



Beyond Basics

You have the Basics, now let's go further!
Do you have all the necessary things in place to
be successful?

2021 Outgoing Treasurer's

Checklist: Was the

...

Have these been completed before the books were turned over?

- Year End Statement prepared and ready to present to outgoing and incoming executives?
- AFR (Annual Financial Reconciliation) done by an Auditor or committee of 3 members?
- 990N filed before August 1 for the fiscal year July 1, 2020-June 30, 2021?
- Sales Tax Refund Request filled out correctly and submitted to Council or Region Treasurer? (Must be on paper)



An Incoming Treasurer's Checklist: Have I ...

These are your duties to get done first. The outgoing Treasurer should have done the Year End things already.

- ... received the training I need to fulfill my responsibilities as Treasurer?
- ... made note of the duties of the Treasurer and other financial requirements per the PTA bylaws?
- ... begun my responsibilities as chair of the budget committee?
- ... taken custody of the checkbook by July 1 and the prior year's financial records by August 1?
- ... had the signature card at the bank changed, effective July 1? ... set up a current year's financial file and/or binder?
- ... made sure that a ten-year file and a permanent file of financial records are retained and stored in a safe place, at the school if possible?

A Little Test



- What are the 3 Duties of Responsibility?
- Where can you find the most updated handbook?
- When are the Year End paperwork due to Councils/Regions?
- What is the policy on using Venmo?
- How many people are allowed to have a PTA/PTSA checkbook?
- Can I reimburse without a receipt?
- *T or F*-You can submit for Sales Tax Refund 2 times a year.
- *T or F*- PTA/PTSA's are permitted to have a savings account for reserve funds.
- *T or F*- You must have a minimum of 30 line items on your budget.
- *T or F*- You can sign a check made payable to yourself.
- *T or F*- Monthly reports may be verbal.
- *T or F*- Insurance is mandatory.

Fundraising

PTAs do not exist to raise money but raise money to exist.
Fundraising is **NOT** a primary function of PTA



- PTA-sponsored programs can provide enrichment activities for families.
- ***PTA's should NOT do combined fundraisers with the school.***
- Plan Programs and Projects first, then Fundraiser.
- PTAs can work with other community organizations on community-wide issues that correlate with PTA priorities.

Selection of Appropriate Fundraiser

- Does it adhere to the PTA Mission and the Purposes?
- Does it conform to the noncommercial, nonsectarian, and nonpartisan policies set forth in the PTA bylaws?
- Is it a type of activity that can serve as a positive example for, and does it preclude the exploitation of children and youth?
- Has a budget of required expenditures (e.g., cost of materials and publicity for the event) been provided?
- Are special permits, such as food handling permits, required?
- Are contracts required? If so, has the President signed contracts with vendors and/or manufacturers? Do contracts for products include responsibility for spoiled, damaged, or unclaimed goods?
- Have procedures been established to safeguard the handling of products and money?
- What requirements, if any, are involved in using a facility?

Utah PTA Food Stamps Policy



- PTAs cannot reimburse anyone who has purchased PTA supplies with government-issued or non-personal funds like food stamps or SNAP funds. ***It is against the law.*** DWS Financial/Food Stamp Rule 825-3: Food Stamp Trafficking Policy, effective March 1, 2016. Food Stamp Trafficking is defined as: ...

#5. Intentionally purchasing products originally purchased with Food Stamps in exchange for cash or consideration other than eligible food.

How to identify receipts that are not eligible for reimbursements.

1. It will say “EBT-FS”, “Food Stamps” or “EBT SNAP”.
2. The receipt will often show a Beginning and Ending Balance (Beg Bal & End Bal)
3. These receipts will most often show no sales tax.

- If a person attempts to turn in these types of receipts, remind them that PTA is unable to reimburse them because doing so, would be committing food stamp fraud.
- *All Presidents and Treasurers look carefully at every receipt turned in to see if the purchases were paid for with Food Stamp (SNAP) funds.*
- Remember both the President and Treasurer must review receipts and sign the Check Request Form before a reimbursement check is written.

Donor Advised Funds



- Every local PTA unit, in good standing, qualifies to receive donations through any DAF under the umbrella of Utah PTA, also known as Utah Congress of Parents & Teachers or PTA Utah Congress.
- Utah PTA State office has created and maintains accounts with every donor-advised fund. All donations processed through a DAF will be mailed to PTA Utah Congress using the State office address of 5192 S. Greenpine Drive, Salt Lake City, UT 84123.
- Once donations are received in the office, Utah PTA will swiftly redistribute the donation to the intended PTA with a Utah PTA issued check. ***Please do not alter the address or name of any of the charitable donation accounts to ensure proper handling of current and future donations.*** All questions should be addressed to Utah PTA via email to kids@utahpta.org.
- Well known DAFs: AmazonSmile Foundation; Benevity Causes; Fidelity Charity Gift Funds; YourCause; and others. List on pg.
- *A Donor-Advised Fund, or DAF, is a charitable giving vehicle administered by a public charity created to manage charitable donations on behalf of organizations, families, or individuals. Donor-advised funds are the fastest growing charitable giving vehicle in the United States by providing a flexible way for donors to pass money through to charities.*
- *Many individuals/businesses are choosing this method of charitable giving to support our local PTAs.*

Internal Controls

Do You Have These Basic Controls in Place?



- The Treasurer maintains custody of the checkbook at all times.
- Supporting documentation is required for every disbursement made.
- Checks are issued in number sequence order. □
- All checks have two signatures—the Treasurer, *except in an emergency*, and one additional signer, preferably the President.
- There are no blank checks with a signature(s)!
- Under NO circumstances should a check ever be written to cash.
- Detailed supporting documentation is maintained for every deposit made.
- Three people are present for all counting of cash (membership drive, book fair, fundraiser, etc.)
- All money received is deposited the same day, using the bank's night depository for events concluded after banking hours.
- Bank statements (and other bank correspondence) are mailed to the school address in care of the PTA.
- Bank statements are reconciled to check registers in a timely manner.
- There are no ATM, debit cards, or credit cards connected with PTA accounts. ***
- The Treasurer prepares and presents a Treasurer's report at each general membership meeting and at executive committee and board meetings as deemed appropriate.

Be a Unit in Good Standing

What does this mean?



- Adhering to the purposes and basic policies of PTA
- *Having an EIN (Employer Identification Number) from the IRS on file with Utah PTA*
- Submitting the names and contact information of current officers to Council/Region or on MemberHub
- *Having bylaws renewed by Utah PTA every three years*
- Remitting national and state portions of membership dues to Utah PTA by dates designated. (Note: The current procedure requires local PTAs to make monthly remittances, by the 25th of each month, with a final remittance by June 25th.)
- *Submitting Year-End Financial statement, AFR (Annual Financial Reconciliation) report, and approved budget to Council/Region or on MemberHub.*
- Submitting IRS Form 990N (online), or Form 990EZ, if required.
- ***A unit NOT in good standing means the unit and students attending the PTA's school are ineligible to participate in Reflections or Battle of the Bands or to receive Awards. Sales Tax refund checks will also not be issued and the unit may be subject to loss of their tax-exempt status***

Coming soon



We are in the 21st century now and are in the process of creating policies and guidelines for use of

PREFUNDED SPENDING CARDS !

We are still in the BETA testing and trying to work out as many bugs and questions as possible.

We will have a special training and handbook for this when we have it ready!!! PLEASE WATCH IN YOUR EMAIL FOR THE NOTICE OF THIS TRAINING. *IT WILL BE FOR REGIONS, COUNCILS, AND LOCALS.*

YAY!!



Questions????

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Groups you can join:

- Utah PTA Advocacy
- Utah PTA Super Secondary
- Utah PTA Excellent Elementary
- Utah PTA Treasurers
- Utah PTA Reflections
- Utah School Community Councils



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