

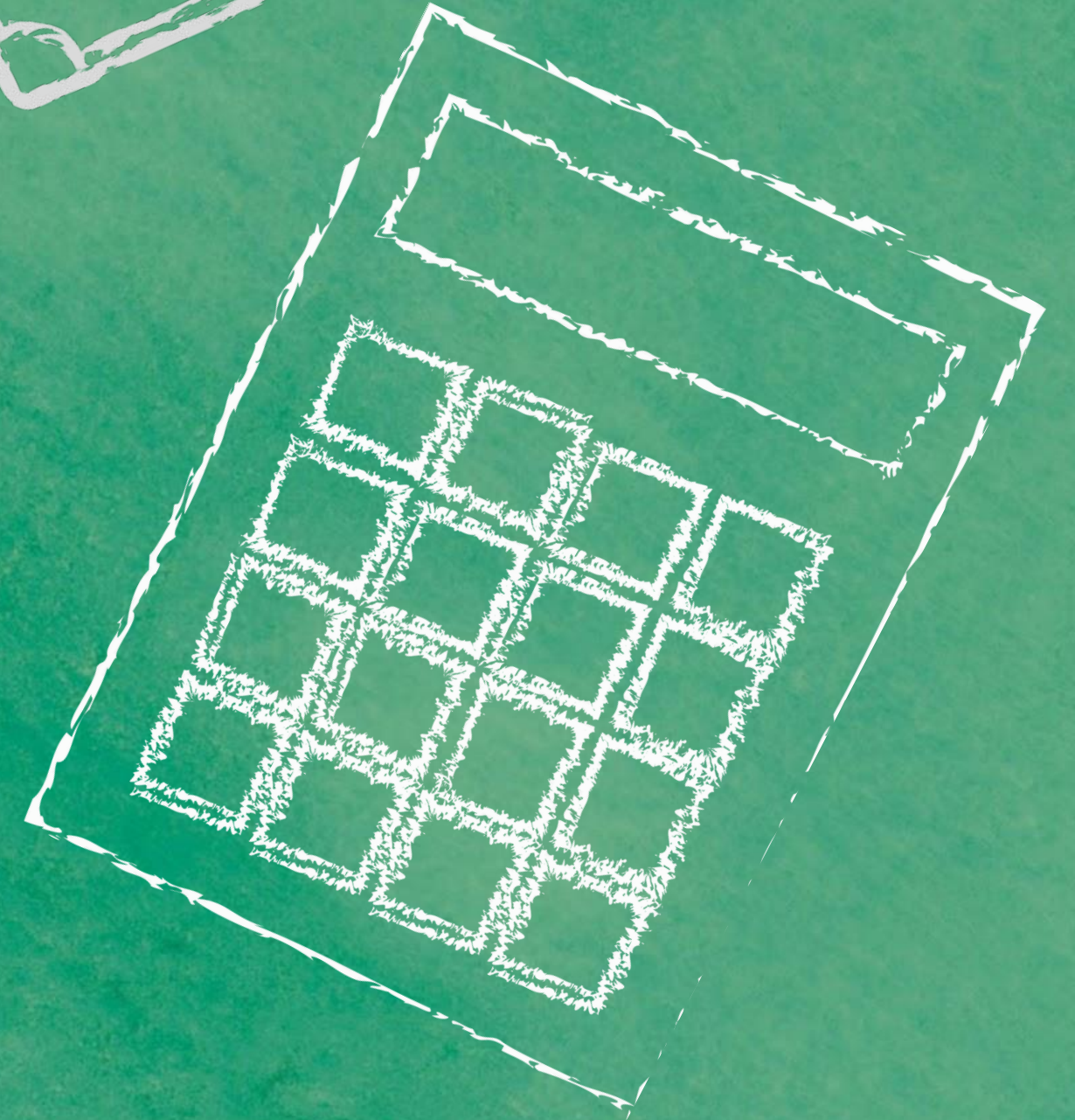
The background is a solid green color with various white line-art icons scattered around. These icons include stacks of money, individual coins, a piggy bank, a bar chart, a dollar sign in a circle, a hand holding coins, a wallet, and a piggy bank. The icons are drawn in a simple, sketchy style.

# Financial Reports

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# The Role of the Treasurer

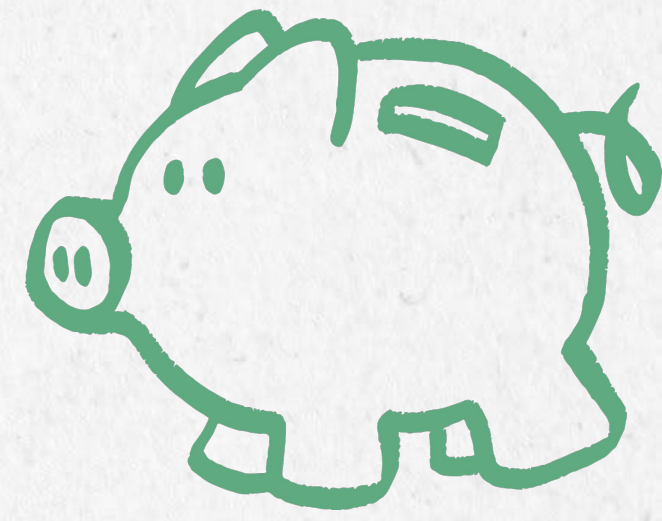
- custodian of PTA funds
- keep well-documented records of all income and expenses
- develop a budget for approval
- prepare year-end financial reports
- other duties defined in bylaws



# 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

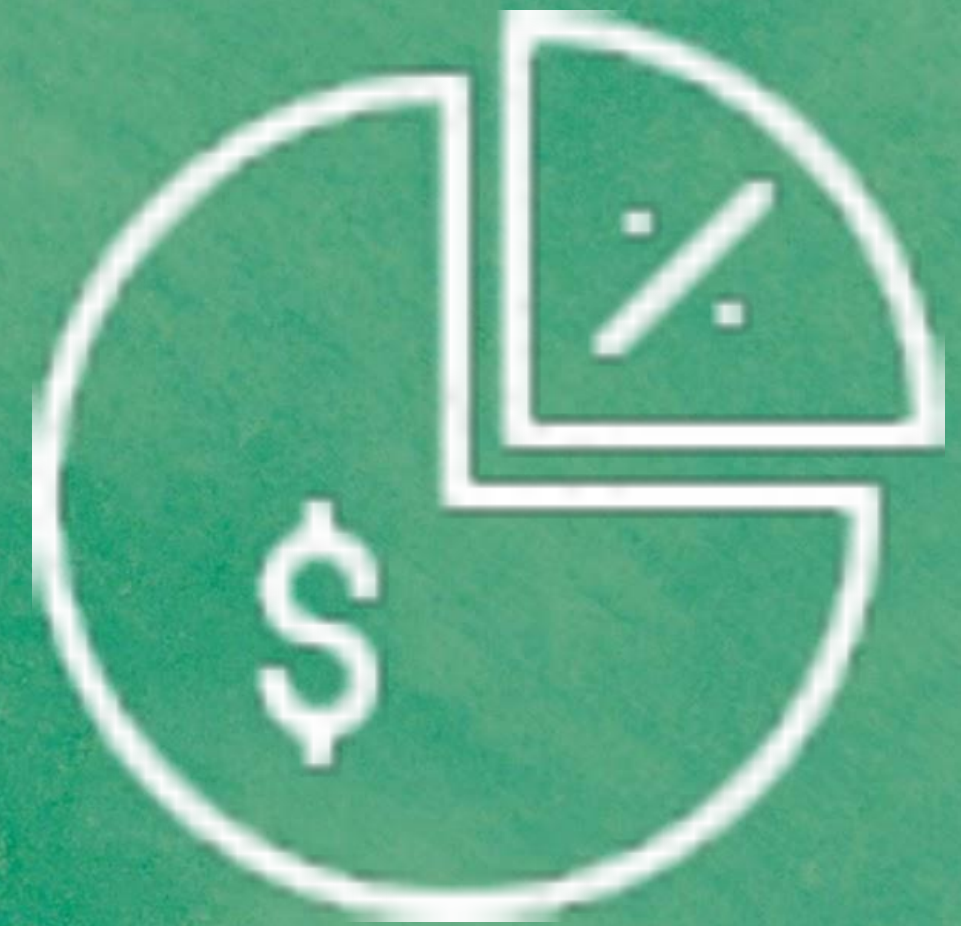
Year End  
Report

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 Membership Dues as a separate line item

WALKER ELEMENTARY PTA BUDGET 2023-2024			
carryover from previous year:	\$5,655.99	beginning bank balance as of July 1, 2023	
	Actual	Budget	Variance
<b>INCOME</b>			
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
<b>Total Income</b>	<b>\$0.00</b>	<b>\$22,300.00</b>	<b>\$22,300.00</b>
<b>Income + Carryover</b>	<b>\$5,655.99</b>	<b>\$27,955.99</b>	
<b>EXPENSES</b>			
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
			\$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
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
			\$0.00
Carryover		\$2,655.99	\$2,655.99
			\$0.00
			\$0.00
<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$27,955.99</b>	<b>\$27,955.99</b>
<b>Ending Balance</b>	<b>\$5,655.99</b>		



# 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  $\frac{2}{3}$  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			
<b>beginning balance</b>	\$4,435.62		
<b>Income</b>			
Membership	\$110.00	22 members	
TJ's Pizza	\$11,260.32		
<b>Total</b>	<b>\$11,370.32</b>		
<b>Expenses</b>			
Membership	\$93.50	check #1037 MOPTA	
Membership Promo	\$37.50	check #1038 pizza party 4th grade	
TJ's Pizza	\$6,756.20	check #1040 TJ's Pizza	
KISS event	\$475.43	check#1039 Walmart (breakfast supplies)	
Trunk or Treat	\$204.61	PayPal - Sweet Services candy	
PBIS	\$250.00	PayPal Award Assembly supplies	
Field Trip	\$2,326.78	check #1041 HSD District - cost of bus for grades K-2	
Teacher Appreciation	\$120.50	check #1043, pizza dinner during conferences	
Teacher Grants	\$465.80	check #1044 Mr. Wright 2nd grade, check #1045 Ms. Vance 1st grade	
<b>Total</b>	<b>\$10,730.32</b>		
<b>Ending Balance</b>	<b>\$5,075.62</b>		
Outstanding Expense	\$12.25	check #1042, printing costs	

# Monthly Budget Updates

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

WALKER ELEMENTARY PTA BUDGET 2023-2024				
carryover from previous year:	\$5,655.99	beginning bank balance as of July 1, 2023		
Updated 10/31/2023				
	Actual	Budget	Variance	
<b>INCOME</b>				
Membership	\$490.00	\$750.00	\$260.00	(150 members)
			\$0.00	
T.J's Pizza	\$11,260.32	\$12,000.00	\$739.68	
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	
<b>Total Income</b>	<b>\$11,750.32</b>	<b>\$22,300.00</b>	<b>\$10,549.68</b>	
<b>Income + Carryover</b>	<b>\$17,406.31</b>	<b>\$27,955.99</b>		
<b>EXPENSES</b>				
Membership	\$416.50	\$637.50	\$221.00	
Membership Promo	\$37.50	\$62.50	\$25.00	
Supplies	\$10.50	\$100.00	\$89.50	
Bank Fees	\$0.00	\$50.00	\$50.00	
Insurance	\$265.00	\$300.00	\$35.00	
Council Dues	\$50.00	\$50.00	\$0.00	
			\$0.00	
T.J's Pizza	\$6,756.20	\$7,200.00	\$443.80	
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	\$475.43	\$1,000.00	\$524.57	
STEM Night	\$0.00	\$500.00	\$500.00	
Field Day	\$0.00	\$1,000.00	\$1,000.00	
other family events	\$388.84	\$700.00		
PBIS	\$250.00	\$1,000.00	\$750.00	
Field Trips	\$2,326.78	\$5,000.00	\$2,673.22	
			\$0.00	
Teacher Appreciation	\$270.84	\$1,500.00	\$1,229.16	
Teacher Grants	\$1,033.10	\$1,500.00	\$466.90	
Founder's Day	\$0.00	\$400.00	\$400.00	
Scholarship Donation	\$0.00	\$500.00	\$500.00	
			\$0.00	
Carryover		\$2,455.99	\$2,455.99	
			\$0.00	
			\$0.00	
<b>Total Expenses</b>	<b>\$12,280.69</b>	<b>\$27,955.99</b>	<b>\$15,675.30</b>	
<b>Ending Balance</b>	<b>\$5,125.62</b>			





# 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

WALKER ELEMENTARY PTA BUDGET 2023-2024			
carryover from previous year:	\$5,655.99	beginning bank balance as of July 1, 2023	
	Actual	Budget	Variance
<b>INCOME</b>			
Membership	\$735.00	\$750.00	\$15.00 (150 members)
T.J's Pizza	\$11,260.32	\$12,000.00	\$739.68
Flower Bulbs	\$4,560.00	\$5,000.00	\$440.00
Double Good Popcorn	\$2,750.00	\$3,000.00	\$250.00
Dance	\$1,460.00	\$1,500.00	\$40.00
	\$0.00		\$0.00
	\$0.00		\$0.00
			\$0.00
Donations	\$85.00	\$50.00	-\$35.00
			\$0.00
<b>Total Income</b>	<b>\$20,850.32</b>	<b>\$22,300.00</b>	<b>\$1,449.68</b>
<b>Income + Carryover</b>	<b>\$26,506.31</b>	<b>\$27,955.99</b>	
<b>EXPENSES</b>			
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	\$50.00	\$26.00
Insurance	\$265.00	\$300.00	\$35.00
Council Dues	\$100.00	\$50.00	-\$50.00
			\$0.00
T.J's Pizza	\$6,756.20	\$7,200.00	\$443.80
Flower Bulbs	\$2,280.00	\$2,500.00	\$220.00
	\$0.00		\$0.00
			\$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	\$980.00	\$1,000.00	\$40.00
other family events	\$624.51	\$700.00	
PBIS	\$987.34	\$1,000.00	\$2.66
Field Trips	\$4,753.76	\$5,000.00	\$246.24
			\$0.00
Teacher Appreciation	\$1,348.66	\$1,500.00	\$151.34
Teacher Grants	\$1,389.33	\$1,500.00	\$110.67
Founder's Day	\$389.00	\$400.00	\$11.00
Scholarship Donation	\$500.00	\$500.00	\$0.00
			\$0.00
Carryover		\$2,455.99	\$2,455.99
			\$0.00
			\$0.00
<b>Total Expenses</b>	<b>\$24,097.93</b>	<b>\$27,955.99</b>	<b>\$3,858.06</b>
<b>Ending Balance</b>	<b>\$2,408.38</b>	ending bank balance as of June 30, 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



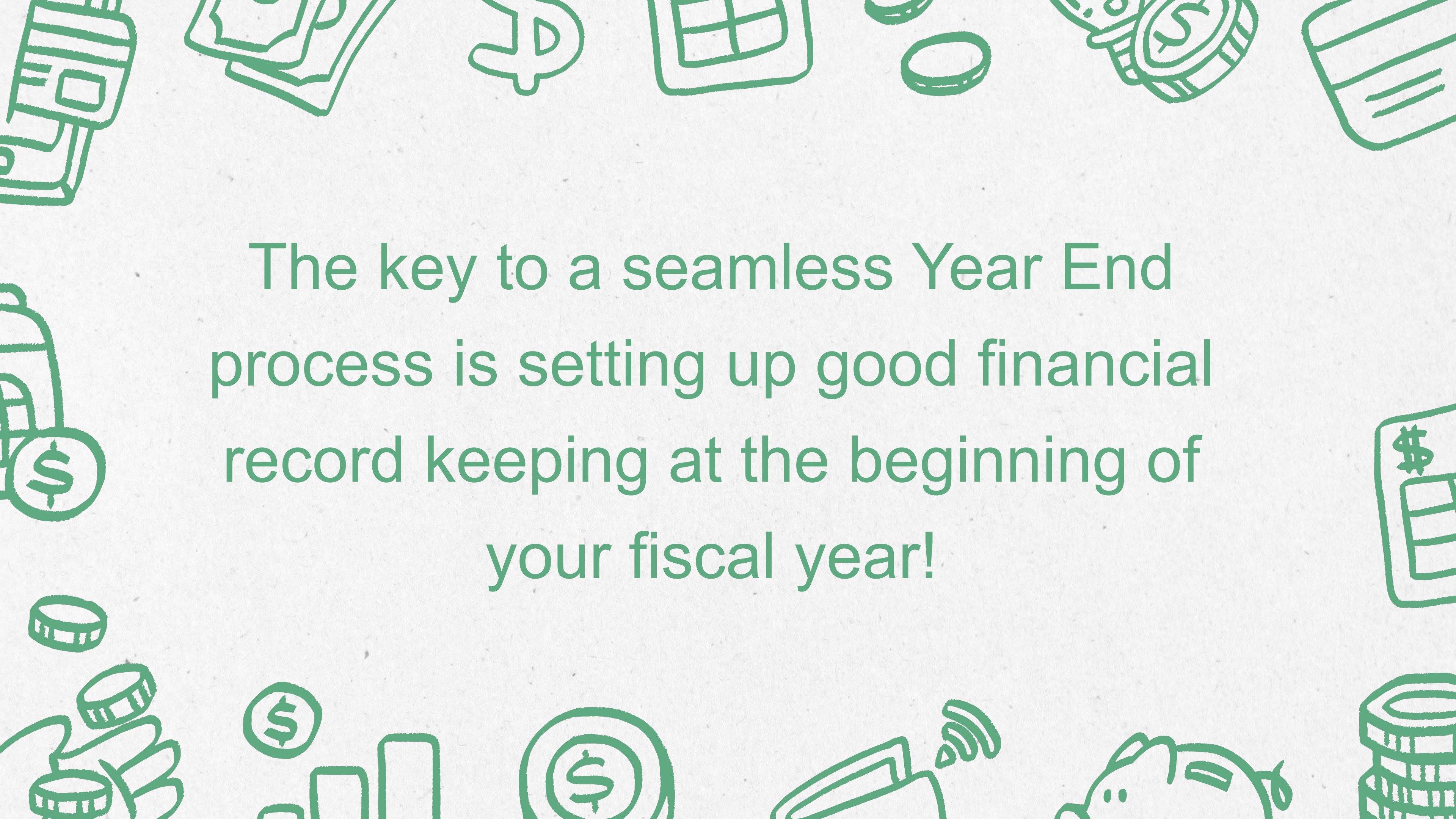




# Year End Review

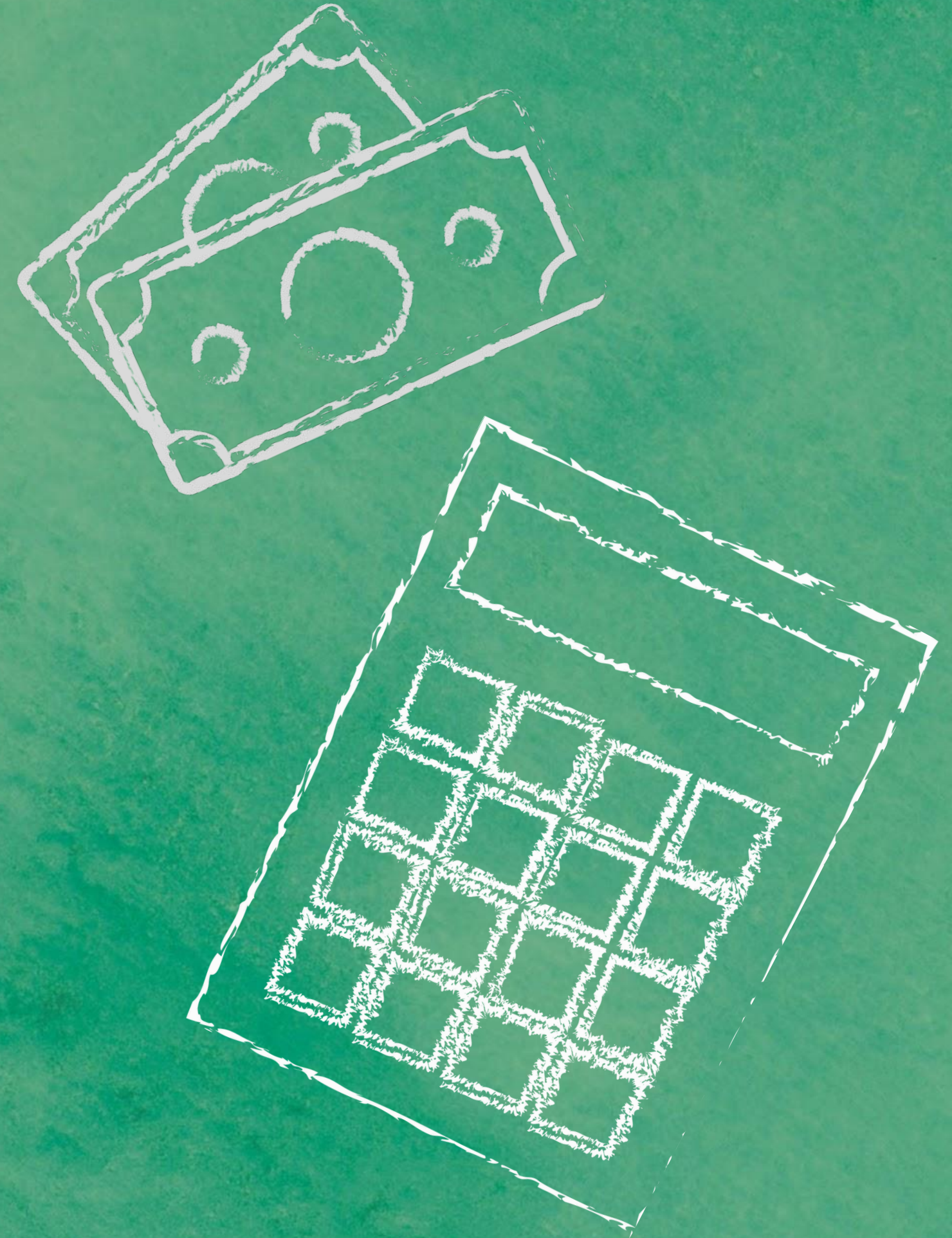
## Reminders:

- 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)



The key to a seamless Year End process is setting up good financial record keeping at the beginning of your fiscal year!

# Questions?



Diamond Sponsors





Thank you very much!

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