



PTA Treasurer Elect Job Description

Voting member of the Executive Committee

The Treasurer Elect is the authorized custodian of all funds of the PTA. Some of the responsibilities of the office are spelled out in the Bylaws and others are established by State PTA procedures. The Treasurer Elect assists the Treasurer in all aspects of the job. In addition, the Treasurer's duties include keeping records and preparing reports to comply with state and federal laws.

KEEP A PROCEDURE BOOK TO PASS ON TO YOUR SUCCESSOR!

UPON TAKING OFFICE:

1. Take possession of the Treasurer's files.
2. Review the Treasurer's files; ensure audit was completed.
3. File a signature card at the bank approved by the Board.
4. Be familiar with the ethics of money raising. See National PTA's *Money Matters* which is in the National PTA Back to School Kit and available at www.pta.org.
5. Meet with the appointed Budget Committee at the beginning of the term. The Treasurer is frequently designated the Committee chairman.
6. The budget includes only the local portion of membership dues and does not include State and National PTA dues. *State and National dues are transfer funds only.*
7. The proposed budget is presented to the Board for suggestions and then to the general membership for approval at the first regular meeting of the year.
8. A tentative budget may be approved at the last meeting of the year to enable the Treasurer to pay bills over the summer.
9. Issue a receipt for all Monies received.
- 10. Deposit all PTA funds promptly in the PTA bank account. NEVER DEPOSIT PTA FUNDS IN A PERSONAL OR SCHOOL BANK ACCOUNT!**
11. Reply to all IRS correspondence. If in doubt, call the State PTA Treasurer.
- 12. Pay all authorized bills by check. The budget is not a blank check. Bills must be presented to the association or Board according to the procedures specified in the Bylaws. It is a good idea to have a standard requisition form to use for all requests for payments or reimbursements. STATE AND NATIONAL DUES NEED NO AUTHORIZATION FOR PAYMENT**

13. Send State and National dues of \$3.25 per member to the State PTA by November 1st. Use the Membership Dues Remittance Form furnished by Arkansas PTA. Additional members may be added until March 1st; please include a Dues Remittance Form with each dues payment.
14. Ensure the Internal Audit has been submitted for prior school year to the Arkansas PTA office.
15. Ensure IRS reports are filed by November 15th and copy sent to Arkansas PTA State office.

PTA Budget

A budget is a guide – a simple statement showing a plan for obtaining funds and for their use. It is planned on the basis of the regular work of the unit/council. Any special project is usually financed by special means. A budget should be ready for presentation to the membership by the first meeting of the school year. If adopted by the general membership, it serves as a financial guide for the year.

Creating the Budget

A Budget Committee, usually chaired by the Treasurer, prepares the budget to meet the needs of a unit's or council's yearly program. Check your bylaws and procedures for formation, who is to serve and duties of the committee. Review past receipts, disbursements and financial reports when estimating for a budget. Talk with committee chairs and officers about costs of new programs or fundraisers.

Tips for Developing a PTA Budget

Decide or verify what programs, projects and services the PTA wants to provide or support. Gather information to estimate the cost of these items.

Estimate the costs of operating or administrative expenses such as insurance, bank fees and leadership training.

Gather information on fundraising programs and other sources of cash. These other sources of money could include school events that make money for the PTA such as silent auctions, carnivals and of course membership fees.

List all the source of funds and the uses of funds to determine ending cash position of the PTA. Make any necessary budget changes to get to the desired cash position of year end. This may mean cutting a program or service or adding another source of revenue.

A good rule of thumb for any PTA is the "3 to 1 Rule". This rule states that for every fundraising activity, there should be at least three non fundraising projects aimed at promoting the purposes of PTA.

Review the budget with the officers or budget committee and determine a final budget.

Consider creating a tentative budget that is presented to the PTA board and membership at the last meeting of the school year. The purpose of this budget is to allow the treasurer to pay bills over the summer and prior to first PTA meeting of the next year when a new budget can be approved.

Approving the Budget

The budget should be presented to the board for consideration, discussion and approval. Once approved, the same budget should be presented to the PTA membership for consideration, discussion and approval.

Review the specifics of your PTA's bylaws, but in general, the budget should be presented at the first general meeting of the year.

Amending the Budget

When there is an additional expense or a change in an allocated expenditure, the budget may be amended by the general membership, or for a Council, the voting body. If a Council needs additional funds from the units, an instructed vote is necessary (one vote per member unit is to be taken by the units and reported to the Council). **All expenditures not provided for in the adopted budget must be presented to the general membership (or voting body of the Council) for approval.**

Review the specifics of your PTA's bylaws, but in general, the budget can be formally amended at any regular PTA meeting or at a special meeting called for that purpose. Keep track of both the original budget and the amended budgets.

Once a budget is adopted, bills within the budgeted amounts can be paid by the Treasurer as authorized by the association, based on the bylaws.

What Items Usually Appear in a Budget?

- Administration: record books, postage, telephone, copying, etc.
- Committee Activities: speakers, events, projects
- PTA Newsletter: printing and mailing
- Publications and educational materials
- Leadership training: participation in Council, Region, State and National PTA workshops, conferences, and convention by payment of delegates' expenses
- Hospitality: a time to meet members, exchange ideas and generate a feeling of belonging and working toward the same goals
- Start up funds for next year

Sample Treasurer's Report Form

(Name of PTA) Treasurer's Report

(Date)



Beginning Balance (Balance from last report) \$ _____

Income: (List)

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL \$ _____

Disbursements: (List)

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL \$ _____

Balance as of _____ \$ _____

(Date)

Treasurer's Signature _____

Please provide copies for President and Secretary and retain one for the Treasurer's file.



Fidelity Bond and Liability Insurance

At the annual Arkansas PTA Convention in 2006, the delegate body voted to approve a requirement that all PTA units secure a Fidelity Bond covering all members who have access to PTA funds. The Fidelity Bond will protect the Unit/Council from loss of money due to acts of dishonesty by members, officers, and volunteer workers.

Liability Insurance coverage is optional for PTA units. The Liability Policy protects the Units/Councils, its officers, directors, and individual members acting within the scope of the responsibilities for PTA. It covers claims made against the Unit for bodily injury, property damage, personal injury, advertising injury, libel, and slander. However, we strongly encourage the Units/Councils to consider the benefits of having the Liability Insurance available to defend the Unit/Council in case of a claim or lawsuit.

We are very pleased to present an opportunity for each local unit/council to purchase Liability and Fidelity Bond insurance coverage through AIM Companies. An application is included in your Arkansas PTA *Kit of Tools* or you may call the State PTA office. The application should be compiled and returned to AIM Insurance Companies along with the appropriate fees. It is not a requirement that this insurance coverage be purchased through AIM; a local unit may purchase coverage from any company offering such insurance, so long as the purchase is reported to the state office.