



Treasurer Huddle

August 24, 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:**
 - Membership – Tracking and Verifying
- **Collaborative Solving:**
 - Linked Accounts
- **Hot Seat:**
 - Open Q & A for your current “financial fires” and roadblocks.

What Membership Information is Needed

- **Minimum Required Information**
 - Name
 - A way to communicate with the member
 - Email address
 - Phone number
 - Mailing address
- **Other Information you might want to have**
 - Student Name/s
 - Homeroom Teacher
 - Volunteer availability

Membership Requirements

- **Ultimately membership is the responsibility of the entire executive board.**
- Ideally there is a Membership VP or Chairperson
 - Count and verify memberships received
 - Cash Verification forms completed for all memberships paid with cash or checks.
 - Track memberships paid outside of Totem or Future Fund **
 - Membership Toolkit, Square, PayPal or other platforms do not forward dues
 - Track memberships paid via Totem or Future Fund

**Future Fund is not automatically linked to the unit and council. Must provide the Routing Number & Bank Account Number - Verify Council is using Future Fund.

Cash Verification Forms

- PTA Name
- Activity
- Start-Up Cash Counted separately
- Membership Dues and donations section
- 2 signatures of board member and member who counted the cash
- Person Depositing funds
 - counts
 - completes "Amount Received,"
 - Signs,
 - date

Cash Verification with Start-up Cash

CASH VERIFICATION FORM

(Membership, Fundraisers, Donations)

START UP CASH \$

COINS

_____	x 1¢ =	_____	0.00
_____	x 5¢ =	_____	0.00
_____	x 10¢ =	_____	0.00
_____	x 25¢ =	_____	0.00
_____	x 50¢ =	_____	0.00
_____	x \$1 =	_____	_____
TOTAL \$			0.00

CURRENCY

_____	30 x \$ 1 =	_____	30.00
_____	20 x \$ 5 =	_____	100.00
_____	7 x \$ 10 =	_____	70.00
_____	x \$ 20 =	_____	0.00
_____	x \$ 50 =	_____	0.00
_____	x \$ 100 =	_____	0.00
TOTAL \$			200.00

UNIT NAME XYZ PTA

ACTIVITY Membership

DATE 08/15/2026

COINS

_____	x 1¢ =	_____	0.00
_____	x 5¢ =	_____	0.00
_____	x 10¢ =	_____	0.00
_____	x 25¢ =	_____	0.00
_____	x 50¢ =	_____	0.00
_____	x \$1 =	_____	_____
TOTAL \$			0.00

CURRENCY

_____	25 x \$ 1 =	_____	25.00
_____	41 x \$ 5 =	_____	205.00
_____	50 x \$ 10 =	_____	500.00
_____	x \$ 20 =	_____	0.00
_____	x \$ 50 =	_____	0.00
_____	x \$ 100 =	_____	0.00
TOTAL \$			730.00

CHECKS Attach adding machine tape of itemized checks.

# 1234	\$ 20.00	# _____	\$ _____
# 3456	\$ 10.00	# _____	\$ _____
# 789	\$ 10.00	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
TOTAL \$			40.00

GRAND TOTAL \$ 770.00

Membership Dues

70 members @ \$ 10.00 (dues) = \$ 700.00 + donations = \$ 70.00 Grand Total \$ 770.00

FOR OFFICIAL USE ONLY

Signature

[Signature]

Signature

[Signature]

Signature

[Signature]

Amount Received: \$

770.00

Signature

[Signature]

Date

8-15-26

Membership Dues

- What do the dues include?
 - When a member pays for a membership they are joining more than one PTA!
 - The unit at their school
 - The council if the unit is In-Council
 - Ninth District PTA - \$1.00
 - California PTA - \$2.00
 - National PTA - \$3.25
 - The Executive Board is responsible for ensuring dues not belonging to the unit are paid forward.
 - \$6.25 + Council Dues if In-Council

Manual vs Online

- **Manual Memberships** - any memberships collected outside of Totem and Future Fund**
 - **Memberships paid**
 - with Cash/Checks to the unit by the member
 - PayPal, Square, Give Butter, Membership Toolkit, other online platforms
- **Online Memberships** - any membership collected by Totem or Future Fund**
 - Per capita dues are paid to council, Ninth District PTA, CAPTA and National PTA

****Unit must verify council is connected to Future Fund**

In-Council Unit Remittance

- **In-Council Units**
 - Used for Remitting to Council
 - Membership Dues (see bylaws for amount, \$6.25 + council portion)
 - Council Assessment
 - Purchase Envelopes
 - Founders Day Donation
- **Membership Chair/VP should complete the form and give it to the Treasurer**
- **Treasurer then**
 - Verifies the number of memberships matches deposits
 - Write check to your council
 - Ensure check and form is mailed to council

PTA
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UNIT REMITTANCE FORM
Units must use this sheet when submitting monies to council.

Date _____

Unit Name _____ State PTA ID Number _____
Unit Address _____ City/Zip _____
Council _____ District PTA Ninth District PTA _____

Total membership on this report: _____

DESCRIPTION	AMOUNT
Membership dues: # _____ @ \$ _____ (Council, district, State, National PTA portions)	\$ 0.00
Founders Day Freewill Offering	
Council Assessments	
Membership Envelopes	
CHECK #	TOTAL \$ \$ 0.00

Treasurer _____ Telephone (____) _____
Address _____
City/Zip _____ Email _____

Make check payable to: _____ Council.
Mail to council treasurer: Name _____
Address _____ City/Zip _____

All checks must have TWO SIGNATURES.
Make a copy for your records.

The following statement must appear on all local remittance statements in order that the National PTA publication, **Our Children** may qualify for second-class entry mailing:

*"A portion of the total sum sent for the National portion of PTA membership dues is payment for one year's subscription to **Our Children** of the National Congress of Parents and Teachers, which will be sent to the president of each local unit."*

Unit Remittance

OUT OF COUNCIL
 UNIT REMITTANCE FORM

Unit Name _____ Date _____

Total Membership on this report: _____

ITEM DESCRIPTION	AMOUNT
Membership Dues: # _____ @ 6.25	\$ 0.00
Founders Day Freewill Offering	
Membership Envelopes	
CHECK NO: _____ TOTAL	\$0.00

Make check payable to Ninth District PTA.

All checks must have two signatures.

Send one copy of this form with your check and keep one for your records.

Unit Treasurer _____ Phone _____

Address _____

Email Address _____

Ninth District PTA Treasurer
 6401 Linda Vista Road, Annex A
 San Diego, CA 92111
 Treasurer email: treasurer@ninthdistrictpta.org
 Office Phone: (858) 268-8077

Out-of-Council Unit Remittance Form

- Out-of-Council Units
 - Used for Remitting to Ninth District PTA
 - Membership \$6.25 per member
 - Membership Envelopes
 - Founders Day Donation
- Membership Chairperson/VP completes the form and gives to Treasurer
- Treasurer is responsible for
 - Verifying the number of memberships matches deposits
 - Write check to Ninth District PTA
 - Ensure check and form is mailed to Ninth District PTA

Council Remittance Form

Councils & Units

- **Membership Chairperson/ VP**
 - Should receive copies of all Cash Verification Forms with membership paid
 - Provide a Remittance Form to the Treasurer for payment
 - Keep a copy of the Remittance Form
- **Treasurer**
 - Should verify membership pass-through income equals membership to be paid forward
 - Pay manual memberships forward monthly
- **Council Treasurer pays \$6.25 per membership to Ninth District PTA**

NINTH DISTRICT PTA MEMBERSHIP AND INSURANCE REMITTANCE FORM

FOOTHILLS SEC. COUNCIL

DATE: _____

UNIT	MEM		UNIT	MEM	
El Cajon Valley High PTSA					
El Capitan High PTSA					
Granite Hills High PTSA					
Monte Vista High PTSA					
Monte Miguel PTSA					
Santana High PTSA					
West Hills High School PTSA					

RECAP

Total membership on this report: _____

ITEM DESCRIPTION	AMOUNT	
Membership Dues: \$6.25 per capita	\$	
Prorata Liability Insurance Premium		
Founders Day Collection		
CHECK #:	TOTAL:	\$

Treasurer: _____ Phone: _____

Address: _____

Councils must use this sheet when submitting monies to NINTH DISTRICT.

Make check payable to NINTH DISTRICT PTA.

All checks must have TWO SIGNATURES.

Please keep a copy for your records.

Totem Membership

- Membership - Online
 - Membership - Totem - ACH deposit to bank around the 25th of each month
- Reconcile the Totem Report - Cannot just record Net Deposit
 - Payments/ Payout Report
 - Record Separately
 - Membership Dues - Totem Online Dues
 - Donations - Administration Income - Donations
 - Fees (5% of Donation) - Administration Expense - Bank Fees
- Manual Members can be added to Totem to have all members recorded in one list

Verify Bank Owner for Totem

Login to Totem

Select Settings in the
left-hand column

Select Banking

The owner should be a
current Board Officer and
check signer

If it is not, follow directions
for changing bank owners.

[How to Change Bank
Account Owner.](#)

Deborah Childers
LOG OUT

Foothills Secondary Council

- Dashboard
- Leaders
- PTA Associations
- Message Center
- Reports
- Settings
- Profile
- Banking**
- Member Menu
 - Memberships
 - Notifications
 - Payments
 - Preferences

Search...

Foothills Secondary Council
CA

Banking

Balance

\$116.00 FUTURE PAYOUTS (EST.)	\$112.25 AVAILABLE FOR PAYOUT	\$50.50 LAST PAYOUT (JUL 26, 2026)
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Active Account

Status	Active
Bank	East County Schools FCU
Routing	
Account	
Owner	Lori Fentress

Ken Joerden connected the bank account 5 years ago
Lori Fentress confirmed the bank account 5 years ago

[View Stripe Dashboard](#)

Use the Stripe Dashboard if you need to change the bank account for the association or complete additional verifications for your account.

Available balance payouts are made automatically on the 25th of the month, or the next business day thereafter.

Help Desk

FAQ: What is the difference between Future Payouts and Available for Payout?

Actions

- [View Reports](#)
- [Request a Manual Payout](#)

Payment Report

Provides Information on Net Memberships (Unit Portion), Donations, and Bank Fees

PTA.payments_report.2026_08_20

Date	Customer	Customer Last	Charge Amount	Gross Memberships	Net Memberships	Donations	TOTEM Membership Fee	TOTEM Donation Fee	Refund	Fee Refund	Transfer	Refunded
2026/08/18 18:48			\$11.00	\$10.00	\$3.75		\$1.00				\$3.75	
2026/08/17 18:38			\$11.00	\$10.00	\$3.75		\$1.00				\$3.75	
2026/08/06 10:56			\$11.00	\$10.00	\$3.75		\$1.00				\$3.75	
2026/08/05 09:06			\$11.00	\$10.00	\$3.75		\$1.00				\$3.75	
2026/08/04 04:54			\$11.00	\$10.00	\$3.75		\$1.00				\$3.75	
2026/08/03 21:02			\$11.00	\$10.00	\$3.75		\$1.00				\$3.75	
2026/08/03 16:22			\$22.00	\$20.00	\$7.50		\$2.00				\$7.50	
2026/07/29 22:13			\$11.00	\$10.00	\$3.75		\$1.00				\$3.75	
2026/07/29 09:30			\$11.00	\$10.00	\$3.75		\$1.00				\$3.75	
2026/07/29 09:28			\$11.00	\$10.00	\$3.75		\$1.00				\$3.75	
2026/07/23 08:59			\$26.00	\$10.00	\$3.75	\$15.00	\$1.00	\$0.75			\$18.00	
2026/07/15 16:55			\$22.00	\$20.00	\$7.50		\$2.00				\$7.50	
2026/07/04 16:42			\$33.00	\$30.00	\$11.25		\$3.00				\$11.25	
2026/07/04 16:40			\$22.00	\$20.00	\$7.50		\$2.00				\$7.50	

Payout Report

Provides information on amount deposited (net membership & net donation. It can be sorted by membership & donation – does not provide amount of bank fees.

PTA - 2026-07-26 payout reconciliation report

Date	Pays For	Name	Memo	Amount	Transfer
2026/07/04	membership			\$3.75	e4e837d4-891f-422f-9955-aaa2340a2760
2026/07/04	membership			\$3.75	5addededeb-5873-4b4c-b958-b04e2538e22c
2026/07/04	membership			\$3.75	0d0e2b3c-8e78-4ea4-ba79-803523acc32c
2026/07/04	membership			\$3.75	0b26b9ed-7b5f-466f-883b-1fab4d1bb3b3
2026/07/04	membership			\$3.75	bfed39ee-0945-4811-8888-66220cb6eeeb
2026/07/15	membership			\$3.75	167d4899-82d5-4900-810a-edf4f61ed211
2026/07/15	membership			\$3.75	d9deff77-5102-4b42-aae4-41de48d8790f
2026/07/23	donation			\$14.25	357d6413-7003-4fda-893d-9909b1c40cdc
2026/07/23	membership			\$3.75	682464b4-8a09-46cf-aafe-fdd8b21da078
			Total Received	\$44.25	

Future Fund – Membership

- **Since this is a new platform**
 - **Executive Board** must make a motion to use Future Fund and connect to the Stripe account.
 - “I move to create a Future Fund Membership platform and the new Stripe Account that will be linked to our _____ bank account.”
 - Record motion and result in meeting minutes
 - A motion must be made at the **Association meeting** to approve the use of the Future Fund Membership platform.
 - “With the Executive Board concurring, I move to create a Future Fund Membership platform and the new Stripe Account that will be linked to our _____ bank account.”
 - Record motion and result in meeting minutes.

Future Fund Membership Campaign Page

Provides information on dues amounts per capita, and how much has been apportioned so far to each entity

The screenshot shows the Future Fund web application interface. The left sidebar contains navigation links for Home, CAMPAIGNS (Fundraisers, Memberships, Ticketing, Products), CHANNELS (First Step, Online Store, In-Person Payments, Messaging), and OPERATIONS (Website). The main content area displays the campaign details for '2026-27 PTA Membership Drive - Parents'. It includes a summary table with Sales (\$290.00), Memberships (total) (167), and Memberships Without Dues (140). Below this is a section titled 'PTA Dues Apportionment' with a descriptive paragraph and a table showing dues withheld for various levels and entities.

FutureFund

Home

CAMPAIGNS

- Fundraisers
- Memberships**
- Ticketing
- Products

CHANNELS

- First Step
- Online Store
- In-Person Payments
- Messaging

OPERATIONS

- Website

2026-27 PTA Membership Drive - Parents

Type: **Membership** Organization: **Corky McMillin Elementary PTA** In First Step: **Yes** Dues Apportionment: **Enabled**

Sales	Memberships (total)	Memberships Without Dues
\$290.00	167	140

PTA Dues Apportionment

This campaign is matched to Corky McMillin Elementary PTA. \$6.35 is withheld from each membership for PTA dues when paid online. Offline payments and manually added memberships do not have their PTA dues withheld.

LEVEL	RECIPIENT	PER MEMBERSHIP DUES	DUES WITHHELD TO DATE
National PTA	National PTA	\$3.25	\$94.25
State PTA	California PTA	\$2.00	\$58.00
District	Ninth	\$1.00	\$29.00
Council	Chula Vista Elementary Council of PTAs	\$0.10	\$2.90
Total		\$6.35	\$184.15

Future Fund Payout Report

Provides information on membership and donations and amount paid to unit.

▼ General Fund Donation												
	pay_8TP1qUe5	August 04, 2026	1239		General Fund Donation		1	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
	pay_8TP1qUe5	August 04, 2026	1240		General Fund Donation		1	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
	pay_8TP1qUe5	August 04, 2026	1240		General Fund Donation		1	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
	pay_8TP1qUe5	August 04, 2026	1241		General Fund Donation		1	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
	pay_8TP1qUe5	August 04, 2026	1242		General Fund Donation		1	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
	pay_8TP1qUe5	August 04, 2026	1242		General Fund Donation		1	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
	pay_8TP1qUe5	August 04, 2026	1243		General Fund Donation		1	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
	pay_8TP1qUe5	August 04, 2026	1244		General Fund Donation		1	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
	pay_8TP1qUe5	August 04, 2026	1245		General Fund Donation		1	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
	pay_8TP1qUe5	August 04, 2026	1246		General Fund Donation		1	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
	pay_8TP1qUe5	August 04, 2026	1246		General Fund Donation		1	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
	pay_8TP1qUe5	August 04, 2026	1247		General Fund Donation		1	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
	pay_8TP1qUe5	August 04, 2026	1249		General Fund Donation		1	\$40.00	\$0.00	\$0.00	\$0.00	\$40.00
	pay_8TP1qUe5	August 04, 2026	1252		General Fund Donation		1	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
	pay_8TP1qUe5	August 05, 2026	1253		General Fund Donation		1	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
	pay_8TP1qUe5	August 05, 2026	1253		General Fund Donation		1	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
	pay_8TP1qUe5	August 05, 2026	1254		General Fund Donation		1	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
	pay_8TP1qUe5	August 05, 2026	1255		General Fund Donation		1	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
	pay_8TP1qUe5	August 05, 2026	1255		General Fund Donation		1	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
▼ 2026-27 PTA Membership Drive - Parents												
	pay_8TP1qUe5	August 06, 2026	1271		2026-27 PTA Membership Drive - Parents		1	\$3.65	\$0.00	\$0.00	\$0.00	\$3.65
	pay_8TP1qUe5	August 06, 2026	1272		2026-27 PTA Membership Drive - Parents		1	\$3.65	\$0.00	\$0.00	\$0.00	\$3.65
	pay_8TP1qUe5	August 06, 2026	1273		2026-27 PTA Membership Drive - Parents		1	\$3.65	\$0.00	\$0.00	\$0.00	\$3.65
	pay_8TP1qUe5	August 06, 2026	1274		2026-27 PTA Membership Drive - Parents		1	\$3.65	\$0.00	\$0.00	\$0.00	\$3.65

ACH/Online Deposit Receipt

- **Information Needed**

- **Date of Deposit**
- **Payer/Depositor**
- **Received For**
- **Account Deposited to**
- **Amount of Deposit**
- **Signature - Treasurer or whoever verifies deposit**
- **Attach documentation if any is available.**

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ACH/ONLINE DEPOSIT RECEIPT

Date of Deposit _____	Bank Transaction Number _____
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Payer/Depositor: _____

Deposit/Payment Received For: _____

Deposit Account: _____

Amount Deposited: \$ _____

Deposit Reviewed By: _____

Attach all corresponding documentation for deposit.

- [ACH/Online Deposit Receipt](#)

Money Accounts

- If your unit uses ACH Deposits/Payments or Debits
 - Work with your bank to have a separate account for ACH/EFT/Debit Payments
 - Keep limited funds in the account
 - Transfer money to the account as needed
 - Do not use the checking account your checks are written from.
 - ACH Payments require knowledge of
 - Routing Number
 - Account Number
 - Name on Account
 - A check provides all this information to recipients

Q & A

Financial Fires or Roadblocks?

Thank you for attending the Treasurer 's Huddle!

The next Treasurer's Huddle is scheduled for

- September 10, 2026 at 6:00 P.M. – Government Filings
- September 21st at 10:00 AM– Vendors – Paperwork

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