

Whittier - Pico Rivera Council



FINANCIAL TRAINING 2019-2020

TERMS/ABBREVIATIONS

- CAPTA = California State PTA
- CT = Charitable Trust Number
- District = Thirty-Third (33rd) District PTA
- EIN = Employee Identification Number (for IRS)
- FTB = Franchise Tax Board Number (for State Taxes)
- IRS = Internal Revenue Service
- LOD = Letter of Determination
- NFS = Not Sufficient Funds
- RRF-I = Registration/Renewal Fee Report (CT) Number
- SOS = Secretary of State

FIDUCIARY RESPONSIBILITIES

- ▶ Protecting the assets of PTA is the fiduciary responsibility of the ENTIRE BOARD.
- ▶ PTA funds belong to the membership of the PTA
- ▶ Members must be fully informed about how the money is spent or intended to be spent by the PTA
- ▶ Members must be provided with the opportunity to approve business transactions of the organization
- ▶ Keeping the members informed indicates the PTA is being transparent

BANK ACCOUNT INFORMATION FORM

Whittier Pico Rivera Council



BANK ACCOUNT INFORMATION

School Year: _____

Name of Unit: _____

Bank Name: _____

Bank Account# _____ Checking

Bank Account# _____ Saving

Bank Account# _____ Pay Pal type of account

Bank Phone Number: _____

CHECK SIGNERS

NAME

PTA TITLE

PHONE NUMBER

_____	_____	_____
_____	_____	_____
_____	_____	_____

THE BUDGET PROCESS

- Creating the Proposed Budget
 - The Treasurer chairs the Budget Meeting
 - Review last year's budget to actual revenue and expenses
 - Combine the best of the past with new ideas for the future
 - Ensure that all proposed programs and activities are in compliance with the *Insurance and Loss Prevention Guide*
- Present the Proposed Budget to the Executive Board
- Present the Proposed Budget to the Association for approval
- Approval of Programs – Evidence of approval of all programs and activities must be in the minutes for insurance purposes

KEEPING TRACK OF THE BUDGET

- ▶ IT IS THE DUTY OF THE ENTIRE BOARD!
- ▶ Adoption of the budget *does not* authorize the expenditure of the funds. Funds still need to be released and individual expenditures approved.
- ▶ Ensure that expenses stay within budget
 - Inform committee chairmen of their budgeted amounts
- ▶ The budget is a working document and can be revised by the association

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(Membership, Fundraisers, Donations)

California State PTA Toolkit – May 2016

MAKING DEPOSITS

- All receipts must be deposited into the bank as soon as possible
 - Only PTA funds are to be deposited into PTA accounts - No commingling of funds
 - with other clubs (5th grade/8th grade/Science Camp/Dad's Club)
- Prepare deposit slips in duplicate, the original for the bank and the duplicate for the treasurer's records
- Checks must be marked "For Deposit Only" with the PTA account number
- Develop and use a system to identify checks should they be returned unpaid (i.e., NSF) from the bank
- Walk-in Deposits/Night Drop Deposits
- Call the local police watch commander (not 911) for an escort if you are concerned about transporting a large deposit to the bank
- Deposit receipts are attached to the Cash Verification Form(s) and retained for audit

HANDLING DISBURSEMENTS

- ▶ Authorizations for Payment (AFP) or Check/Payment Requests must be completed for all expenses prior to writing a check.
 - Forms should be completed by those incurring the expenditure and must be turned in to the treasurer who should:
 - Check all receipts or invoices
 - Assign a check number
 - Assign a budget account number
 - Obtain approval or ratification from the association
 - Released funds can be paid upon receipt of AFP or Check Request and later ratified during an association meeting
 - If funds are not released, the payment must be held until it is approved by the association
 - Present the approved AFP or Check/Payment Request to the treasurer for assurance of check
- ▶ Evidence of approval or ratification of all expenses must be in the minutes



CLUB MANAGER KRISTI PARIS
(562) 697 - 9281
LA HABRA, CA

08/05/15 14:13 0786 4735 005 1779

JESSICA YNEGES

E	58959	M&M ML 560ZF	9.68	N
E	728679	GUMMY BEARSF	8.48	N
E	281964	TROLLI SBC F	12.44	N
		SUBTOTAL	30.60	
E	455004	RUFFLES F	2.99	N
E	455004	RUFFLES F	2.99	N
E	219028	CT LEMONADEF	6.19	N
E	481526	FRAN HOT BUF	2.19	N
E	481526	FRAN HOT BUF	2.19	N
E	577454	HOT DOG BUNF	2.08	N
E	577454	HOT DOG BUNF	2.08	N
E	825741	OS CRANGRAFF	4.48	N
E	390128	CRV F	0.10	N
E	787722	TORTILLA F	3.98	N
E	817835	H M GRAHAMSF	7.39	N
		SUBTOTAL	67.26	
		TOTAL	67.26	
		DEBIT TEND	67.26	
		CHANGE DUE	0.00	

HANDLING DISBURSEMENTS /ADVANCE AUTHORIZATION



PAYMENT AUTHORIZATION/REQUEST FOR REIMBURSEMENT ATTACH ALL RECEIPTS TO THIS EXPENSE STATEMENT

Requester Name _____

School Name: _____

Check Payable to: _____

Expenditure was for: _____

List Expenditures: _____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL EXPENSE \$ _____

Total Amount Claimed From Above \$ _____

Minus Advance Received \$ _____

Reimbursement Claimed \$ _____

Not claimed – donate to PTA \$ _____

Refund to PTA (Enclose Check) \$ _____

Signature _____ Date _____

FOR PTA TREASURER USE:

- ☐ Membership-approved activity ☐ Funds released by membership
☐ Executive Board-approved expenditure

Check Number	Category	Amount Advanced	Expenses	Amount Owed or Due

President's signature: _____ Date: _____

Date approved in minutes _____ Secretary's signature: _____

► Funds may be advanced to the respective officer or chairman upon release of funds

► Ensure that all receipts are turned in and reconciled

► Ensure that any refund is collected in a timely manner

WRITING THE CHECK

- ▶ Payable as listed on the Authorization for Payment or Check/Payment Request only
- ▶ Payments for membership, insurance, council and district events should be issued to council.
- ▶ The amount must match the authorized amount
- ▶ NEVER PRE-SIGN CHECKS!!!!
- ▶ NEVER PAY IN CASH!!!!
- ▶ NEVER PAY WITH A PTA DEBIT/ATM CARD!!!! – refuse or destroy any debit or atm card

My PTSA

6200 Oak Court
Pleasant Oaks, CA 99000-1100

1010

Date January 1, 2007

PAY TO THE
ORDER OF

Meat Market

\$ 39.40

Thirty-nine and 40/100 ----- DOLLARS

VOID AFTER 30 DAYS

FOR meat - spgght. dinner

Jane Courtly

John Price

TWO SIGNATURES REQUIRED

"503796" "456782345" 6897567"1010"

DEALING WITH NSF CHECKS

- ▶ NSF = Not Sufficient Funds
- ▶ Deduct all returned checks from Receipts and any bank fees from Disbursements
- ▶ Deal with NSF Checks ASAP
- ▶ Collect the total of the returned check and any bank fees
- ▶ When collected, enter the amount of the check back into the Receipts and deduct the collected bank fee from the Disbursements

CATEGORIES:

MONTH AUGUST 2015 YEAR

[illegible]

OUTSTANDING CHECKS		#	\$	#	\$	#	\$
\$		#	\$	#	\$	#	\$
(Total)		#	\$	#	\$	#	\$
		#	\$	#	\$	#	\$

- **Student Programs**
Awards, scholarships, room parties, gifts to school, parent ed.
- **Organizational Expense**
Officer's & Chairmen's expenses, convention, insurance and supplies
- **Fundraising**
- **Honorary Service Award Expense**
- **Other**
List anything that does not come under any other category

*****LIST AND DEDUCT ANY
VOIDED CHECKS FROM
THE APPROPRIATE
CATEGORY***

[illegible]

- **Membership**
Separate local portion and amount due at membership turn-in
- **Fundraising**
- **Student Programs**
Any event not meant as a fundraiser
- **Other/Donations**

****LIST AND DEDUCT ANY
RETURNED CHECKS
AGAINST THE
APPROPRIATE CATEGORY**

REPORTING AT MONTHLY MEETINGS

- ▶ Present his/her report by reading subtotals by category and total receipts for the month.
- ▶ Present Balance on Hand as of the last report, total receipts, total disbursements and Balance on Hand as of the date of the report.
- ▶ Move to ratify checks issued since last association meeting listing them individually and giving a total.
- ▶ Move to approve bills to be paid submitted prior to and during the meeting listing them individually and giving a total.
- ▶ Checks to be Ratified and Bills to be Paid Form
- ▶ Approval of fundraisers
- ▶ Approval of upcoming activities
- ▶ Release funds from the budget
- ▶ Budget Update

There is a script provided to follow the wording & what needs to be documented in the minutes.

Month: _____

PTA
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Date:	Deposit For:		Amount
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total Receipts:			\$

[illegible]

\$	XXXXXXXXXXXXXXXXXXXX
----	----------------------

Check#	Amount	Check#	Amount
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total Outstanding Checks:			\$

Saving Account	Amount
Beginning Balance	\$
Receipts Interest	\$
Disbursements	\$
Ending Savings Account Balance	\$

\$	999,999,999.99
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Respectfully Submitted,
 Unit Treasurer

TREASURER'S REPORT

- The Treasurer's Report must contain:
 - Balance on Hand as of the last report
 - Total Receipts as received from the financial secretary – If the unit does not have a financial secretary, the Treasurer's Report must include an itemized list of receipts for the monthly period
 - Itemized Disbursements including the check number, issue date, payee and description
 - Disbursements requiring ratification by the association should be flagged
 - Balance on Hand as of the date of the report
 - Savings account balances and activity
- **Required** - Provide a copy of your unit Treasurer's Report to your council monthly.

COMPUTER-GENERATED FINANCIAL RECORDS

- ▶ A monthly printed record must be kept in a permanent binder showing title and time covered
- ▶ Maintain a checkbook register with the current balance at all times
- ▶ A backup of financial files should be done monthly
- ▶ Electronic payments or wire transfers are NOT allowed
 - Bylaws require two signatures on all checks

ANNUAL TREASURER'S FINANCIAL REPORT

- Reports gross receipts and disbursements for the fiscal year. Our fiscal year runs from **July 1st** through **June 30th** *
- It is used by tax preparers to file taxes
- The council and district PTA also requires this report
- Units are to prepare their own Annual Treasurer's Financial Reports
- Contact council for the Excel file which includes treasurer's book reconciliation of monthly receipts and disbursements

ORGANIZATION OF FINANCIAL RECORDS

- Procedure Book –
 - Agendas, Minutes, Unit Calendar
- Treasurer -
 - Ledger
 - Bank Statements
 - Minutes
 - Cash Verification Forms staple w/deposit slips
 - Authorizations Forms
 - Budget, Budget Updates, Treasurer's Reports
 - Receipt Book/Contracts
- Auditor –
 - Copies of Previous Audit Reports/Findings

INSURANCE & LOSS PREVENTION GUIDE

- Red Light - Yellow Light - Green Light
- Check the Vendors List!
- Insurance only covers your unit if proper financial procedures are followed
- Never break the chain of custody!

FIDUCIARY AGREEMENT & DONATION RECEIPT



FIDUCIARY AGREEMENT

The _____ PTA/PTSA (PTA), hereby gives to the _____ of _____ Public School District, a monetary grant in the amount of _____ dollars (\$_____) check number _____, dated and signed by _____ president and _____ treasurer of the _____ PTA.

The gift money is for the sole purpose of _____

It is hereby agreed that the gift monies will be spent for the above-stated purpose on or before _____, Any portion of such funds that is unused or unexpended as of such date shall be reimbursed in full to the _____ PTA within seven (7) business days of the expiration date.

The PTA hereby gives to the _____ of _____ Public School District, the following equipment

The _____ Public School District accepts ownership of the above described equipment, accepts responsibility for the installation, operation and maintenance of the above described equipment, and will keep the above described equipment at _____, for a period of no less than _____ (_____) years.

The conditions set forth in this Fiduciary Agreement are restrictions placed by the PTA upon the donation and use of the above described money or equipment.

PTA/PTSA President

Date

PTA/PTSA Treasurer

Date

School Administrator

Date

School District Administrator

Date

DONATION RECEIPT

Date _____

Name _____

Cash contribution \$ _____

In-kind non-cash items exceeding \$250 in value (description of items):

"Quid Pro Quo" contributions (Contributions that are made partly as a contribution and partly in payment for goods and services received, for example, a ticket price that is higher than its normal value). For Quid Pro Quo contributions of more than \$75, list item(s) and total amount paid for each.

In consideration of their donation, donor received (e.g., value of meal):

The California State PTA is a tax-exempt nonprofit organization as described in Section 501(c)(3) of the Internal Revenue Code. This exemption applies to all the California State PTA's constituent organizations.

Authorized by _____

IRS EIN _____

**PLEASE RETAIN FOR YOUR TAX RECORDS
THANK YOU FOR YOUR SUPPORT**



Questions & Answers