Treasurer Huddle

April 16, 2026

Ninth District PTA

This meeting is being recorded and will be posted on the Ninth District PTA website for future viewing.

Presentation Overview

- **Cents-ible Solutions:**
  - Closing out the Books! End-of-Year Must Dos
- **Collaborative Solving:**
  - Treasurer Tips You Wish You Had Known Sooner
- **Hot Seat:**
  - Open Q & A for your current “financial fires” and roadblocks.

Closing Out the Books

- The outgoing treasure is responsible for
  - Preparing the Annual Financial Report which includes
    - Previous year Carry-over Balance
    - Income and Expenses broken down by Administration, Programs, Fundraisers, Pass-Through Income & Pass-Through Expenses.
    - Ending Carry-over Balance
  - Filing current fiscal year tax and financial filings
    - IRS 990
    - California Franchise Tax Board 199
    - Attorney General - RRF-1 with either a CT-TR-1 or 990Ez or 990

Closing Out the Books

- The outgoing treasurer is responsible for
    - Uploading financial reports and filings to FutureFund Connect
    - Preparing a Treasurer Report from the last association meeting to the end of the fiscal year
    - Organizing books for a financial review.
    - Compiling a report of payments made between January 1 and June 30 that require a 1099 that will be reported on the Workers' Compensation Form in January
    - Preparing documents for Permanent, 10-Year, 7-Year, 5-Year , 3-Year, 2-Year, and 1-Year Storage. - Document Retention Schedule

Facilitating Transition

- Treasurer Handbook
  - List of Bank Accounts - Account Numbers - Current Login Information
  - Login Information for any platforms
  - Current Budget-to Actual
  - Copy of Finance Toolkit
  - Forms and How to Complete Them
    - Payment Authorization/Request for Reimbursement
    - Cash Verification
    - ACH/Online Deposit Form
    - Authorization to Purchase on the Internet
    - Authorization to Transfer Funds Between Accounts
    - Authorization for Payment via EFT
    - Donation Receipt
    - Unit Remittance Form

Facilitating Transition

- Provide Information on
  - How your unit records income and expenses in (myPTez, spreadsheets, Quickbooks, other)
    - The Ledger
    - The Register for each Account (checking, savings, PayPal, other)
  - Creating Reports
  - Where documents are stored – (tax filings, financial reports, financial review, insurance, Workers' Compensation Reports, bylaws, etc)
  - Which bank does the unit use – How many accounts? Is there a PayPal account? Other accounts?
  - How to access the CAPTA Finance Toolkit
  - The Calendar of Deadlines – Taxes, Membership, Insurance, Workers' Compensation Report

Facilitating Transition

- How to:
  - Create Treasurer Reports
    - Executive Board
    - Association
  - Make Motions for Executive Board Meetings
    - Amend Budget
    - Expenses Approval
  - Make Motions for Association Meetings
    - Budget Adoption
    - Ratify Checks
    - Release Funds
  - Prepare for the Financial Review
    - Review Financial Review Checklist

Facilitating Transition

- How to:
  - Write & Record Checks
    - Which officers are check signers
    - Which date is recorded by the secretary on Payment Authorization forms
    - How to download cancelled checks
  - Handle Income - cash/checks
    - Who is responsible for start-up cash
    - Who may count money at events
    - Who ensures start-up cash is counted separately
  - Make Deposits and Document Income
    - Who verifies and makes deposits
    - What documents are attached to deposit slips

Facilitating Transition

- How to:
  - Reconcile Bank Statements
    - Which non-signatory signs and dates the bank statements
    - How to Reconcile the accounts
  - Remitting Manual Membership
    - Who is responsible for tracking manual memberships
    - Who is responsible for creating the Unit Remittance Form and amount per member
    - Where is the remittance forwarded to
  - Track Vendors Paid by the PTA
    - How are vendor payments tracked so they are accessible for completing the Workers' Compensation Form

Changing Bank Signers

Bank Signatories should be transitioned as close to July 1 as possible.

- Make an appointment with the bank
- When you make the appointment ask what is needed to change signatories for your PTA/PTSA
- Take with you Signed Meeting Minutes from the election
    - Must state who was elected and their position
    - Must state who are signatories to be added to the account
    - Must state that previous signatories must be removed from the account

Changing Bank Signers

Example of Wording for Meeting Minutes

- Officers for the 2026-2027 Fiscal Year were elected as follows:
  - President – Jane Doe
  - Vice President – Joe Walsh
  - Treasurer – Susy Smith
  - Secretary – John Jones
- Per the Bylaws of *Sunshine PTA* the President, Vice President and Treasurer are signatories for all financial accounts.
  - Jane Doe, President, Joe Walsh, Vice President, and Susy Smith, Treasurer, are to be added to all accounts at *1st National Bank* as of July 1, 2026.
  - All previous signatories should be removed and access terminated effective July 30, 2026. (may need to list each person being removed, if bank requires it.)

What are some tips that you wish you had known when you became treasurer?

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Q & A

Financial Fires or Roadblocks?

Thank you for attending the Treasurer Huddle!

The next Treasurer's Huddle is scheduled for
April 27th at 10:00 AM, but will need to be changed to 12:00 PM.

We will post all Huddles on the Ninth District PTA website in case you miss one.