

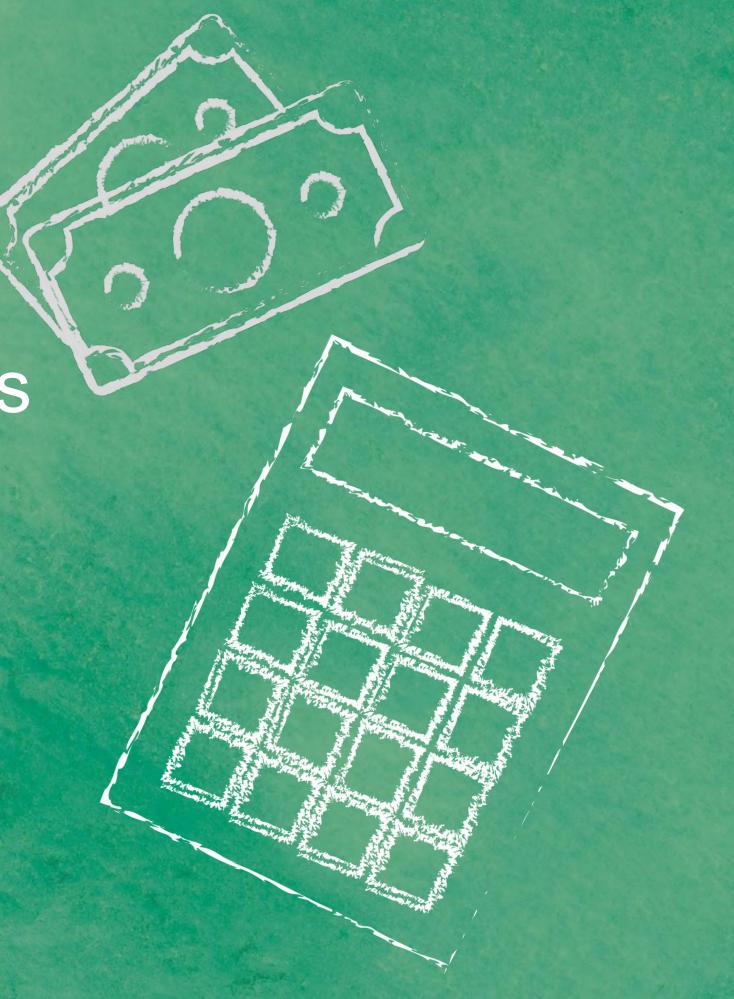
The Role of the

Treasurer

custodian of PTA funds

•keep well-documented records of all income and expenses

- develop a budget for approval
- prepare year-end financial reports
- other duties defined in bylaws



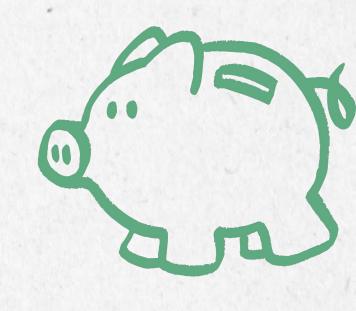
Good Standing & Why It's Important

- •submitting Year End Financials are two important Good Standing criteria that are the responsibility of the Treasurer
- •a PTA unit's finances should be open and transparent
- •keeping good records and adhering to Good Standing criteria are the best way to prevent fraud!





Financial Reports:



Budget

Monthly
Treasurer's
Report

Year End Report

Year End Review



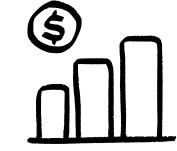


Budget

- •A guideline of how your PTA will receive and spend income
- •A PTA cannot spend any money until a budget has been approved by the general membership



Sample Budget



- •use past history for reference
- total income should balance with total expenses
- budget for carryover for the next fiscal year
- •group income & expenses by category
- always keep MembershipDues as a separate line item

WALKER ELEMENTARY PTA BUDGET				
2023-2024				
carryover from previous year:	\$5,655,00	beginning bank b	alance as of July	2023
can yever none provided your.	80,000,00	bogs amig some o	dance de or only	, 2000
	Actual	Budget	Variance	
INCOME				
Membership	\$0.00	\$750.00	\$750.00	(150 members)
			\$0.00	
TJ's Pizza	\$0.00	\$12,000.00	\$12,000.00	
Flower Bulbs	\$0.00	\$5,000.00	\$5,000.00	
Double Good Popcorn	\$0.00	\$3,000.00	\$3,000.00	
			\$0.00	
Dance	\$0.00	\$1,500.00	\$1,500.00	
	\$0,00		\$0.00	
	\$0.00		\$0.00	
			\$0.00	
Donations	\$0.00	\$50.00	\$50.00	
			\$0.00	
Total Income	\$0.00	\$22,300.00	\$22,300.00	
Income + Carryover	\$5,655.99	\$27,955.99		
backers of the same of the sam				
EXPENSES		2/	41	
Membership	\$0,00	\$637.50	\$637.50	
Membership Promo		\$62.50	\$62.50	
Supplies	\$0.00	\$100.00	\$100.00	
Bank Fees	\$0.00	\$50.00	\$50.00	
Insurance	\$0.00	\$300.00	\$300.00	
Council Dues	\$0.00	\$50.00	\$50.00	
207-200	2000	123446666	\$0.00	
TJ's Pizza	\$0.00	\$7,200.00	\$7,200.00	
Flower Bulbs	\$0.00	\$2,500.00	\$2,500.00	
	\$0,00		\$0.00	
			\$0.00	
Dance	\$0.00	\$1,500.00	\$1,500.00	
KISS Breakfast	\$0.00	\$1,000.00	\$1,000.00	
STEM Night	\$0.00	\$500.00	\$500.00	
Field Day	\$0.00	\$1,500.00	\$1,500.00	
1000			4,000	
PBIS	\$0.00	\$1,000.00	\$1,000.00	
Field Trips	\$0.00	\$5,000.00	\$5,000.00	
			\$0.00	
Teacher Appreciation	\$0.00	\$1,500.00	\$1,500.00	
Teacher Grants	\$0.00	\$1,500.00	\$1,500.00	
Founder's Day	\$0.00	\$400.00	\$400.00	
Scholarship Donation	\$0.00	\$500.00	\$500.00	
47.000.00000			\$0.00	
Carryover		\$2,655.99	\$2,655,99	
			\$0.00	
Lorg			\$0.00	
Total Expenses	\$0.00	\$27,955.99	\$27,955.99	
Ending Balance	\$5,655.99			
il manage	20,000,00			



Budget Reminders:

- make sure the PTA budget supports PTA's mission
- •Follow the 3-to-1 Rule (at least 3 non fundraising projects for every 1 fundraising event)
- •A PTA budget is fluid it can be amended at any time by a 2/3 majority vote

What to do if a budgeted expense goes over?

- •The PTA budget can be amended at any time by a ⅔ majority vote of the general membership
- •If an expense has exceeded the budgeted amount, compose a motion to increase that line item and look at other line items where you can transfer money (your budget expenses should still balance with income).

Treasurer's Report

- •a monthly accounting of all income and expenses
- •should reconcile with the bank statement
- •should be presented at monthly PTA meeting



Sample Treasurer's Report



- note the beginning and ending bank balance
- •group and total income vs. expenses
- note method of payment(check, PayPal, etc)
- note outstanding payments or deposits

October 2023 Treasurer's	Report				
beginning balance	\$4,435.62				
beginning balance	91,100.02				
Income					
Membership	\$110.00	22 members			
TJ's Pizza	\$11,260.32				
Total	\$11,370.32				
10.00	911,010.02				
Expenses					
Membership	\$93.50	check #1037 MOI	PTA		
Membership Promo	\$37.50	check #1038 pizz	a party 4th grade	ış.	
200000	1201007.00		20000		
TJ's Pizza	\$6,756.20	check #1040 TJ's	Pizza		
KISS event	\$475.43	check#1039 Waln	nart (breakfast su	ipplies)	
	7.0530				
Trunk or Treat	\$204.61	PayPal - Sweet S	ervices candy		
PBIS	\$250.00	PayPal Award Ass	sembly supplies		
Field Trip	\$2,326.78	check #1041 HSE	District - cost of	bus for grades K	(-2
Teacher Appreciation	\$120.50	check #1043, pizz	za dinner during o	conferences	
Teacher Grants	\$465.80	check #1044 Mr.	Wright 2nd grade	, check #1045 M	s. Vance 1st grade
Total	#40 700 00				
Total	\$10,730.32	10			
Ending Balance	\$5,075.62				
Circuity Delance	40,070.02				
Outstanding Expense					

Monthly Budget Updates

- each month also give an updated actual vs. budget
 helpful to see how much
- has been spent in each category

Ending Balance	\$5,125.62			
Total Expenses	\$12,280.69	\$27,955.99	\$15,675.30	
		4477	\$0.00	
			\$0.00	
Carryover		\$2,455.99	\$2,455.99	
W/	20.00		\$0.00	
Scholarship Donation	\$0.00	\$500.00	\$500.00	
Founder's Day	\$0.00	\$400.00	\$400.00	
Teacher Grants	\$1,033,10	\$1,500.00	\$466.90	
Teacher Appreciation	\$270.84	\$1,500.00	\$1,229.16	
riou ilipa	φ£,320.76	\$5,000.00	\$0.00	
Field Trips	\$2,326.78	\$5,000.00	\$2,673.22	
PBIS	\$250.00	\$1,000.00	\$750.00	
other family events	\$388.84	\$700.00	41,000.00	
Field Day	\$0.00	\$1,000.00	\$1,000.00	
STEM Night	\$0.00	\$500.00	\$500.00	
Dance KISS Breakfast	\$0.00 \$475.43	\$1,500.00 \$1,000.00	\$1,500.00 \$524.57	
Dance	60.00	de con on	\$0.00	
	\$0.00		\$0.00	
Flower Bulbs	\$0.00	\$2,500.00	\$2,500.00	
TJs Pizza	\$6,756.20	\$7,200.00	\$443.80	
			\$0.00	
Council Dues	\$50.00	\$50.00	\$0.00	
Insurance	\$265.00	\$300.00	\$35.00	
Bank Fees	\$0.00	\$50.00	\$50.00	
Supplies	\$10.50	\$100.00	\$89.50	
Membership Promo	\$37.50	\$62.50	\$25.00	
Membership	\$416.50	\$637.50	\$221.00	
EXPENSES				
70	359):			
Income + Carryover	\$17,406.31	\$27,955.99	321024367675	
Total Income	\$11,750.32	\$22,300.00	\$10,549.68	
P. 10 74 75 75 1	2000	4.5.55	\$0.00	
Donations	\$0.00	\$50.00	\$50.00	
	90.00		\$0.00	
	\$0.00		\$0.00	
Dance	\$0.00	\$1,500.00	\$0.00	
Dance	\$0.00	\$1,500.00	\$0.00	
Double Good Popcorn	\$0.00	\$3,000.00	\$3,000.00	
Flower Bulbs	\$0.00	\$5,000.00	\$5,000.00	
TJs Pizza	\$11,260.32	\$12,000.00	\$739.68	
			\$0.00	
Membership	\$490.00	\$750.00	\$260.00	(150 member
INCOME				
	Actual	Budget	Variance	
Updated 10/31/2023				
carryover from previous year:	\$5,655.99	beginning bank b	alance as of July	1, 2023
2023-2024				
WALKER ELEMENTARY PTA BUDGET				



Treasurer Report Reminders:

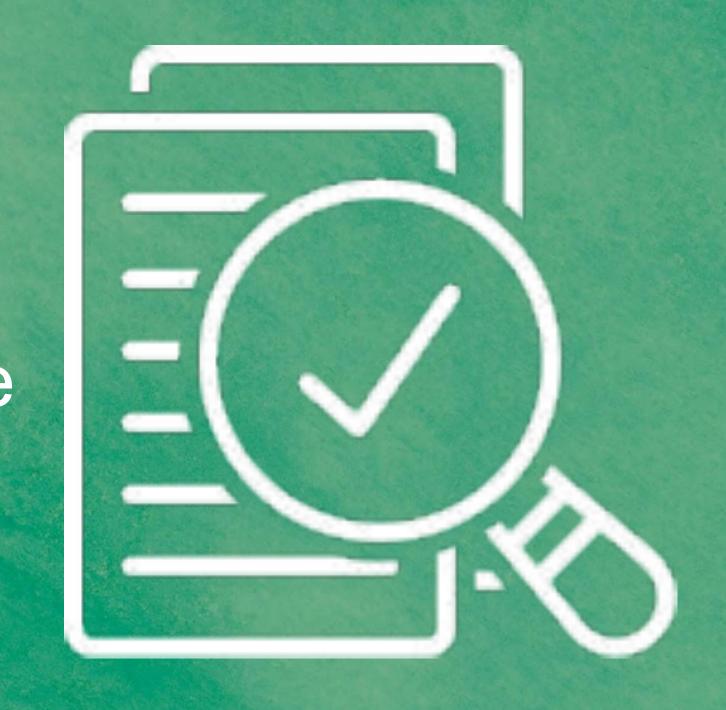
- presented at monthly PTA
 meetings does not need to be
 voted on
- •each month have someone who is not a signer on the bank account review report and bank statement to make sure they reconcile
- •spreadsheets are your friend!

Year End Report & Review

At the close of the fiscal year each PTA unit must complete the Year End Report and Review. These documents provide a clear presentation of the fiscal year and certify that the PTA funds have been handled in a business-like manner. Both are part of the Good Standing criteria.

Year End Report

- •an overview of all income and expenses compared with the budgeted amounts
- •should be completed at the close of the fiscal year (any time after June 30th for most of our units) and no later than December 1st. (MOPTA due date)



Sample Year End Report



- •a year-end report should show income vs. expenses compared to their budgeted amounts
- •group expenses by type, always keep membership income and expense as separate items

Total Expenses	\$24,097.93	\$27,955.99	\$3,858.06	
		(4)(1)	\$0.00	
511.08765565		00000000	\$0.00	
Carryover		\$2,455.99	\$2,455.99	
10			\$0.00	
Scholarship Donation	\$500.00	\$500.00	\$0.00	
Founder's Day	\$389.00	\$400.00	\$11.00	
Teacher Grants	\$1,389.33	\$1,500.00	\$110.67	
Teacher Appreciation	\$1,348.66	\$1,500.00	\$151.34	
			\$0.00	
Field Trips	\$4,753.76	\$5,000.00	\$246.24	
PBIS	\$997.34	\$1,000.00	\$2.66	
other family events	\$624.51	\$700.00	40000000000	
Field Day	\$960.00	\$1,000.00	\$40.00	
STEM Night	\$448.00	\$500.00	\$52.00	
KISS Breakfast	\$975.68	\$1,000.00	\$24.32	
Dance	\$1,529.00	\$1,500.00	-\$29.00	
	2.11.2		\$0.00	
	\$0.00		\$0.00	
Flower Bulbs	\$2,280.00	\$2,500.00	\$220.00	
TJs Pizza	\$6,756.20	\$7,200.00	\$443.80	
Council Coles	\$100.00	\$00.00	\$0.00	
Insurance Council Dues	\$265.00 \$100.00	\$300.00 \$50.00	\$35.00 -\$50.00	
Bank Fees	\$24.00	\$50.00	\$26.00	
Supplies	\$70.85	\$100.00	\$29.15	
Membership Promo	\$61.85	\$62.50	\$0.65	
Membership	\$624.75	\$637.50	\$12.75	
EXPENSES				
Income + Carryover	\$26,506.31	\$27,955.99		
Total Income	\$20,850.32	\$22,300.00	\$1,449.68	
			\$0.00	
Donations	\$85.00	\$60.00	-\$35.00	
			\$0.00	
	\$0.00		\$0.00	
	\$0.00	0.707000000	\$0.00	
Dance	\$1,460.00	\$1,500.00	\$40.00	
Double Good Popcom	92,750.00	43,000.00	\$0.00	
Flower Bulbs Double Good Popcorn	\$4,560.00 \$2,750.00	\$5,000.00 \$3,000.00	\$440.00 \$250.00	
TJs Pizza	\$11,260.32	\$12,000.00	\$739.68	
	******		\$0.00	
Membership	\$735.00	\$750.00	\$15.00	(150 member
INCOME				
	Actual	Budget	Variance	
carryover from previous year:	\$5,655.99	beginning bank b	alance as of July 1,	2023
2023-2024				



Year End Report Reminders:

don't do double work use your budget vs. actual
report as your year end
report

Year End Review

•the Year End Review goes hand-in-hand with the Year End Report and the numbers should match

•the Year End Review is an examination of all the books for the entire fiscal year and should be completed by a committee of 3 people not associated with the bank account



Sample Year End Review

ANNUAL FINANCIAL REVIEW Fiscal Year: 2023-2024

Name of PTA/PTSA/Council Walker Elementary PTA		RegionGateway
1.	Beginning Balance (as of the last date covered by last audit) Receipts (total receipts from beginning to the end of fiscal year)	\$5,655.99 \$20,850.32
3.	가 있는 BB 4 이 프로젝터 아니지 15에 HR (100 HR (\$26,506.31
4.		\$24,097.93
	Ending Balance (subtract line 4 from line 3)	\$2,408.38
6.	막 1. 마다 이렇게 2. 아이 아이가 하면 하고 하고 되었다. 아이가 아이가 아이가 하면 하는데	\$2,408.38
7.	HELENGER NEUTRON (1992) - 1 (199	
	ASTRONOMY ASTRONOMY IN THE TAX	
	Total Outstanding Checks	\$ 0.00
8	Outstanding Deposits	3 0.00
*	Outstanding Deposits	
	Total Outstanding Deposits	\$0.00
9.	Account Balance (subtract line 7 from line 6, then add line 8)	\$2,408.38
	(balances in line 5 and line 9 should match)	
ye		one) Incorrect
Co	omments:	
Si	gnatures of Review Committee:	
8	1 Chair: Cot 14 Page	all members of the Review
	1. Chair: Coule Man	all lifellibels of the veview
	2. Member \ Lelow \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	committee sign off
	3. Member Many Mulu	committee sign off
	 The financial review/audit should be conducted at the close This report should be presented for adoption by the general meeting following the review. Email a copy of this report, the Treasurer's Year-End Fisca required, filed IRS form 990 or e-postcard to Missouri PT/ Keep copies for your records. 	membership at the first general al Report and copy of your

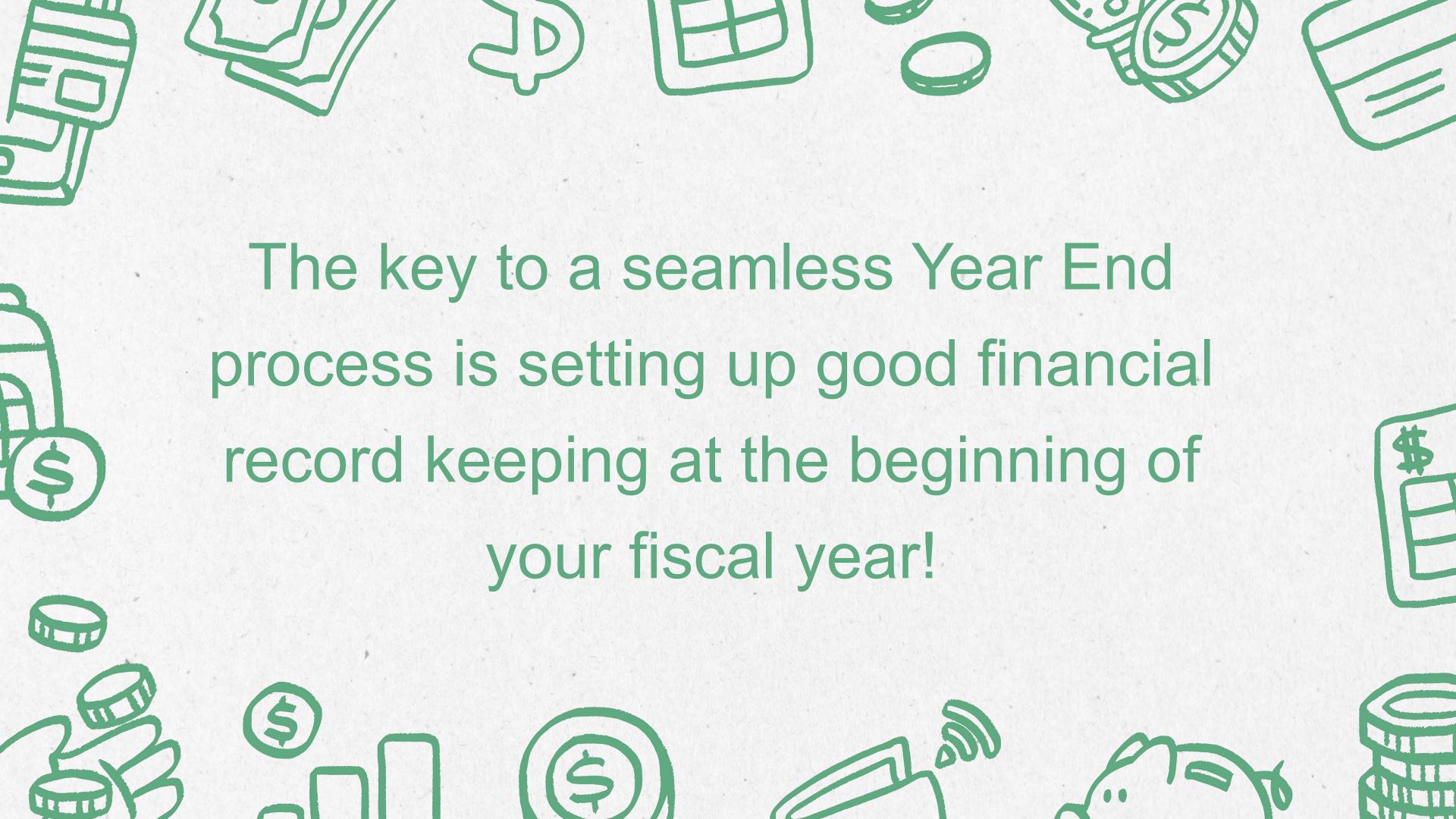
2023-2024				
	1001H300972	A CONTRACTOR OF THE PARTY OF TH		
carryover from previous year:	\$5,655.99	beginning bank b	alance as of July 1,	2023
	Actual	Budget	Variance	
INCOME				
Membership	\$735.00	\$750.00	\$15.00	(150 membe
	******		\$0.00	
TJs Pizza	\$11,260.32	\$12,000.00	\$739.68	
Flower Bulbs	\$4,560.00	\$5,000.00	\$440.00	
Double Good Popcom	\$2,750.00	\$3,000.00	\$250.00	
200000	127 042 27		\$0.00	
Dance	\$1,460.00	\$1,500.00	\$40.00	
	\$0.00		\$0.00	
	\$0.00		\$0.00	
- Carlotte		10000000000	\$0.00	
Donations	\$85.00	\$60.00	-\$35.00	
930052000000			\$0.00	
Total Income	\$20,850.32	\$22,300.00	\$1,449.68	
Income + Carryover	\$26,506.31	\$27,955.99		
EXPENSES				
Membership	\$624.75	\$637.50	\$12.75	
Membership Promo	\$61.85	\$62.50	\$0.65	
Supplies	\$70.85	\$100.00	\$29.15	
Bank Fees	\$24.00	\$60.00	\$26.00	
Insurance	\$265.00	\$300.00	\$35.00	
Council Dues	\$100.00	\$50.00	-\$50.00	
			\$0.00	
TJ's Pizza	\$6,756.20	\$7,200.00	\$443.80	
Flower Bulbs	\$2,280.00	\$2,500.00	\$220.00	
. 1010 2001	\$0.00	42,000.00	\$0.00	
	00.00		\$0.00	
Dance	\$1,529.00	\$1,500.00	-\$29.00	
KISS Breakfast	\$975.68	\$1,000.00	\$24.32	
STEM Night	\$448.00	\$500.00	\$52.00	
Field Day	\$960.00	\$1,000.00	\$40.00	
other family events	\$624.51	\$700.00	\$40.00	
PBIS	\$997.34	\$1,000.00	\$2.66	
Field Trips	\$4,753.76	\$5,000.00	\$246.24	
ried ii pa	\$4,700.70	\$0,000.00	\$0.00	
Teacher Appreciation	\$1,348.66	\$1,500.00	\$151.34	
Teacher Grants	\$1,346.66	\$1,500.00	\$110.67	
Founder's Day	\$389.00	\$400.00	\$11.00	
			200	
Scholarship Donation	\$500.00	\$500.00	\$0.00	
Communicati		\$2.455.00	\$0.00	
Carryover		\$2,455.99	\$2,455.99 \$0.00	
			\$0.00	

Total Expenses	\$24,097.93	\$27,955.99	\$3,858.06	
Ending Balance	\$2,408.38	Address to the boats	nce as of June 30,	2024



Year End Review Reminders:

- •the Treasurer prepares the Year End Review along with all documentation (bank statements, check register, reimbursement slips, receipts, etc.) organized in a concise manner for the Review Committee
- should be completed after the close of the fiscal year and before December
 1st (MOPTA due date)



Questions?

Diamond Sponsors





