

# Treasurer's Calendar

## July

- Receive the Treasurer's books.
- Sign new signature cards at bank.
- Review bylaws, standing rules, insurance policy, and all other resources given by SMAC, Kansas PTA and National PTA.
- If not already approved, prepare a proposed budget

## October

- Prepare Treasurer's Report
- Remit membership dues to Kansas PTA.
- If not done by previous Treasurer, begin filling out IRS Form 990, 990EZ or 990-N.

## January

- Prepare Treasurer's Report
- Remit membership dues to Kansas PTA
- Send proof of 990 filing to Kansas PTA

## April

- Prepare Treasurer's Report
- Order Past President pin from KS PTA
- Pay fees for SMAC School of Instruction

## August

- Prepare Treasurer's Report
- If not already approved, present proposed budget to Exec for approval to present to general membership.
- Ensure that proof of insurance is on file with SMSD.

## November

- Prepare Treasurer's Report
- Remit membership dues to Kansas PTA.
- Submit copy of 990 to IRS by November 15<sup>th</sup>. Send copy to Kansas PTA.

## February

- Prepare Treasurer's Report
- Submit membership dues to Kansas PTA
- Submit Registration for Kansas PTA Conv.

## May

- Prepare Treasurer's Report
- Request Outstanding Bills and ensure all receipts are available for Auditors.
- Pay National PTA convention Registration.
- Prepare Proposed Budget for next school year (optional)

## September

- Prepare Treasurer's Report
- Submit Membership Dues to Kansas PTA. Early Bird deadline October 1.
- If not already approved, present proposed budget to general membership for approval.
- Pay SMAC Dues (\$65) and SMAC Clothing Center Donation (recommend \$65 minimum).

## December

- Prepare Treasurer's Report
- Submit membership dues to Kansas PTA.
- Send acknowledgement for donations >\$250 (iRS pub.526).
- Prepare 1099s if remittance to individual is >\$600
- Submit Retailers Sales Tax to Kansas Dept of Revenue.

## March

- Prepare Treasurer's Report
- Submit membership dues to Kansas PTA.
- Order HLM Awards if given.

## June

- Prepare End of Year Reporting
- Pay insurance
- Prepare books for audit and ensure audit committee is appointed by the President.
- Serve on Budget Committee to come up with proposed budget for next year (if not done previously).
- Prepare 990

## RECORDS RETENTION SCHEDULE

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It is very important that certain records be retained. It helps to develop a records retention policy. Listed on this page are items that should be reviewed on a periodic basis and kept in a safe place.

<b>RECORDS TO BE RETAINED</b>	<b>RETENTION PERIOD</b>
Accounts payable records.....	7 years
Annual audit reports .....	Permanently
Articles of Incorporation .....	Permanently
Bank reconciliations .....	1 year
Bylaws, including all amendments.....	Permanently
Cash receipt records .....	7 years
Checks (canceled, but see exception) .....	7 years
Checks [canceled, for important payments, i.e., taxes, special contracts, etc. (checks should be filed with the papers pertaining to the transaction)].....	Permanently
Contracts & leases (expired) .....	7 years
Contracts & leases still in effect .....	Permanently
Corporation reports filed with the secretary of state .....	Permanently
Correspondence with customers or vendors .....	1 year
Correspondence (general).....	3 years
Correspondence (legal).....	Permanently
Duplicate deposit slips.....	1 year
Employee records (post-termination), if applicable .....	3 years
Employment applications, if applicable .....	3 years
Equipment owned by the PTA .....	Permanently
Financial statements (year-end) & budgets .....	10 years
Grant award letters of agreement .....	10 years
Insurance records, accident reports, claims, policies, certificates .....	Permanently
Inventories (products & materials) .....	7 years
Invoice.....	7 years
Journals .....	Permanently
Minute books of directors & committees .....	Permanently
PTA charter .....	Permanently
Petty cash vouchers .....	3 years
Purchase orders .....	7 years
Record retention policy .....	Permanently
Sales records.....	7 years
Tax-exempt status documents .....	Permanently
Application for tax exemption (federal and state)	
Letter of determination (recognition) of tax-exempt status (federal and state)	
Group tax exemption documents, if applicable	
Letter assigning IRS Employee Identification Number (EIN)	
Form 990/990EZ and Schedule A, as filed with IRS	
State tax information returns, as filed	
Form 990T, if applicable, for unrelated business income	
Correspondence with IRS	
Other information returns filed with the government	
Charitable Solicitation Registration, if applicable	
Trademark registrations.....	Permanently
Vouchers for payments to vendors, officers, etc. (includes allowances & reimbursements to officers, members, etc., for travel & other expenses) .....	7 years

## Sample Credit Card Acceptance Policy

- Sample PTA will accept credit card payment if the card holder is physically present. We will not at any time accept credit cards over the phone.
- A signature is required for all purchases made with Sample PTA via a credit card.
- A picture ID is required to identify the purchaser for all in person credit card transactions.
- Sample PTA will charge a convenience fee for every transaction via credit card to help offset the fees assessed to Sample PTA for accepting credit cards. The convenience fee will be set by the Executive Committee.
- The convenience fee will be revisited every year to ensure that we are not putting undue hardship on our patrons and that Sample PTA is not losing revenue based on credit card processing fees.
- Sample PTA will follow all best practice guidelines as outlined in the “Money Matters in an Electronic Environment” publication put out by National PTA and will follow all requirements set by the PCI DSS (Payment Card Industry Data Security Standards).

Rationale: Sample PTA is happy to be able to offer our members and supporters the opportunity to conduct business with us via credit card. This proposal will outline policies that will be in place in order to streamline the acceptance of credit cards and protect Sample PTA.

## Sample Credit Card Usage Policy

- Sample PTA will maintain a credit/debit card. The card will be issued to the Treasurer for usage for online purchases and ease of doing business.
- Credit/Debit card transactions will still need prior authorization by at least 2 unrelated signers on the checking account. This authorization should be in writing (email/text) and should be maintained with the receipt for the credit/debit card transaction.
- Receipts will need to be kept and attached to a disbursement form. If the receipt is not located, the transaction will be the responsibility of the Treasurer and the unit shall be repaid within 30 days.
- The only transactions permitted on the credit/debit card are for unit business. Personal transactions are not permitted.

## **Online and Electronic Payment Companies**

SMAC PTA does not have any specific policies when it comes to utilizing a company to accept credit card payments. Here are a few things that we recommend your unit consider before making a choice of using a company.

- Ensure they will keep information confidential and will not sell names/contact
- Check to see what percentage that company keeps of the funds collected to determine if it is worth it for your unit.
- Set up an account specifically for your unit. We do not recommend utilizing a private account for unit business.
- Limit administrators to your check signers only
- Check out how your unit will be able to tell who paid and for what. Your treasurer needs to be able to allocate the funds for your reporting.
- Remember that you are running a business so ensure all decisions keep that in mind.

# Disbursement Voucher

Please attach receipts

Committee: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Submitted By: \_\_\_\_\_ Phone #: \_\_\_\_\_

Check Payable To: \_\_\_\_\_ Amount: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Receipts Attached:      YES      NO      (If receipts not attached, explain)

**ITEMS PURCHASED/BILLS PAID**

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TREASURER'S USE  
**DO NOT WRITE BELOW THIS LINE**

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Check # \_\_\_\_\_ Date Written: \_\_\_\_\_

Received by \_\_\_\_\_ Approved by \_\_\_\_\_

Deposit Record

School Year: 2018-2019

Date:

Event:

Submitted by:

**Total Deposit:** \$0.00

Budget Line Item/Committee	Total	Cash	Checks
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00	\$0.00	\$0.00

Amount Verified \_\_\_\_\_  
 Date Deposited \_\_\_\_\_  
 Treasurer's initials \_\_\_\_\_

Check #	Amount	Name

Cash:

hundred   
 fifty   
 twenty   
 ten   
 five   
 two   
 one   
 dollar coins   
 quarters   
 dimes   
 nickels   
 pennies

Total: \$0.00

Total:     \$     -

PTA Audit Cover Letter



To: Auditor/Audit Committee

Thank you for agreeing to perform an audit/financial review of the books of the \_\_\_\_\_ PTA/PTSA. The purpose of this audit/financial review is to certify the accuracy of the books and records of the financial officers and to assure the membership that the Association's resources/funds are being managed in a businesslike manner within the regulations established for their use. To facilitate this process, I have supplied **ALL** of the following items and will supply any other information as requested:

- Copy of last year's audit report
- Checkbook and cancelled checks
- Bank statements and deposit receipts
- Treasurer's book (sometimes called cash book or ledger)
- The annual financial report
- All Treasurer's Reports
- Itemized statements and receipts of bills paid
- Check requests (Vouchers)
- Adopted budget and any amendments that were approved by the membership during the year
- Current Bylaws
- Current Standing Rules
- Copies of board, executive committee and association minutes

The auditor/audit committee report must be in writing. If the audit committee finds there are not adequate records or inappropriate accounting procedures used, this information should be noted on an attached recommendations page.

Current Treasurer's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Please contact the new Treasurer when the audit is complete. Thank you again for rendering your services.

Incoming Treasurer: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_



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## AUDIT WORKSHEET

Start the audit by noting the balance on hand at the date of the last audit. Verify that the amount listed on the audit report is the amount listed in the register and on the bank statements. You will need all information as outlined in the "PTA Audit Cover Letter".

- |   |          |
|---|----------|
| 1. Do a sample test of transactions.                                  | Initials |
| a. Is there a voucher and bill/receipt for each check written?        |          |
| b. Are there 2 signatures on each check?                              | _____    |
| 2. Look at Bank statements (12 months)                                |          |
| a. Have they been reconciled?   |          |
| b. Have they been checked by another PTA Member?                      | _____    |
| 3. Trace all cash verification forms to bank deposits                 |          |
| a. Is there a deposit slip for each deposit?                          |          |
| b. Are the monies put in the correct budget category?                 | _____    |
| 4. Account for all returned and voided checks                         |          |
| a. Recorded properly?   |          |
| b. Were they followed up on?  | _____    |
| 5. Verify balances in all bank accounts                               | _____    |
| 6. Determine if IRS form 990 was filed                                | _____    |
| 7. Compare total deposits according to the bank to deposits recorded  |          |
| a. Do they match?   | _____    |
| 8. Compare total debits according to the bank to debits recorded      |          |
| a. Do they match?   | _____    |
| 9. Compare the total expenditures to the budget and minutes           |          |
| a. Were all expenditures recorded?                                    |          |
| b. Were expenditures used as allocated in the budget?                 | _____    |
| 10. Check that monthly deposits for dues were collected and forwarded |          |
| To Kansas PTA. The Kansas PTA/National PTA portion of dues            |          |
| Collected should be recorded separately from the associations.        | _____    |

I/We do hereby verify that the above procedures have been performed. Remarks and exceptions are noted below (attach a separate sheet of paper if needed): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Auditors' Signatures:



# PTA AUDIT/FINANCIAL REVIEW FORM



Name of Unit: \_\_\_\_\_ Date: \_\_\_\_\_

Council/Region: \_\_\_\_\_ Unit Treasurer: \_\_\_\_\_

Dates covered by this audit/financial review: \_\_\_\_\_ through \_\_\_\_\_

- 1. Balance on hand (from date of last audit) \$ \_\_\_\_\_
- 2. Deposits (from last audit to this audit date) \$ \_\_\_\_\_
- 3. Total Cash (Add lines 1 and 2) \$ \_\_\_\_\_
  
- 4. Disbursements (from last audit to this audit date) \$ \_\_\_\_\_
- 5. Total Balance on Hand (Subtract Line 4 from Line 3) \$ \_\_\_\_\_

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- 6. Bank Statement Balance as of \_\_\_\_\_ (date of audit) \$ \_\_\_\_\_
- 7. Checks Outstanding (list check # and amount):
  
- 8. Total Outstanding Checks \$ \_\_\_\_\_
- 9. Balance in Checking account (subtract line 8 from line 6) \$ \_\_\_\_\_

Note: Amounts in Line 5 and Line 9 should be the same

Please check one:

\_\_\_\_\_ I/We have audited the books and found them to be correct.

\_\_\_\_\_ I/We have audited the books and found the following problems and/or make the following  
 Recommendations (attach additional pages if necessary):

Auditors' Signatures: