Treasurer Huddle

May 26, 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:**
  - Financial Calendar
- **Collaborative Solving:**
  - Cash Handling Guidelines
- **Hot Seat:**
  - Open Q & A for your current “financial fires” and roadblocks.

Financial Calendar

- Creating a financial calendar will help your unit remain in good standing.
- There are deadlines for
  - Specific financial documents to file
  - Monthly To-Do
  - Documents to prepare for meetings
  - Materials to prepare for Financial Review Committee
  - Create a plan for completing documents

Getting Organized

- Most units have a fiscal year of July 1 to June 30 so some of these deadlines may need to be adjusted if your fiscal year is different.
- The CAPTA website has a sample calendar that may be helpful as well.
- Read over your bylaws to determine
  - Fiscal Year
  - Executive Meeting Dates
  - Association Meeting Dates
- Each Month Set a day to
  - Complete monthly account reconciliation
  - Create the monthly treasurer report
  - Review budget to determine if budget revisions are needed.
- Each Week Set a Day to
  - Review bank account and update register & ledger

April/May/June

- President-elect appoints the budget committee to develop the budget based on
  - Proposed PTA programs for the upcoming year.
  - Current budget-to-actual report
- Treasurer-elect chairs budget committee.
- Board-elect adopts preliminary budget.
- Present proposed budget for adoption to the current executive board and the membership at the last PTA association meeting of the year.
  - If there is not a May or June Association meeting, one can be called with 10-days notice.
- Association approves and releases any funds required prior to the next association meeting in the fall.
  - This allows the board-elect the ability to cover routine summer expenses as outlined in the bylaws.

July

- Bank Signatories
  - Contact bank to determine what the bank requires for changing signatories on the account
  - Change bank signatories after start of new fiscal year.
- Account Logins and Passwords
  - Verify what accounts the PTA has - bank, PayPal, Totem, Square, email accounts, etc.
  - Work with previous treasurer to update login and passwords to ensure you have access to the accounts.
- Ensure you have the following documents
  - Previous year's Annual Financial Report/ Budget-to-Actual
  - June Treasurer Report
  - Year-End Financial Review
  - Tax Filings - 990, 199 and RRF-1 (Due 4 ½ months after end of fiscal year.)

July

- Meet with other executive board members to determine routines and procedures for money handling & more
    - What will be the procedures for reimbursements and Payment Authorizations
    - What will be the procedures for getting signatures on Payment Authorizations
    - What will be the procedures for handling cash
    - Who makes deposits
    - If a deposit cannot be made same day, where will the funds be stored securely

August/September

- Prepare July Treasurer Report. -
  - Reports can be month to month to align with bank statements.
  - If meetings are closer to the end of the month include current register balance since month end.
- Prepare Treasurer Report for Association meeting
  - Association treasurer reports will cover dates from the last association meeting, to the present meeting.
  - This can be either 2 reports - last association meeting to June 30 (fiscal year end), and then July 1 to first association meeting.
  - Or as one report that includes all dates between meetings.
- Attend workshops for financial officers, when offered.

August/September

- Re-present budget to association for adoption at the first meeting. Possible motion…
  - “The executive board recommends and I move to adopt the 2026-2027 Budget for _____PTA/PTSA.”
- Release any funds required prior to the next association meeting.
  - I move to release the funds for (list fall programs and expenses) up to the budgeted amount.”
- Present financial review and year-end Annual Financial Report to association. Upload copies of all documents to FutureFund Connect.
- Send the first remittance of per capita manual dues **through PTA channels**. Send dues as received and **at least monthly** thereafter. No remittance for E-membership dues (Totem).

October/November

- Confirm tax forms for prior fiscal year are filed and uploaded to FutureFund Connect. - Due 4 ½ months after year end -Check websites to confirm acceptance.
  - IRS - https://apps.irs.gov/app/eos/ or Propublica for 990EZ filers https://projects.propublica.org/nonprofits/
  - Attorney General - https://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y
- **Remit payment for insurance directly to AIM**, the California State PTA insurance broker, via the online portal by December 20, or a late fee of $25 will be assessed by California State PTA.
- Balance membership totals with Totem, council and Ninth District PTA membership reports.
- Prepare books and financial records for the mid-year financial review..
- Remit manual membership dues.

December/January

- Submit books and financial records for mid-year financial review, as specified in the bylaws.
- Present budget versus actual report to the executive board and association and revise budget if necessary.
- Prepare Treasurer Report for Association meeting to include all income and expenses since the last Association meeting.
- Gather vendor payments from January 5 to date in preparation for completing the Workers' Compensation form.
- Ensure that Workers' Compensation form and additional premium, if required, have been submitted to AIM by January 31st. Submit via AIM portal. Do not mail!.
- Verify membership data with Totem, council and Ninth District PTA. Remit manual membership dues
- If your unit submitted an application to the AG for a raffle permit, prepare Raffle Report - due February 1st.

February/March/April

- Review recommendations from the financial review committee and implement improvements.
- Present budget versus actual report to the executive board and association and revise budget if necessary.
- Release funds for programs and expenses for spring events.
- Prepare Treasurer Report for Association meeting to include all income and expenses since the last Association meeting.
- Upload Workers' Compensation Report to FutureFund Connect
- Verify membership data with Totem, council and Ninth District PTA. Remit manual membership dues.
- Reimburse officers who attended Ninth District Annual Meeting and Founders' Day if the unit did not pay for their attendance.

April/May

- Verify membership with Totem, Council and Ninth District PTA. Remit dues if needed.
- Begin transitioning with newly elected financial officers.
- Provide a budget-to-actual report to the newly elected treasurer.
- Present budget versus actual report to the executive board and association and revise budget if necessary.
- Prepare Treasurer Report for Association meeting to include all income and expenses since the last Association meeting.
- Create a list of all accounts the PTA has with the login information and passwords.   If two-factor authentication is set up, work with the new treasurer to change the contact information.

June

- Verify membership with Totem, Council and Ninth District PTA. Remit dues if needed.
- Submit books and financial records to outgoing financial reviewer for year-end financial review, as stipulated in the bylaws (after close of fiscal year).
- Give financial records and materials to the incoming financial officer (except those in financial review).
- Assist incoming officers with changing authorized signers at the bank as needed. The treasurer-elect should contact the bank to determine the requirements for changing authorized signers.
- Ensure new treasurer can access all accounts.
- Prepare final Treasurer Report and Association Treasurer Report from last Association meeting to end of fiscal year.
- Prepare Annual Financial Report that reflects the fiscal year.
- Prepare and file tax returns (end of fiscal year) 990, 199 & RRF-1) and upload to FutureFund Connect.

Cash Handling Guidelines

- All revenue and receipts must be counted and deposited in the bank immediately after the completion of an activity.
- At least two PTA members, one of whom should be an officer or a chairman, must count the monies received.
- The people counting the money shall not be related by blood, marriage, or cohabitation.
- Do not publicize the place where money is to be counted.
- Have all those involved in counting money verify the total and sign the Cash Verification Form. This form is a safeguard when volunteers are handling PTA funds (Cash Verification Form).
- Copies of cash verification forms or receipts should be kept by anyone who counted the cash.
- Cash Verification Form must be given to the event chairman for documentation in his/her activity report. The totals must match the monies deposited for the activity.

Cash Handling Guidelines

The treasurer/financial secretary or another designated officer shall deposit

- the money immediately in the bank.
    - If immediate deposit or night drop is not possible, plan for the safekeeping of money until it is deposited in the bank.
    - Never take money home.
    - For ongoing fundraisers or when money is coming in daily, the money should be deposited daily in the PTA’s bank account.
    - Never deposit any money in anyone’s personal account or in the school account.
    - Never leave money unattended, in someone’s home or in the trunk of a car.

Cash Handling Guidelines

- Be sure that the amount is documented prior to depositing it in the school safe or lockbox.
- The documented deposit should be placed in a sealed envelope signed by a school administrator and verified by two authorized PTA representatives.
- Each party handling the money should count, sign and receive a copy of the Cash Verification form.
- Any funds kept in a safe or lockbox must be recounted by at least two people (including at least one PTA officer or chairman) immediately upon being removed from the safe/lockbox and prior to the funds being deposited at the bank.
- This is required even if the deposit envelope is still sealed and appears undisturbed.

Simple procedures for counting money can keep the PTA safe and ensure accurate reporting of receipts to the membership.

Cash Handling Guidelines

Other Best Practices???

Q & A

Financial Fires or Roadblocks?

Thank you for attending the first Treasurer 's Huddle!

The next Treasurer's Huddle is scheduled for June 11th at 6:00 PM

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