Treasurer Huddle

April 27, 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:**
  - How to prepare for a Financial Review
- **Collaborative Solving:**
  - How to get all the signatures on the forms before the review.
- **Hot Seat:**
  - Open Q & A for your current “financial fires” and roadblocks.

Preparing for the Financial Review

- Purpose of the Financial Review
  - Determine the accuracy of the books
  - Detects inconsistencies or errors
  - Provides recommendation for corrective action
  - Protects the financial officers
  - Verifies that funds were sent through channels
  - Assures the membership that the association's resources were managed in a businesslike manner
  - Assures the membership that the rules and procedures for money handling were followed.
  - Meets the requirement of the insurance company

Financial Review Checklist

- Prior to the financial review the treasurer should review the books to ensure the committee has all the required records.
    - Financial Review Checklist
        - Utilize the financial review checklist to organize documents
        - If you do not have the documents, locate them before turning over the books.
        - Treasurer should have a copy/access to
            - Current bylaws
            - Previous year's tax and AG filings
            - Insurance
            - Workers' Compensation Report
            - Previous year's Financial Review
            - Previous year's Annual Financial Report

Financial Review Checklist

Financial Records Provided: List missing records/forms not completed on recommendation report.
☐ Bylaws & Standing Rules ☐ Budget(s) ☐ Last Financial review Report ☐ Ledger ☐ Checkbook register
☐ Cancelled checks (including voids) ☐ Authorizations for Payment ☐ Cash Verification Forms
☐ Bank statements, bank books and deposit slips ☐ Bank Reconciliations ☐ Receipts/bills ☐ Cash receipts
☐ Executive board minutes ☐ Association minutes ☐ Committee reports ☐ Treasurer Reports (Board & Association)
☐ Financial Secretary Records ☐ Annual Financial Report ☐ Workers' Compensation Annual Payroll Report form
☐ IRS Forms 990/990EZ/990N ☐ State Form 199 ☐ State Form RRF-1 ☐ State Form TR-1 (if required)
As required for PTAs with employees or independent contractors:
☐ IRS Form 941 ☐ IRS Form 1099 ☐ State Form DE-6 ☐ State Form DE-542 ☐ Other: ____________________

- Ledger -
  - provides category income and expense in all accounts
- Register - one for each account (checking, savings, Paypal, etc)
  - Provides a daily balance in each account - all transactions recorded at the time they occur
- Cancelled Checks - including voids
  - copies of checks after they have cleared the bank.

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- Finance Toolkit - Forms
  - Payment Authorization Forms
  - Payment Authorization Via Electronic Service
  - Cash Verification Form
  - Transfer Form
  - ACH Deposit Form
  - Bank Reconciliation

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- Executive Board Minutes – Official signed copy
- Association Meeting Minutes – Official signed copy
- Committee Reports
- Treasurer Reports – Official signed copy
- Membership –
  - Total number of memberships to date
  - Total number of Totem memberships to date

Bank Statements

Bank Reconciliation
1. All bank statements opened, reviewed, signed & dated monthly by non-check signer
2. All bank statements reconciled by treasurer and reviewed, signed & dated monthly by non-check signer
3. Ending balances (checkbook register, ledger and treasurer report) agree with last bank statement (adjusted for outstanding checks and deposits not posted to bank statement)
4. Deposits and Checks Written: (signed by two authorized check signers per the bylaws) a) Recorded in checkbook register b) Recorded in ledger in proper line items/categories/columns c) Agree with treasurer reports
5. Electronic payments and deposits recorded in checkbook register, ledger and treasurer reports
6. Bank charges and interest recorded in checkbook register, ledger and treasurer reports

Membership

Membership
1. Amount recorded and deposited equals total number of memberships received # __________ (members) @ $ __________ (membership dues listed in bylaws) = $________________
2. Amount forwarded to next level PTA equals total number of memberships received # __________ (members) @ $ __________ (per capita amount listed in bylaws) = $________________

Secretary's Minutes

Minutes
1. Original budget and updates/changes approved by association and recorded in minutes
2. Funds released by association and recorded in minutes as released
3. All expenditures approved and recorded in executive board minutes (List those expenditures not approved on recommendation report)
4. All expenditures approved/ratified in association minutes (List those expenditures not approved on recommendation report)
5. Committee minutes record plans, proposed expenditures, and total of monies earned

Treasurer's Reports

Treasurer Reports
1. Filed for every association and board meeting
2. Agree with ledger and checkbook register
3. Annual Financial Report

Income

Income
1. Deposits properly supported
2. Cash Verification Forms used with two people counting money and signing
3. Income received matches deposits recorded in checkbook register, ledger and treasurer reports
4. Designated income spent as specified

Payment Authorizations

Authorizations for Payment (signed by secretary and president)
1. All authorizations written for approved amounts (List missing authorizations on recommendation report)
2. All authorizations have receipt/bill attached (List missing receipts/bills on recommendation report)
3. Authorizations match checks written

Financial Review

- Financial Review can be either electronic or paper
  - If signatures are needed on forms meet with the officer before the books go for review
  - Financial Review Team will need access to all financial documents and organizational documents
    - If using a Google Drive - make sure documents are organized for the committee
  - e-Signatures are accepted
  - Reviews should be completed mid-year and end-of-year.
  - If you cannot find something, neither will the financial review committee.
  - Meet with the review team to explain how your books are organized.

Getting Signatures - Procedures

Establish Procedures

- Make sure all board members know cash handling procedures
  - Examples -
    - Who gets the start-up cash?
    - Who counts the cash box?
    - How to separate start-up cash and income for deposit.
    - 2 signatures on cash verification form
    - If you sign the form, you keep a copy!

Getting Signatures - Procedures

Establish Procedures

- Make sure all board members know how to be reimbursed
  - Person to be reimbursed must submit a Payment Authorization form with receipt attached.
  - Set a deadline for when reimbursement forms must be submitted (1 week before e-board meeting, at e-board meeting, etc.)
  - Set the timeline for reimbursements

Getting Signatures - Procedures

Possible Timeline for Reimbursement

- Reimbursement form with receipts emailed to treasurer 1 week before board meeting
- Treasurer will write checks to bring to e-board meeting.
- Treasurer meets with President or another check signer before e-board meeting (plan to arrive 15 minutes ahead to get checks and forms signed.)
- Checks distributed at e-board meeting.

Getting Signature Procedures

Other Suggestions?

Q & A

Financial Fires or Roadblocks?

Thank you for attending the Treasurer Huddle!

The next Treasurer's Huddle is scheduled for
May 14th at 6:00 PM.

Topic is Tax Filings

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