



Treasurer Huddle

June 29, 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:**
 - Treasurer Reports & Budget Adoption
- **Collaborative Solving:**
 - Future Fund Connect Uploads
- **Hot Seat:**
 - Open Q & A for your current “financial fires” and roadblocks.

Monthly Treasurer Report

- Each month the treasurer must present a report of balances, income and expenditures in all accounts
 - Each account should be reported including
 - Checking
 - Savings
 - Paypal
 - Square
 - other accounts.
- Reports can run the 1st to 30/31st or meeting to meeting. No gaps in dates.
 - If the report aligns with the bank statement it makes verifying the reports easier

Prepare for Monthly Report

- Reconcile each account prior to the meeting.
 - Take the ending balance from the monthly account statement
 - Deduct any checks or transactions that have not cleared the bank yet.
 - Verify register balance.
- Once all transactions have been accounted for
 - Report beginning balance
 - Income
 - Expenses
 - Ending balance
- Provide the beginning balance, expenses and ending balance to the secretary for the meeting minutes.

Treasurer Report Examples

MyPTez

This report is for the period December 1 to December 31, 2025.

- **Cal Coast Checking - Beginning Balance \$18,114.10**
 - **Income \$2,743.29**
 - **Expenses** Check #13031 to 13036 totaling \$661.47 and Debits of \$1,133.88 , totaling \$1,795.35.
 - **Ending Balance \$19,062.04**
- **Cal Coast Online \$10,935.07**
 - **Income \$185.37**
 - ACH debits totaling \$4,921.04
 - Ending Balance \$6,199.40
- **Cal Coast Liquid Certificate \$81,265.95 - Income - \$204.31 Ending Balance \$81,470.26**
- **Cal Coast MMSA \$27,177.52, Income \$1.16, Ending Balance \$27,178.68**
- **Paypal - Balance \$0.00 - no activity**



everychild.one voice.

TREASURER'S REPORT (Sample)

PTA
November 14, 2010 – December 14, 2010

CHECKING ACCOUNT

BALANCE ON HAND 11/14/2010 \$ 4,250.00

INCOME

11/15	DEP: Carnival	\$ 1,450.00	
11/17	DEP: Membership dues, unit portion (150 @ \$5)	750.00	
11/22	DEP: Book fair	349.50	
12/05	DEP: Gift wrap	5,000.00	
12/10	NSF check #1113 – Book Fair purchase	(16.50)	
	TOTAL	7,533.00	7,533.00

FUNDS NOT BELONGING TO THE UNIT INCOME

11/17	DEP: Membership, 150 @ \$4.00 (council/district/State/National PTA)	\$600.00	
12/10	DEP: Founders Day freewill offering	213.00	
	TOTAL	813.00	813.00

TOTAL INCOME \$12,596.00

EXPENSES

Ck # 3150	AIM Insurance, insurance premium	\$ 195.00	
Ck # 3151	Mary Smith, Carnival expenses	55.00	
12/10	Bank fee, NSF Ck # 1113	10.00	
Ck # 3153	Patty Harper, hospitality	7.49	
Ck # 3154	Book Fair Company	120.00	
Ck # 3155	VOID		
Ck # 3156	Cajon Council, convention/2 delegates	260.00	
Ck # 3157	Susan Bird, office supplies	15.29	
Ck # 3158	VOID	0.00	
Ck # 3159	Beverly Anderson, postage	3.70	
12/13	Transfer to savings	5,000.00	
	TOTAL	5,666.48	5,666.48

FUNDS NOT BELONGING TO THE UNIT EXPENSES:

#3152	Cajon Council, 150 members @ \$4.00 (council/district/State/National PTA)	\$600.00	
#3160	Cajon Council, Founders Day Freewill Offering	213.00	
		813.00	813.00

TOTAL EXPENSES \$ 6,479.48

BALANCE ON HAND 12/14/2010 \$ 6,116.52

SAVINGS ACCOUNT

BALANCE ON HAND 11/14/2010 \$ 8,649.55

12/10	DEP: Interest	4.32	
12/13	DEP: Transfer from checking	5,000.00	
	Withdrawals	0.00	

BALANCE ON HAND 12/14/2010 \$ 13,653.87

Signature _____ Date _____

Verification

Having an account non-signatory verify balances, income and expenses is a requirement by the insurance. If fraud occurs they can and will deny your claim if this is not done monthly.

Non-signatory must

- Review bank statement and treasurer reports
- Verify that income and expense amounts reported are also on the bank statement or listed as an outstanding income/expense.
- Sign and date the bank statement and bank reconciliation monthly.

Entire board has a fiduciary responsibility to ensure funds are monitored and used as outlined in the budget.

Budget Adoption

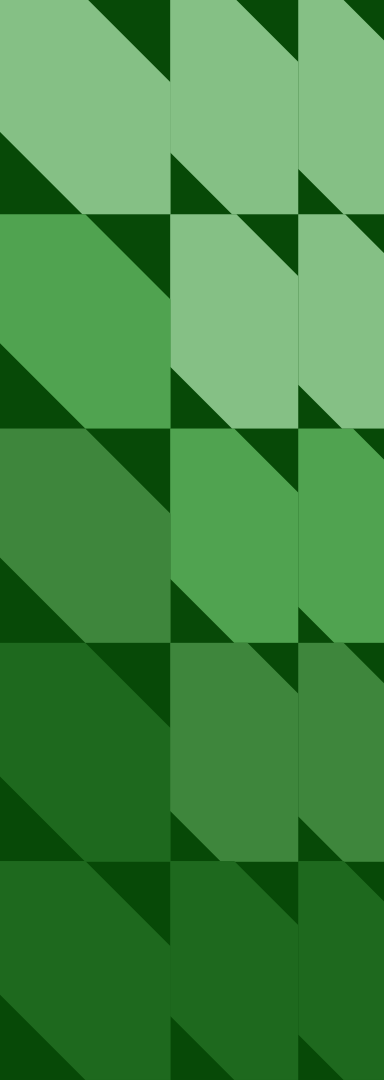
Budget Committee creates the new fiscal year budget

- **At the first Executive Board meeting make the following motion.**
 - *"The budget committee recommends and I move to approve the 2026-2027 Budget for _____PTA and forward it to the Association for adoption."*
- **At the first Association meeting the following motion would be presented**
 - *"With the executive board concurring, I move to adopt the 2026-2027 Budget for _____PTA as presented."*

Have copies of the budget available for people to review.

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.*



FutureFund Connect Uploads

- President should receive an email inviting them to create a login.
- Anyone who will need to use FFC should have a login.
 - President
 - Treasurer
 - Financial Reviewer
 - Membership
 - EVP or VP
 - Parliamentarian
- Document Storage

Documents to Upload

- ***Annual Financial Report** - Treasurer
- ***Attorney General Form RRF-1** - Treasurer
- ***Budget** - Treasurer
- ***Bylaws**- Parliamentarian/Secretary/President
- ***Bylaws Signature Page** - Parliamentarian/Secretary/President
- Certificate of Insurance - Secretary/President
- ***Financial Review - Mid-Year** - Financial Reviewer
- ***Financial Review - Year End** - Financial Reviewer
- ***Franchise Tax Board Form 199** - Treasurer
- Insurance - Secretary/President
- ***IRS Form 990** - Treasurer
- Raffle Permit - Treasurer
- Raffle Report - Treasurer
- Workers' Compensation Report - Treasurer
- Workers' Compensation Receipt - Treasurer



Q & A

Financial Fires or Roadblocks?

Thank you for attending the Treasurer 's Huddle!

The next Treasurer's Huddle is scheduled for July 16th at 6:00 PM.

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