



# Treasurer Huddle

## June 11, 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:

 New Treasurer Tips

## Hot Seat:

 Open Q & A for your current  
“financial fires” and roadblocks.

## Collaborative Solving:

 My PTez – Basic How To

# Start the Fiscal Year

- Verify that the 2025-2026 Treasurer has completed the
  - June 2026 Treasurer Report
  - Annual Financial Report
  - Prepared books and turned over to the Financial Review Committee
  - Transferred Login and Password information to new treasurer - verify for all accounts
- If they have not completed these, work with them to get them done

# Banking

Contact the bank to determine their requirements for changing signatories on the account

- These items are typically what is needed
  - Meeting minutes that include the names , and position of the newly elected signatories
  - Bylaws
  - At least one 2025-2026 signatory
- Minutes should state the old signatories are removed at the same time.

## Totem

- [How to change the bank owner](#)

## Paypal/Stripe/Square/Other

- Ensure the 2025-2026 Treasurer has added your information to the account so you can log in

# Bookkeeping

- Bookkeeping Platform
  - Spreadsheet
  - myPTez
  - QuickBooks
  - BeeKeeper
  - Other?
- Whatever system you use, set aside time weekly to
  - Check transactions in the bank account
  - Update transactions in your bookkeeping platform

# Budget

## Income & Expense Categories

- Create or download a category list
- Ensure all categories are in your bookkeeping platform
- Ensure Budget-to-Actual can be tracked

Plan ahead for tax filings by creating category subtotals

- Membership/Donations
- Program Income and Expense
- Fundraising Income and Expense
- Pass-Through Income and Expense
- Operating Expenses
- Other Income/Expense

# Monthly Reports

- **Treasurer Report** - Executive Meeting
  - Determine what you will be using for creating the treasurer report.
    - Spreadsheet - linked to your ledger
    - Document
    - myPTez reports
    - QuickBook reports
    - BeeKeeper reports
    - Other
  - Reports must included & be provided to the secretary to include in meeting minutes
    - Beginning Balance of all accounts
    - Disbursements from all accounts
    - Ending Balance of all accounts

# Monthly Reports

- **Treasurer Report** - Executive Meeting - cont.
  - Income and expenses for the month
  - Recommend setting up the treasurer report to track with your bank statements
  - If your executive board meeting is several weeks away from the statement end date
    - Provide current balance for the register
    - Ratify checks written since the bank statement/treasurer report
  - Provide the treasurer report and bank statement to a non-signatory to sign and verify income/expenses and balances.



# Motions

- Common motions for the treasurer to make at executive board/association meetings.
  - I move to accept the treasurer report as presented.
  - I move to ratify check number \_\_\_\_ to \_\_\_\_ totaling \$\_\_\_\_\_.
  - I move to release funds for \_\_\_\_\_ name events, or categories to be released\_\_\_\_\_.
  - I move to increase budget line \_\_\_\_\_ by \_\_\_\_\_ with funds to come from unallocated reserves.

# Account Reconciliation

- **Account Reconciliation -**
  - Reconcile account statements monthly
  - Reconciliations should be signed by the treasurer and a non-signatory for the account
  - Reconciliation balance should match the register balance
    - Register Balance is the money available for the PTA to use
    - If your unit has outstanding checks they should be deducted from the bank statement balance.

# Forms/Procedures

- Provide forms to all executive board members - Finance Toolkit
  - Cash Verification
  - Payment Authorization
  - Authorization for Electronic Payment
- Work with executive board to set up procedures and deadlines for
  - Cash Counting
  - Start-up Cash for Events- Withdrawal and redeposit
  - Requesting Reimbursement
  - Meeting Minutes Date for Payment Authorization forms

# Procedures

- Work with executive board to set up procedures and deadlines for
  - When will forms be signed? At the e-board meeting? Before? After? Some other time?
- **Membership**
  - Tracking Manual Membership
  - Need categories for Totem Membership, Unit Membership Income, Pass-Through Membership Income, & Pass-Through Membership Expense
  - Who completes the Unit Remittance Form
  - Where is the check and Unit Remittance forwarded? Council? Ninth District?



# Q & A

## Financial Fires or Roadblocks?

Thank you for attending the first Treasurer 's Huddle!

The next Treasurer's Huddle is scheduled for June 29th at 10:00 AM.

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

# myPTez

- **Basic How To: Heading Tabs**
  - **Checks** - [Video Tutorials](#)
    - Write Checks
    - Print Checks - Can print checks using myPTez but do not have to.
      - Be careful with check numbers - cannot reset numbers
  - **Receipts-** [Video Tutorials](#)
    - **Write New Receipts** - Recommend to use receipts to provide more information about the deposit.
    - **Make Deposit** - Deposit Receipts
    - **Deposit History-** Print these to attach to receipts if needed

# myPTez

- **Ledger - [Video Tutorials](#)**
  - **Balance Adjustments** - Use for electronic transactions
  - **Category Lists** - This is where you can see all the categories your unit uses or has used
  - **NSF Checks** - If your unit receives a Non-Sufficient Funds check.
- **Reports -**
  - Financial Reports
    - Balance Sheet
    - Bank Ledger (All deposits/checks/ adjustments)
    - [Budget-to-Actual](#)
    - Charges Report - used with Webstore
    - [Checks Report](#)
    - Financial Report - Period/Year-to-Date/Budget
    - Financial Secretary Report
    - [Fundraisers/Programs Report](#) - Income/Expense/Net

# myPTez

- **Reports - Continued**
  - Income Statement
  - Treasurer Report- Monthly Treasurer Report and Association Report
  - Trial Balance - Category Income/Expense Report
  - Vendor 1099 Report
- **Category/Transaction Reports**
  - **Category Activity - shows all transactions in a category**
  - Category Group History
  - NSF Checks Report
  - Transaction Detail Report
  - Transaction Summary Report
- **Item/Sales Report**
  - Donations
  - Inventory
  - Item Options
  - Item Sales
  - Item Summary



# myPTez

- **Reports - Continued**
  - **Tax Worksheets - [Video Tutorials](#)**
    - Tax Categories
    - IRS Form 990
    - IRS Form 990Ez
    - California Form 199
- **Tools**
  - **Bank Reconciliation - [Manual](#)**
  - **Bank Reconciliation History**
  - **Import Members**
  - **Budgets**
  - **Fundraisers and Programs**
  - **Bulk Mailer**
- **Forms**
  - Request Advance
  - Cash Verification
  - Donation Receipt
  - Payment Authorization



# myP<sup>T</sup>ez

Questions