



HAWAII STATE PTSA
TREASURER WORKSHOP

Sheri Fukushima
Treasurer
6/19/2021

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PTSA REQUIREMENTS

- Local Unit Contact Form (Now available to complete online)
- Annual Unit in Good Standing Report (due by February 15th)
- Insurance Policy Premium (due by December 15th)
 - Hawaii State PTSA will notify local units by mail
- Membership Dues Remittance Form (due the end of each month to meet National PTA submission)
 - Local Unit Membership Roster (submitted with dues)
- Bylaws (should be updated every 2-3 years)
- Standards of Affiliation (list of PTA requirements)

These forms can be found at the following web address:
<https://www.hawaiistateptsa.org>

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TREASURER'S PRIMARY DUTIES

- Keep accurate financial records
- Work with membership chair to be sure membership dues are accounted for
- Prepare financial reports
- File required government reports
- Assist in preparing budget
 - New budget should be based on:
 - Last year's expenses
 - This 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 (Quickbooks)

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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.

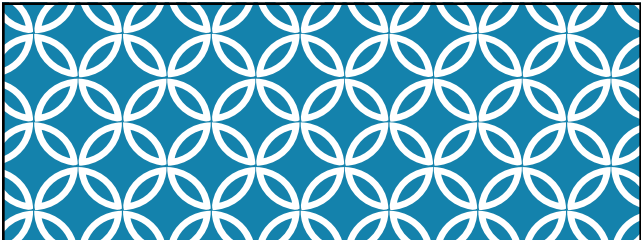
Be sure to include:

- 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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BANK RECONCILIATION ACTIVITY

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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, which may jeopardize grants and funding
 - 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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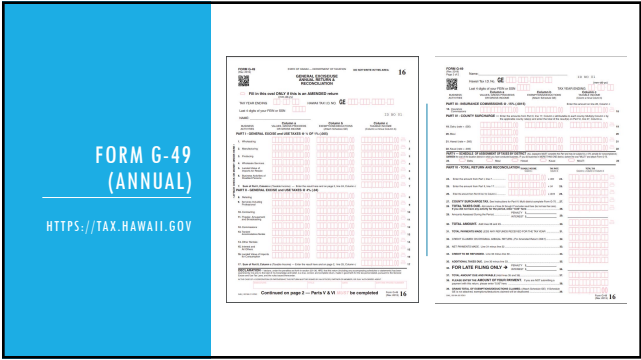
**Form G-45
(Semi-annual)**

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

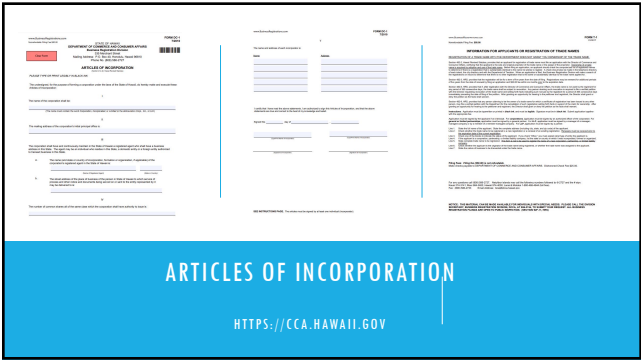
<https://tax.hawaii.gov>

**GENERAL EXCISE/USE TAX
RETURN**

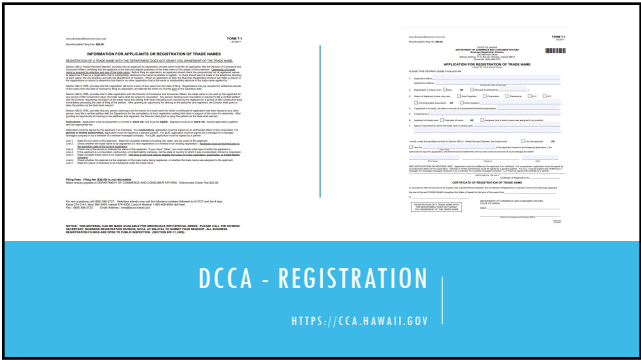
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BANK
RECONCILIATION

(SAMPLE)

SCHOOL NAME
Bank Reconciliation
Month

Balance per bank statement as of July 31 _____ \$0.00

Deposits in Transit (add) _____ \$0.00

Checks outstanding (less) _____ \$0.00

Balance per bank statement as of July 31 _____ **\$0.00**

Checkbook Balance as of June 30 _____ \$0.00

Deposits in Transit:

ADD: Deposit (membership) _____ \$0.00

Deposit (fundraising) _____ \$0.00

Interest Earned _____ \$0.00 \$0.00

Checks issued:

CDS description _____ \$0.00 \$0.00

KIS description _____ \$0.00 \$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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Organization
Project(s)

Month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Notes
Revenue														
Fundraising														
Membership														
Other														
Expenses														
Fundraising														
Membership														
Other														
Travel														
Supplies														
Transportation														
Telephone														
Postage														
Printing														
Miscellaneous														
Depreciation														
Interest														
Insurance														
Utilities														
Rent														
Salaries														
Benefits														
Retirement														
Other														
Net Income														

BUDGET

(SAMPLE)

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FINANCIAL REVIEW-
AUDIT SAMPLE

Financial Review (audit) committee report
Organization Name: _____

Name of FFA/FFA Lead: _____

Name of Bank Account: _____

(i.e. checking, savings, money market, project acct, etc.)

Balance on hand as of October 1, 2020: _____ \$0.00

Interest earned from October 1, 2020 - October 31, 2020: _____ \$0.00

Total cash from October 1, 2020 - October 31, 2020: _____ \$0.00

Disbursements from October 1, 2020 - October 31, 2020: _____ \$0.00

Balance on hand as of October 31, 2020: _____ \$0.00

Bank statement balance as of October 31, 2020: _____ \$0.00

Difference between bank statement and balance per checkbook
(to be reflected in auditor's review financial report): _____ \$0.00

Additional information being requested by the audit committee committee
from the office of Organization. This information will be reviewed by the
audit committee committee to determine if it is
Not applicable for this audit committee.

The financial records of the (Name of Organization) were provided to the reviewer,
_____, who then examined the financial records of the (Name of Organization) and
found them to be correct and accurate. The completion of the financial review was
completed on the (Date of completion, Year).

Financial Review (audit) committee:

Chairman: _____

Chairman: _____

Witnessed by: _____

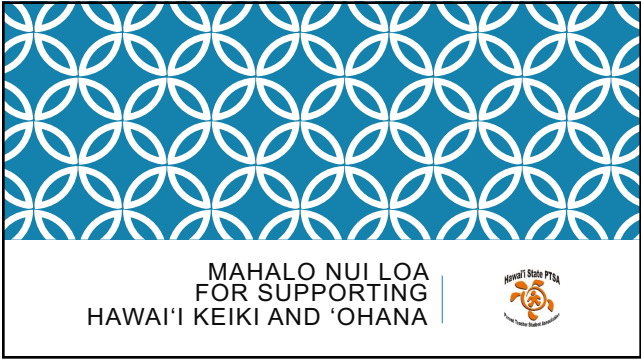
Chairman's Signature: _____

Chairman's Signature: _____

Witnessing Treasurer's Signature: _____

Witnessing Treasurer's Signature: _____

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