Treasurer Huddle

May 12, 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:**
  - Government Filings for Units with Gross Income less than $50,000 - Taxes and RRF-1 with CT-TR-1
- **Collaborative Solving:**
  - Safeguarding PTA Funds from Fraud
- **Hot Seat:**
  - Open Q & A for your current “financial fires” and roadblocks.

Government Filings

- If the 3-Year Average Revenue for the Unit is less than $50,000, your unit may file
  - IRS form - 990N
  - Franchise Tax Board - 199N
  - Attorney General RRF-1 with the CT-TR-1
- If 3-Year Average Revenue is more than $50,000, hire someone to file your taxes for you
- Video to guide you through tax filings
- If your unit is Incorporated (this is rare)
  - Secretary of State - Statement of Information filed every other year.

Getting Organized

- Year-End Financial or Budget-to-Actual Report
  - Be sure all categories of income and expenses are accounted for in the report
  - Have information on non-cash donations
- Gather Tax ID numbers for your unit.
  - Tax ID numbers can be found in your bylaws
  - Tax ID numbers are also on the dashboard of Future Fund Connect

Financial Breakdown

- IRS - 990N
  - Need Employer Identification Number xx-xxxxxxx
  - No financial amounts are needed
  - Must have either a login.gov or an id.me account
- FTB - 199N
  - Need state entity number
  - Need total revenue
- Attorney General - RRF-1
  - Need Charitable Trust number CTxxxxxxx
  - Total Income
  - Non-Cash Contributions
  - Total Expenses
  - Year-End Carry Over
  - Program Expenses
  - Name, Address, email, phone number for outside fundraising organization.

Financial Breakdown

Attorney General

- CT-TR-1 - Annotated Form
  - Carry-over funds in Checking and Savings accounts
  - Income
    - Cash Contributions -Donation/Membership
    - Non-Cash Contributions
    - Program Revenue
    - Investments - unusual for a PTA to have
    - Special Events - Fundraiser Income
    - Other Revenue
  - Expenses
    - Fundraising Expenses
    - Supplies/Postage - operating expenses
    - Insurance
    - Other Expenses - Program expenses & more
  - Mail $25 check payable to "Department of Justice"

FutureFund Connect

- Upload all documents to FutureFund Connect for 2025-2026 Fiscal Year
  - IRS 990
  - Franchise Tax Board 199
  - Attorney General RRF-1 with CT-TR-1

Financial Procedures to Protect Against Fraud

- Debit Cards
    - Must have guidelines added to Standing Rules
    - Must be voted on by executive board and association to have a debit card
    - Have debit card linked to a separate account that only has necessary funds for known transactions
    - Payment Authorization for Electronic Payments must be completed and signed by 2 check signers before card is used –
        - May use language of "up to…"
        - Attach receipts with exact amount afterwards
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Financial Procedures to Protect Against Fraud

- **Bank Accounts**
  - Have only one account that is used for electronic transfers into or out of account
  - Limit the amount of money in any account money moves into or out of electronically
  - An Authorization to Transfer Funds form is used to authorize the transfer of funds between accounts.
  - Keep the majority of money in an account that is only accessed by the check signers.
  - Set up account alerts.
- **Checks**
  - Use black indelible gel ink to limit the ability to check wash
  - Mail from Post Office and verify address of recipient
  - Use cashier checks if recipient is not well-known.

Financial Procedures to Protect Against Fraud

- Other Suggestions?

Q & A

Financial Fires or Roadblocks?

Thank you for attending the first Treasurer ‘s Huddle!

The next Treasurer’s Huddle is scheduled for May 26th at 12:00 PM

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