



Treasurer Huddle

March 30, 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 do I create the new fiscal year budget?

Collaborative Solving:

-  What are some strategies for making being a treasurer easier?

Hot Seat:

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

The Budget-Key Components

- Income
 - Administrative Line Items
 - Membership Dues - Manual
 - Membership Dues - Totem
 - Donations
 - Interest Income
 - Programs
 - Programs are events that benefit the majority of students/families or staff and support the PTA mission
 - May or may not produce income
 - Fundraisers
 - Purpose is to raise funds to support programs
 - Should produce significant funds
 - Rule of thumb is 1 fundraiser supports 3 programs
 - Income Not Belonging to Unit - Pass Through Dues

The Budget-Key Components

- Expenses
 - Administrative
 - Membership Drive
 - Bank Fees
 - Insurance
 - Hospitality (about 5% of budget)
 - Council Assessment (if in-council)
 - Operating Expenses
 - Supplies
 - Program Expenses
 - Each program should have a line item
 - Fundraisers
 - Each fundraiser should have a line item
 - Unallocated Reserve (Standing Rule 11)
 - Expenses Not Belonging to the Unit
 - Manual membership dues to be forwarded

XYZ BUDGET SAMPLE
2024-2025
JULY 1, 2024-JUNE 30 2025

	Proposed	Actual	Difference	
CARRY-OVER FUNDS from 2023-2024	\$ 3,784.00	\$ 3,784.00		
INCOME				
ADMINISTRATION				
Donations	\$ 1,000.00		\$ (1,000.00)	
Membership Dues Manual (50)	\$ 325.00		\$ (325.00)	
Membership Dues Totem (200)	\$ 1,300.00		\$ (1,300.00)	
Membership Dues Prepaid in 2023-2024	\$ 130.00	\$ 130.00	\$ -	
Interest Income	\$ 15.00		\$ (15.00)	
Subtotal	\$ 2,770.00	\$ 130.00	\$ (2,640.00)	
PROGRAMS				
Back-to-School Night	\$ 100.00		\$ (100.00)	
Movie Nights	\$ 200.00		\$ (200.00)	
Dances	\$ 200.00		\$ (200.00)	
Parent Nights	\$ 100.00		\$ (100.00)	
Subtotal	\$ 600.00	\$ -	\$ (600.00)	
FUNDRAISERS				
Jog-a-thon	\$ 10,000.00		\$ (10,000.00)	
Bingo-4-Books	\$ 5,000.00		\$ (5,000.00)	
Dinner Night	\$ 5,000.00		\$ (5,000.00)	
Raffles	\$ 3,000.00		\$ (3,000.00)	
Subtotal	\$ 23,000.00	\$ -	\$ (23,000.00)	
TOTAL INCOME 2024-2025	Total	\$ 26,370.00	\$ 130.00	\$ (26,240.00)
INCOME + CARRY-OVER		\$ 30,154.00	\$ 3,914.00	\$ (26,240.00)
PASS-THROUGH INCOME				
Membership Dues (50)	\$ 275.00		\$ (275.00)	
Free-Will Offering	\$ 75.00		\$ (75.00)	
Subtotal	\$ 350.00	\$ -	\$ (350.00)	
TOTAL PASS-THROUGH INCOME	Total	\$ 350.00	\$ -	\$ (350.00)
EXPENSES				
ADMINISTRATION				
Insurance	\$ 288.00		\$ (288.00)	
Council Dues	\$ 75.00		\$ (75.00)	
Bank Fees	\$ 50.00		\$ (50.00)	
Paypal Fees	\$ 50.00		\$ (50.00)	
Totem Fees	\$ 100.00		\$ (100.00)	
Operating Reserve Fund	\$ 1,000.00		\$ (1,000.00)	
Hospitality	\$ 300.00		\$ (300.00)	
Subtotal	\$ 1,863.00	\$ -	\$ (1,863.00)	

PROGRAMS

Back-to-School Night	\$	400.00		\$	(400.00)
Movie Nights	\$	400.00		\$	(400.00)
Dances	\$	800.00		\$	(800.00)
Parent Nights	\$	500.00		\$	(500.00)
Student Field Trips	\$	6,000.00		\$	(6,000.00)
Assemblies	\$	3,000.00		\$	(3,000.00)
Teacher Grants	\$	5,000.00		\$	(5,000.00)
Grade Level Activities	\$	6,000.00		\$	(6,000.00)
Staff/Teacher Appreciation	\$	1,000.00		\$	(1,000.00)
Subtotal	\$	23,100.00		\$	(23,100.00)

FUNDRAISERS

Jog-a-thon	\$	500.00		\$	(500.00)
Bingo-4-Books	\$	1,000.00		\$	(1,000.00)
Dinner Night	\$	100.00		\$	(100.00)
Raffles	\$	500.00		\$	(500.00)
Subtotal	\$	2,100.00	\$	-	\$ (2,100.00)

TOTAL EXPENSES 2024-2025

Total	\$	27,063.00	\$	-	\$	(27,063.00)
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PASS-THROUGH INCOME

Membership Dues (50)	\$	275.00		\$	(275.00)	
Free-Will Offering	\$	75.00		\$	(75.00)	
Subtotal	\$	350.00	\$	-	\$	(350.00)

TOTAL PASS-THROUGH INCOME

Total	\$	350.00	\$	-	\$	(350.00)
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CARRY-OVER 2024-2025

TOTAL	\$	3,091.00	\$	3,914.00	\$	823.00
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XYZ BUDGET -To-Actual
2024-2025
JULY 1, 2024-JUNE 30 2025

CARRY-OVER FUNDS from 2023-2024	Proposed		Actual
	\$ 3,784.00	\$	3,784.00
INCOME			
ADMINISTRATION			
Donations	\$ 1,000.00	\$	2,350.00
Membership Dues Manual (50)	\$ 325.00	\$	350.00
Membership Dues Totem (200)	\$ 1,300.00	\$	1,525.00
Membership Dues Prepaid in 2023-2024	\$ 130.00	\$	130.00
Interest Income	\$ 15.00	\$	5.00
Subtotal	\$ 2,770.00	\$ 130.00	\$ 4,380.00
PROGRAMS			
Back-to-School Night	\$ 100.00	\$	75.50
Movie Nights	\$ 200.00	\$	275.75
Dances	\$ 200.00	\$	250.00
Parent Nights	\$ 100.00	\$	75.00
Subtotal	\$ 600.00	\$ -	\$ 676.25
FUNDRAISERS			
Jog-a-thon	\$ 10,000.00	\$	11,235.00
Bingo-4-Books	\$ 5,000.00	\$	4,500.00
Dinner Night	\$ 5,000.00	\$	2,000.00
Raffles	\$ 3,000.00	\$	4,500.00
Subtotal	\$ 23,000.00	\$	\$ 22,235.00
TOTAL INCOME 2024-2025	Total	\$ 26,370.00	\$ 27,291.75
INCOME + CARRY-OVER		\$ 30,154.00	\$ 31,075.75
PASS-THROUGH INCOME			
Membership Dues (50)	\$ 275.00	\$	375.00
Free-Will Offering	\$ 75.00	\$	
Subtotal	\$ 350.00	\$ -	\$ 375.00
TOTAL PASS-THROUGH INCOME	Total	\$ 350.00	\$ 375.00
EXPENSES			
ADMINISTRATION			
Insurance	\$ 288.00	\$	288.00
Council Dues	\$ 75.00	\$	75.00
Operating Expenses	\$ 100.00	\$	88.75
Bank Fees	\$ 50.00	\$	20.00
Totem/Paypal Fees	\$ 100.00	\$	78.83
Operating Reserve Fund	\$ 1,000.00	\$	0
Hospitality	\$ 300.00	\$	525.00
Subtotal	\$ 1,913.00	\$ -	\$ 1,075.58

Review Budget to Actual

PROGRAMS

Back-to-School Night	\$ 100.00	\$ 75.50
Movie Nights	\$ 200.00	\$ 275.75
Dances	\$ 200.00	\$ 250.00
Parent Nights	\$ 100.00	\$ 75.00
Subtotal	\$ 600.00	\$ -
		\$ 676.25

PROGRAMS

Back-to-School Night	\$ 400.00	\$ 475.00
Movie Nights	\$ 400.00	\$ 525.00
Dances	\$ 800.00	\$ 500.00
Parent Nights	\$ 500.00	\$ 625.00
Student Field Trips	\$ 6,000.00	\$ 6,500.00
Assemblies	\$ 3,000.00	\$ 4,000.00
Teacher Grants	\$ 5,000.00	\$ 4,800.00
Grade Level Activities	\$ 6,000.00	\$ 5,000.00
Staff/Teacher Appreciation	\$ 1,000.00	\$ 450.00
Subtotal	\$ 23,100.00	\$ 22,875.00

FUNDRAISERS

Jog-a-thon	\$ 10,000.00	\$ 11,235.00
Bingo-4-Books	\$ 5,000.00	\$ 4,500.00
Dinner Night	\$ 5,000.00	\$ 2,000.00
Raffles	\$ 3,000.00	\$ 4,500.00
Subtotal	\$ 23,000.00	\$ 22,235.00

FUNDRAISERS

Jog-a-thon	\$ 500.00	\$ 1,000.00
Bingo-4-Books	\$ 1,000.00	\$ 1,500.00
Dinner Night	\$ 100.00	\$ 50.00
Raffles	\$ 500.00	\$ 1,000.00
Subtotal	\$ 2,100.00	\$ 3,550.00

PROGRAMS

Back-to-School Night	\$ 400.00	\$ 475.00
Movie Nights	\$ 400.00	\$ 525.00
Dances	\$ 800.00	\$ 500.00
Parent Nights	\$ 500.00	\$ 625.00
Student Field Trips	\$ 6,000.00	\$ 6,500.00
Assemblies	\$ 3,000.00	\$ 4,000.00
Teacher Grants	\$ 5,000.00	\$ 4,800.00
Grade Level Activities	\$ 6,000.00	\$ 5,000.00
Staff/Teacher Appreciation	\$ 1,000.00	\$ 450.00
Subtotal	\$ 23,100.00	\$ 22,875.00

FUNDRAISERS

Jog-a-thon	\$ 500.00	\$ 1,000.00
Bingo-4-Books	\$ 1,000.00	\$ 1,500.00
Dinner Night	\$ 100.00	\$ 50.00
Raffles	\$ 500.00	\$ 1,000.00
Subtotal	\$ 2,100.00	\$ 3,550.00

TOTAL EXPENSES 2024-2025

Total	\$ 27,113.00	\$ 27,500.58
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PASS-THROUGH INCOME

Membership Dues (50)	\$ 275.00	\$ 375.00
Free-Will Offering	\$ 75.00	\$ 0
Subtotal	\$ 350.00	\$ 375.00

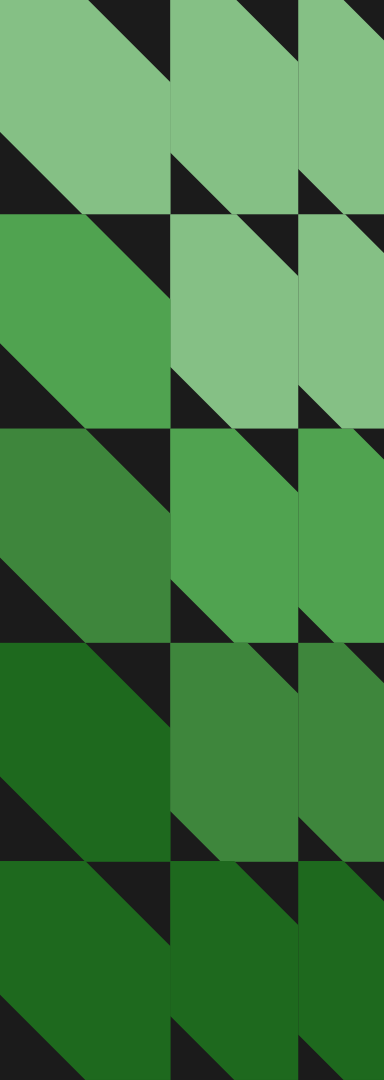
TOTAL PASS-THROUGH INCOME

Total	\$ 350.00	\$ 375.00
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CARRY-OVER 2024-2025

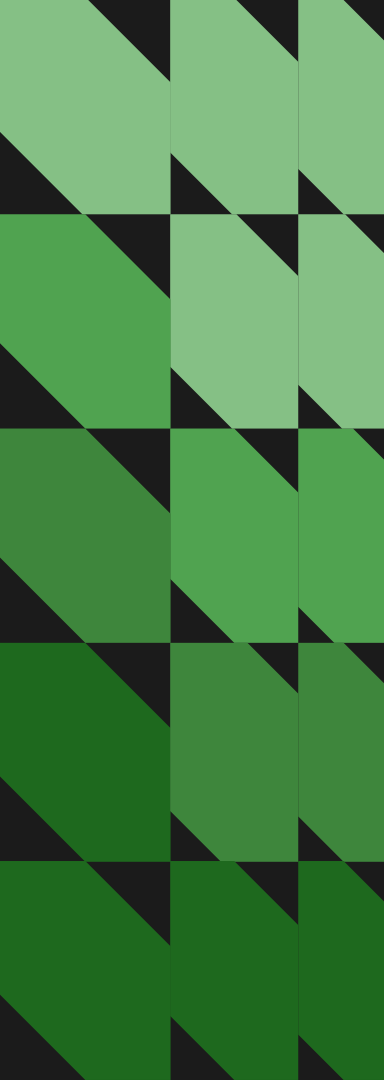
TOTAL	\$ 3,041.00	\$ 3,575.17
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What adjustments might be needed?
Should this unit keep all their programs?
What other programs might be added?
Survey families & staff to get new ideas. Add one program to try.



What are some strategies for making being a treasurer easier?

- Create a procedure book
- Deposits
 - Have a location where anyone has access to cash verification forms and payment authorization forms.
 - In a meeting go over cash verification forms and cash handling/counting procedures.
 - Who is responsible for making deposits?
 - If that person is not available, who will make the deposits?
- Payment Authorizations
 - In a meeting go over the Payment Authorization form and what is required for reimbursement/spending.
 - Reimbursements should be via checks. No cash reimbursements
 - Keep your budget handy with a list of line item categories when you are updating records..
- General Procedures
 - Before an event requiring a cash box - write a check to get start-up cash - be sure to redeposit the cash separately



What are some strategies for making being a treasurer easier?

- Set a time each week to update your records. Do not wait until the end of the month or the day before the meeting to update.
 - Check bank transactions weekly to ensure that you are aware of all transactions.
 - Before your monthly meetings and check cash verification forms and payment authorizations forms
 - Ensure they match deposits and check/debit amounts
 - Ensure you have all the required signatures and place markers in your book for the treasurer/secretary and financial reviewer (or non-check signer) to sign the forms
 - Reconcile the bank statement and provide the treasurer report to the financial reviewer/non-check signer so they can sign during the meeting.
 - Ask board members for Payment Authorization forms before the meeting so checks can be prepared and signed at the meeting.
 - Meet with the president, secretary, and financial reviewer either before or after the meeting to get signatures.



Q & A

Financial Fires or Roadblocks?

Thank you for attending the first Treasurer 's Huddle!

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

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