



# PTA Leadership Training

# Treasurer

Hosted by Louisiana PTA

LouisianaPTA.org/treasurer  
Treasurer@LouisianaPTA.org

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## Why are we here? Why do you PTA?

To make every child's potential a reality  
by engaging and empowering families and communities  
to advocate for all children.

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### Sign-Ups & Downloads

- Visit [LouisianaPTA.org/treasurer](https://LouisianaPTA.org/treasurer) for everything.
- Download the **LAPTA Toolkit: Treasurer Sec 3**. The Toolkit contains further information, complete details, and all forms at [LouisianaPTA.org/toolkits](https://LouisianaPTA.org/toolkits).
- Register at [LouisianaPTA.org/register](https://LouisianaPTA.org/register). This is required and will allow you to receive Treasurer emails.
- Create an account at [PTA.org](https://PTA.org) and **create an account**. There is lots of information and programs.
- All Board members need to be **PTA members** of their Local PTA Units which also makes them LAPTA and National PTA members.

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### All money must be properly authorized, documented, tracked, and verified.

1. **Authorization** comes from the General Membership's approving vote of the Annual Budget at the first meeting of the year.
2. **Documentation** involves receipts for expenses and deposits organized in a binder.
3. **Tracking** is through a ledger or accounting software which generates monthly reports such as MoneyMinder.com or QuickBooks.
4. **Verification** is through the annual IRS tax filing, Audit Report, and portions of the LAPTA Active Affiliation Report.

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## Treasurer's Monthly Duties

- Use an on-line accounting software.
- Attends and presents the Budget Report at all PTA meetings.
- Reconciles the bank account monthly. Present the reconciliation report at all Board meetings.
- Review all Expense and Deposit Forms for the month to get any missing information or receipts. Make sure all transactions are accounted for.
- Have bank statement reviewed and signed by a non-signer.
- Submit member dues for new members at [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership). All PTAs submit \$3.50 for each of their members to LAPTA. LAPTA pays \$2.25 to National PTA and retains \$1.25 for itself.

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## Getting Started

- **Update bank signers** to have at least three authorized signers. You cannot sign a check payable to yourself. All checks need two signatures. The school principal is not allowed to be a signer.
- If you use CheddarUp.com, confirm that the account is linked to a current officer. If not, "transfer account" using an officer's personal information.
- **Order debit cards** for the bank signers (not allowed in Caddo). The PTA name and the person's name both need to be on the debit card.
- **Chair the Budget Committee** to create the budget. Present the Annual Budget at the first General Membership Meeting. A motion needs to be made to accept the proposed budget and authorize spending.
- **Organize the Audit Committee** to conduct the Audit Report on the previous year. Members may not be authorized bank signers.
- **Get a Treasurer Binder.**

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## Treasurer's Binder Sections

- Accounts, debit cards, & passwords summary sheet; Board roster
- Expense Forms
- Deposit Forms
- Monthly bank statements and reconciliation reports
- Annual Budget, Budget Approval Form, monthly Budget Reports
- All agendas and minutes from all meetings
- Charter info: IRS tax filings, Bylaws, Standing Rules, LAPTA Toolkit, Articles of Incorporation Annual Report, Audit Reports, insurance policy, etc.
- Miscellaneous papers

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## Financial Management Principles

- All PTA money and only PTA money may be deposited directly into a PTA's bank account.
- There is no authorization to spend money until there is an approved budget, except for the previous budget's "Start-Up Funds."
- Never sign a blank check or make a check out to "Cash."
- Always have two people sign every expense.
- Never pay with cash.
- Issue cash receipt if you receive a cash payment.
- Insurance for the PTA is required, especially for those who handle money.

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## Budget

- The budget estimates the PTA's expenses and deposits for the year which is July 1 through June 30.
- Fundraising is used to support the programs and services of the PTA. Only raise what is needed.
- The Budget Committee creates the budget. The Treasurer is the chair of the committee. See your Bylaws for details on how the committee is created.
- It includes line items for each category which lists the income, expense, and net total.
- The budget must include **Start Up Funds** which allows a PTA to spend money that designated amount before the budget is approved. It is listed as an expense and income for a net zero on the budget.
- Complete the Budget Approval Form** which is due October 31, 2024.

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## Sample Budget

Each line item lists its income, expense, and net totals. *This sample budget is from MoneyMinder.com and is only a suggestion.*

- Section 1: Fundraising
- Section 2: Student & Parent Programs
- Section 3: Teacher, School, & Community
- Section 4: Administrative

Do not cluster all Hospitality events into one line item. Individualize those events, such as Staff Welcome Luncheon, Christmas Luncheon, and Teacher Appreciation Luncheon.

The IRS says a maximum of 5% of the budget can go to "Hospitality." This is really for a Welcome Committee who, for example, might offer a cup of coffee at a sign-in table.

SAMPLE BUDGET XYZ PTSA

July 1, 2022 - June 30, 2023			
	Budgeted Income	Budgeted Expense	Budget Net
<b>Fundraising</b>			
Color Run	\$20,000	\$10,000	\$10,000
Lodgers	\$15,000	\$7,500	\$7,500
Shake Days	\$5,000	\$2,000	\$3,000
Grants	\$0	\$0	\$0
Donations	\$750	\$0	\$750
<b>Fundraising Totals</b>	<b>\$45,750</b>	<b>\$19,500</b>	<b>\$27,250</b>
<b>Student &amp; Parent Programs</b>			
Reflections Program	\$0	\$100	-\$100
Brackets of Champions	\$0	\$500	-\$500
Talent Show	\$800	\$500	\$300
Project Graduation	\$0	\$1,000	-\$1,000
Health Supplies	\$0	\$500	-\$500
Mental Health Speaker	\$0	\$1,000	-\$1,000
Grandparents Night	\$500	\$1,500	-\$1,000
Welcome Packets	\$0	\$250	-\$250
Newsletter	\$0	\$250	-\$250
Hospitality	\$0	\$250	-\$250
<b>Student &amp; Parent Programs Totals</b>	<b>\$1,000</b>	<b>\$5,500</b>	<b>-\$4,500</b>
<b>Teacher, School &amp; Community</b>			
Staff Welcome Lunch	\$0	\$1,500	-\$1,500
Staff Snack Days	\$0	\$400	-\$400
Teacher Split Cart	\$0	\$400	-\$400
Staff Appreciation Week	\$0	\$1,000	-\$1,000
Library Literacy Program	\$0	\$2,000	-\$2,000
Beautification	\$0	\$1,000	-\$1,000
School Technology	\$0	\$7,000	-\$7,000
Teacher Mix Grains	\$0	\$3,000	-\$3,000
Adopt-a-PTA	\$0	\$1,000	-\$1,000
<b>Teacher, School &amp; Community Totals</b>	<b>\$0</b>	<b>\$18,300</b>	<b>-\$18,300</b>
<b>Administrative</b>			
AM Insurance	\$0	\$500	-\$500
Banking Fees & Interest	\$50	\$100	-\$50
Leadership & Training	\$0	\$500	-\$500
Membership Dues	\$2,200	\$1,250	\$950
PTA Office Supplies	\$0	\$1,000	-\$1,000
Start Up Funds	\$5,000	\$5,000	\$0
Carry Forward & Ending Balances	\$17,875	\$12,080	\$5,795
Zions	\$0	\$188	-\$188
<b>Administrative Totals</b>	<b>\$20,225</b>	<b>\$20,628</b>	<b>-\$403</b>
<b>Grand Totals</b>	<b>\$65,975</b>	<b>\$65,975</b>	<b>\$0</b>

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## Comparison Budget Report

- This is the monthly report that compares the actual amounts to the budget amounts with the net total.
- If the budget needs to be amended to accommodate increased spending or unexpected income, then the proposed budget amendment needs to be approved by the General Membership. Note this for next year's Audit Committee.

SAMPLE COMPARISON BUDGET XYZ PTSA

July 2023						
	Actual Income	Budgeted Income	Actual Expense	Budgeted Expense	Actual Net	Budget Net
<b>Fundraising</b>						
Color Run	\$18,817	\$20,000	\$8,439	\$10,000	\$10,478	\$10,000
Lodgers	\$12,200	\$15,000	\$6,345	\$7,500	\$5,855	\$7,500
Shake Days	\$5,500	\$5,000	\$1,450	\$2,000	\$4,050	\$3,000
Grants	\$0	\$0	\$0	\$0	\$0	\$0
Donations	\$950	\$750	\$0	\$0	\$950	\$750
<b>Fundraising Totals</b>	<b>\$37,467</b>	<b>\$45,750</b>	<b>\$16,887</b>	<b>\$19,500</b>	<b>\$20,580</b>	<b>\$27,250</b>
<b>Student &amp; Parent Programs</b>						
Reflections Program	\$0	\$0	\$95	\$100	-\$95	-\$100
Brackets of Champions	\$0	\$0	\$475	\$500	-\$475	-\$500
Talent Show	\$775	\$800	\$475	\$500	\$300	\$300
Project Graduation	\$0	\$0	\$1,000	\$1,000	-\$1,000	-\$1,000
Health Supplies	\$0	\$0	\$190	\$500	-\$190	-\$500
Mental Health Speaker	\$0	\$0	\$1,200	\$1,000	-\$1,200	-\$1,000
Grandparents Night	\$500	\$500	\$1,400	\$1,500	-\$900	-\$1,000
Welcome Packets	\$0	\$0	\$250	\$250	-\$250	-\$250
Newsletter	\$0	\$0	\$250	\$250	-\$250	-\$250
Hospitality	\$175	\$0	\$245	\$250	-\$245	-\$250
<b>Student &amp; Parent Programs Totals</b>	<b>\$1,375</b>	<b>\$1,300</b>	<b>\$4,545</b>	<b>\$4,250</b>	<b>-\$3,270</b>	<b>-\$4,250</b>
<b>Teacher, School &amp; Community</b>						
Staff Welcome Lunch	\$0	\$0	\$1,400	\$1,500	-\$1,400	-\$1,500
Staff Snack Days	\$0	\$0	\$375	\$400	-\$375	-\$400
Teacher Split Cart	\$0	\$0	\$400	\$400	-\$400	-\$400
Staff Appreciation Week	\$0	\$0	\$975	\$1,000	-\$975	-\$1,000
Library Literacy Program	\$950	\$0	\$2,000	\$2,000	-\$2,000	-\$2,000
Beautification	\$0	\$0	\$1,000	\$1,000	-\$1,000	-\$1,000
School Technology	\$0	\$0	\$7,475	\$7,000	-\$7,475	-\$7,000
Teacher Mix Grains	\$0	\$0	\$2,200	\$3,000	-\$2,200	-\$3,000
Adopt-a-PTA	\$0	\$0	\$1,000	\$1,000	-\$1,000	-\$1,000
<b>Teacher, School &amp; Community Totals</b>	<b>\$950</b>	<b>\$0</b>	<b>\$17,825</b>	<b>\$18,800</b>	<b>-\$17,875</b>	<b>-\$18,300</b>
<b>Administrative</b>						
AM Insurance	\$0	\$0	\$490	\$500	-\$490	-\$500
Banking Fees & Interest	\$50	\$50	\$75	\$100	-\$25	-\$50
Leadership & Training	\$0	\$0	\$500	\$500	-\$500	-\$500
Membership Dues	\$2,200	\$2,200	\$817	\$1,250	\$1,383	\$950
PTA Office Supplies	\$0	\$0	\$1,000	\$1,000	-\$1,000	-\$1,000
Start Up Funds	\$5,000	\$0	\$5,000	\$0	\$0	\$0
Carry Forward & Ending Balances	\$12,875	\$12,875	\$12,875	\$12,875	\$0	\$700
Zions	\$0	\$0	\$188	\$188	-\$188	-\$188
<b>Administrative Totals</b>	<b>\$12,875</b>	<b>\$12,875</b>	<b>\$12,875</b>	<b>\$12,875</b>	<b>\$0</b>	<b>\$1,875</b>
<b>Grand Totals</b>	<b>\$65,975</b>	<b>\$65,975</b>	<b>\$65,975</b>	<b>\$65,975</b>	<b>\$0</b>	<b>\$0</b>

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## Banking & E-Commerce Policy

- All PTAs must have their own checking account under their EIN (Employee Identification Number) with at least three authorized signers.
- Savings accounts are allowed.
- Debit cards are allowed for authorized signers only (not in Caddo). Two signatures are required on the Expense Form. Credit cards are **not** allowed.
- Recurring bills may be automatically paid with the debit card.
- Online and point of sale payment collection systems are allowed.
- Venmo and Zelle are **not** allowed. They leave the PTA vulnerable to fraud. PayPal is technically allowed, but there are better alternatives like CheddarUp.com or SquareUp.com.
- All expenses require a completed Expense Form.
- The full policy is with the Treasurer's Toolkit.

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## Banking & E-Commerce Policy Continued

- All deposits need a completed Deposit Form.
- Deposits are counted by two people and should be made promptly.
- Checks may be deposited electronically. Note confirmation number and date. Don't destroy the check until the deposit clears.
- Deposit transfers from online accounts should occur at least monthly.
- Bank statements are mailed to the PTA's permanent address which is the school's address. Paperless or electronic bank statements are allowed.
- Have a non-bank signer review and sign every bank statement. This is easily done at Board meetings.
- Follow up with all NSF checks for repayment plus bank fees.

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## Expense Form

- Staple receipts to upper right.
- Note if it is a debit purchase or if it is to be reimbursed.
- Itemize each expense with its budget line item.
- Note the total for each budget item.
- Write the grand total.
- Get two authorized signatures. Only one is needed if a check is written because it has 2 signatures on it.
- Complete Treasurer's Use box.

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## Deposit Form

- Itemize each check with Name, check number, and amount.
- Tally the cash and coin denominations.
- Total the number of checks.
- Note the check, cash, and coin totals and the grand total.
- List the budget items to be credited.
- Cash deposits require 2 signatures.
- Note deposit date, amount, and if it is entered into software/ledger.
- Staple deposit slip to back right.

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## MoneyMinder.com & CheddarUp.com

LAPTA encourages the use of online platforms to collect membership dues and to track finances.

- MoneyMinder.com (\$179/year) is simple accounting software for non-profits. It tracks expenses and deposits, has easy budget set-up, runs reports, and maintains history over the years.
- CheddarUp.com works as an online store and a simple website. There are fees that can be paid all or partially by the buyer.
- If you have MoneyMinder Pro, you get the \$30/month CheddarUp Team Edition free.
- See a CheddarUp sample at [FriendsofLAPTA.CheddarUp.com](http://FriendsofLAPTA.CheddarUp.com).
- An alternative to CheddarUp is PTBoard. Wave Apps is a free alternative to MoneyMinder.

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## Annual Renewals

- The Louisiana Secretary of State requires all non-profits to annually file a report. Go to GeauxBiz.com, log in, update the officer data, and pay the \$10 fee (plus \$5 for credit card).
- Renew the insurance policy. This is frequently with AIM, although any company is acceptable. Insurance is required. It starts at about \$150 per year.
- Renew online subscriptions such as MoneyMinder.com and Zoom.

State of Louisiana  
Secretary of State  
COMMERCIAL DIVISION  
225.923-4704

(In French)  
225.923.5377 (Affiliés, Sociétés)  
225.923.5374 (Corporations)  
225.923.5378 (DNC)

Name	Type	City	Status
LOUISIANA PARENT-TEACHER ASSOCIATION	Non-Profit Corporation	MONROEVILLE	Active

Previous Names  
Business: LOUISIANA PARENT-TEACHER ASSOCIATION  
Charter Number: 90703088  
Registration Date: 5/9/2020  
Domestic Address  
111 NORTH CAUSEWAY BLVD  
SUITE 306  
MONROEVILLE, LA 70471  
Mailing Address  
P.O. BOX 4422  
CONVINGTON, LA 70034  
Status  
Status: Active  
Annual Report Status: In Good Standing  
File Date: 5/9/2020  
Last Report Filed: 4/12/2022  
Type: Non-Profit Corporation  
Registered Agent(s)  
Agent: NATALIA PAGEL  
Address 1: 111 N. CAUSEWAY BLVD  
Address 2: SUITE 306  
City, State, Zip: MONROEVILLE, LA 70471  
Registration: 4/12/2022  
Officer(s)  
Officer: NATALIA PAGEL  
Title: President  
Address 1: 111 N. CAUSEWAY BLVD  
Address 2: SUITE 306  
City, State, Zip: MONROEVILLE, LA 70471  
Officer: BETH MAILLARD  
Title: Secretary/Treasurer

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## Active Affiliation Report Due October 31, 2024

The documentation is uploaded at [LouisianaPTA.org/affiliation](https://LouisianaPTA.org/affiliation).

- Membership:** Proof of at least 30 membership dues submitted to LAPTA at [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership).
- Registration:** Officers must register at [LouisianaPTA.org/register](https://LouisianaPTA.org/register). Board members are encouraged to register.
- Training:** All officers need 4 credits of training. See courses and Proof of Training Certificate at [LouisianaPTA.org/training](https://LouisianaPTA.org/training).
- Bylaws:** Upload the Bylaws file showing the approval date (expires every 3 years)
- Taxes:** Proof that the 2022 or 2023 Federal Taxes were filed
- Budget:** Budget Approval Form AND the approved annual budget; needs to include "Start Up Funds".
- Audit Report:** Use the report in Treasurer's Toolkit
- Articles of Incorporation:** Updated Annual Report from LA Secretary of State
- Insurance:** Upload the declaration page.

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## Audit Committee and Report

The Audit Report is an annual review of the previous year's finances by the Audit Committee which is at least three people. This is due October 31, 2024.

The report compares the bank statement transactions to the actual receipts in the binder. The form with complete instructions is in the LAPTA Toolkit: Treasurer.

Louisiana PTA  
AUDIT REPORT

Local Unit Name: LUR# \_\_\_\_\_ IRS EIN \_\_\_\_\_  
Parish: \_\_\_\_\_ Fiscal year: \_\_\_\_\_ Total # of Memberships YTD: \_\_\_\_\_

Dates covered by this audit: Day 1 \_\_\_\_\_ to last day \_\_\_\_\_  
Check numbers reviewed by this audit: \_\_\_\_\_ to \_\_\_\_\_

**Ledger Reconciliation**  
Balance on hand on day 1 of audit year: \_\_\_\_\_ Date: \_\_\_\_\_ 1. \$ \_\_\_\_\_  
Total deposits for audit year: \_\_\_\_\_ 2. \$ \_\_\_\_\_  
TOTAL (add lines 1 & 2): \_\_\_\_\_ 3. \$ \_\_\_\_\_  
Total expenses with receipts of audit year: \_\_\_\_\_ 4. \$ \_\_\_\_\_  
Balance on hand on last day of audit year TOTAL (line 3 minus line 4): \_\_\_\_\_ 5. \$ \_\_\_\_\_

**Bank Reconciliation**  
Bank statement day 1 start balance: \_\_\_\_\_ Day 1 Date: \_\_\_\_\_ 6. \$ \_\_\_\_\_  
All credits on 12 bank statements: \_\_\_\_\_ 7. \$ \_\_\_\_\_  
Deposits not yet credited ( ): \_\_\_\_\_ 8. \$ \_\_\_\_\_  
TOTAL (add lines 6, 7 & 8): \_\_\_\_\_ 9. \$ \_\_\_\_\_  
Total withdrawals on 12 bank statements: \_\_\_\_\_ 10. \$ \_\_\_\_\_  
Total uncashed checks ( ): \_\_\_\_\_ 11. \$ \_\_\_\_\_  
TOTAL (line 9 minus lines 10 & 11): \_\_\_\_\_ 12. \$ \_\_\_\_\_  
*Line 5 must equal line 12.*

The Audit Committee examined the financial records of the Treasurer at \_\_\_\_\_ PTAP/PTSA and find them (check one):  
 Correct.  
 Substantially correct with the attached recommendations and findings.  
 Partially correct. More adequate accounting procedures need to be followed so that a more thorough Audit Report can be given.  
 Incorrect. Attach a separate report of explanation and recommendations to executive board.  
 \*A separate Audit Report must be completed for each bank account.

Date Audit completed: \_\_\_\_\_  
 Auditor's Signature: \_\_\_\_\_ Auditor's Name: \_\_\_\_\_  
 Auditor's Signature: \_\_\_\_\_ Auditor's Name: \_\_\_\_\_  
 Auditor's Signature: \_\_\_\_\_ Auditor's Name: \_\_\_\_\_

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## Federal & State Taxes

- Federal tax filing is due 4 1/2 months after the fiscal year ends, which is November 15. Non-profits file a Form 990 with IRS. There are different forms based on the gross income amount.
  - Form 990-N is for gross income less than \$50,000. (electronic file only)
  - Form 990-EZ is for gross income \$50,000 - \$200,000.
  - Form 990 is for gross income over \$200,000.
- When calculating gross income, EXCLUDE member dues paid to LAPTA. For example, if you had \$1200 total membership dues income and paid \$434 to LAPTA for 124 members, you would net \$766. Report the gross income from dues as \$766.
- All money given to the PTA is a tax-deductible donation. "Thank you for your tax-deductible donation."
- PTAs pay sales tax on all purchases. (Schools do not pay sales tax.)
- PTAs are to pay state sales tax on "Unrelated Business Income." LAPTA is working to acquire an exemption for each parish, but this is not granted yet. Refer to [www.rev.state.la.us](http://www.rev.state.la.us) for further details.

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## Year-End Duties

*The Year-End Financial Checklist is in the Toolkit.*

- Have the Passwords & Accounts Summary Sheet accurate and up to date.
- All Expense & Deposit Forms are documented, complete, and entered into accounting software/ledger.
- All bank statements, monthly reconciliation reports, budget reports, agendas, minutes, and annual budget are included.
- Include previous Audit Report, EIN, Articles of Incorporation, IRS tax filings, and insurance policy.
- Review records retention policy and keep required documents.
- Meet with the incoming Treasurer and President. Turn over check book, debit cards, binder, past records, and all PTA papers. Be available for any questions for the next Audit Committee.
- Transfer any accounts to the incoming officers, such as CheddarUp.com.

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## Summary

- Know the LAPTA Toolkit: Treasurer Section 3.
- Get the budget approved by the General Membership ASAP.
- Active Affiliation Report is due **October 31, 2024**. Work on it now.
- 2023 IRS Tax filing is due **November 15**. Do it now.
- Submit member dues monthly through [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership).
- Debit cards are allowed only if each purchase has two signatures.
- There will be future Zoom meetings to cover Treasurer questions.
- Contact LAPTA Treasurer Ashley Snell at [treasurer@LouisianaPTA.org](mailto:treasurer@LouisianaPTA.org).

**THANK YOU** for volunteering and supporting the  
PTA mission of helping all children reach their potential.

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