Deposits in Transit (add)	\$0.00
	Checks outstanding (less)	\$0.00
	Balance per bank statement at July 31, _____	\$0.00
	Checkbook balance as of June 30, _____	\$0.00
	Deposits in Transit	
	ADD	
	Deposit (memberships)	\$0.00
	Deposit (donations)	\$0.00
Interest Earned	\$0.00	
Checks issued		
123 description	\$0.00	
456 description	\$0.00	
Checkbook Balance as of July 31, _____	\$0.00	
Certificate of Deposit - balance as of July 31, _____ (if ANY)	\$0.00	
Money Market balance as of July 31, _____ (if ANY)	\$0.00	
Total Cash Accounts as of July 31, _____	\$0.00	

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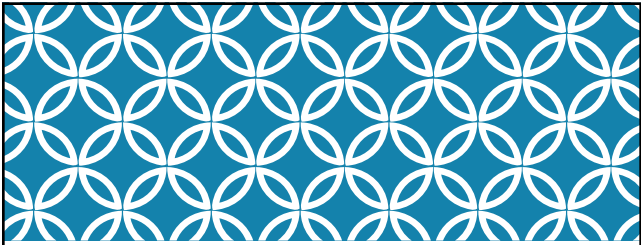
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FINANCIAL REVIEW-
AUDIT SAMPLE

Financial Review (Audit) Committee Report	
Financial Review Period: MM/DD/YYYY to MM/DD/YYYY	
Name of PTA/PTA Unit:	
Name of Bank Account:	
(i.e. checking, savings, money market, project acct, etc.)	
Balance on hand as of MM/DD/YYYY	\$0.00
Interest earned from MM/DD/YYYY - MM/DD/YYYY	\$0.00
Total cash from MM/DD/YYYY - MM/DD/YYYY	\$0.00
Disbursements from MM/DD/YYYY - MM/DD/YYYY	\$0.00
Balance on hand as of MM/DD/YYYY	\$0.00
Bank statement balance as of MM/DD/YYYY	\$0.00
Difference between bank statement and balance per checkbook	\$0.00
(To be reflected in MM/DD/YYYY revised financial report)	
Additional information being requested by the audit committee	
from the records of the organization. This information will be included by the	
audit committee committee to MM/DD/YYYY.	
Not applicable for this audit completion:	
The financial records of the (Name of Organization) were provided to the reviewer,	
(Name). We have examined the financial records of the (Name of Organization) and	
found them to be correct and accurate. The completion of the financial records was	
completed on the (Date of completion, Year).	
Financial Review (Audit) Committee:	
Chairman	(Date)
Chairman	(Date)
Witnessed by:	
(Signature)	(Date)
(Signature) Treasurer's Signature	(Date)
(Signature)	(Date)
(Signature) Treasurer's Signature	(Date)

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MAHALO NUI LOA
FOR SUPPORTING
HAWAII' I KEIKI AND 'OHANA



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