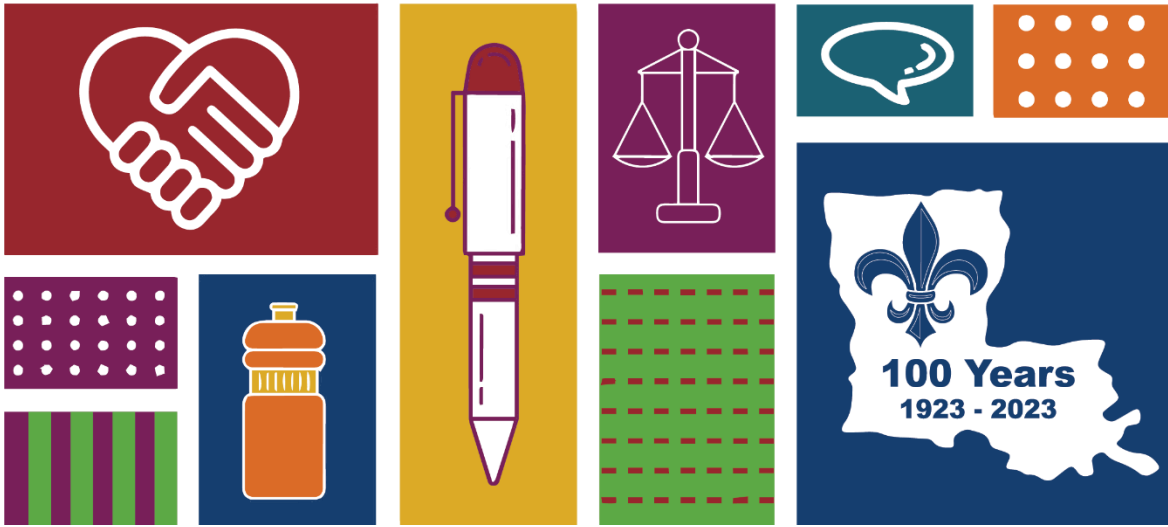


# LAPTA ToolKit

2022 - 2023



# Treasurer

## 2022 – 2023

### Section 3

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# ABOUT NATIONAL PTA

The Local PTA Unit is a member of the Louisiana PTA (LAPTA) and National PTA organizations. It maintains the requirements for Active Affiliation and practices the shared mission, purposes, values, and standards of National PTA. Find more information at LouisianaPTA.org and PTA.org.

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

## Purposes

- To promote the welfare of children in home, school, places of worship, and throughout the community;
- To raise the standards of home life;
- To advocate for laws that further the education, physical and mental health, welfare, and safety of children;
- To promote the collaboration and engagement of families and educators in the education of children;
- To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children;
- To advocate for fiscal responsibility regarding public tax dollars in public education funding.



## Values

- **Collaboration:** We work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.
- **Commitment:** We dedicate ourselves to children's educational success, health, and well-being through strong family and community engagement while remaining accountable to the PTA's founding principles.
- **Diversity:** We acknowledge the potential of everyone without regard, including but not limited to age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.
- **Respect:** We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our PTA's goals.
- **Accountability:** All members, employees, volunteers, and partners share responsibility to align their efforts toward the achievement of our PTA's strategic initiatives.

## National PTA Standards for Family-School Partnerships

- Standard 1: **Welcoming All Families Into the School Community** – Families actively participate in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class.
- Standard 2: **Communicating Effectively** – Families and school staff engage in regular, two-way, meaningful communication about student learning.
- Standard 3: **Supporting Student Success** – Families and school staff continuously collaborate to support students' learning and healthy development both at home and at school and have regular opportunities to strengthen their knowledge and skills to do so effectively.
- Standard 4: **Speaking Up for Every Child** – Families are empowered to be advocates for their own and other children, and to ensure that students are treated fairly and have access to learning opportunities that will support their success.
- Standard 5: **Sharing Power** – Families and school staff are equal partners in decisions that affect children and families and together inform, influence, and create policies, practices, and programs.
- Standard 6: **Collaborating With Community** – Families and school staff collaborate with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.

# LEADERSHIP TRAITS

Successful leaders are effective leaders. Their skills and abilities allow them to step into a variety of roles, and they see the value people have to offer and seek their involvement. They provide a clear purpose that others want to follow. They lead with integrity and strive to continually improve. As Treasurer, you are a leader.

The following are competencies effective leaders demonstrate and use to make every child's potential a reality.

- **Self-Awareness** – Has the ability to assess their own strengths and weaknesses
- **Vision** – Demonstrates a clear understanding of the future and how to get there
- **Relationship Building** – Develops trust and mutual respect, and values diversity
- **Critical Thinking** – Obtains all the relevant information, identifies problems and causes, evaluates information, and determines criteria that indicate solutions
- **Time & Resource Management** – Effectively prioritizes and manages resources to accomplish goals
- **Motivation** – Demonstrates and promotes interest and enthusiasm
- **Empathy** – Recognizes verbal and nonverbal feelings, needs, and concerns of others
- **Creativity** – Sees and thinks of innovative ideas, alternatives, and ways to do things
- **Communication** – Listens actively and conveys information clearly, concisely, and accurately in both writing and speech
- **Collaboration** – Works with a team to achieve a common purpose; puts service before self
- **Delegation** – Shares responsibilities including guidance and follow up, fostering leadership in others
- **Continuous Learning** – Pursues development of skills and knowledge
- **Integrity** – Does the right thing when no one is watching
- **Initiative** – Steps up unprompted going above and beyond with excellence

## INTRODUCTION

The Treasurer is the authorized custodian of the funds of the PTA. The President, who bears full responsibility for the affairs of the unit, and board members, who have a fiduciary responsibility to the PTA, should have a good understanding of all financial matters. The Treasurer receives and disburses all monies as prescribed in the Local Unit Bylaws, the adopted budget, or as authorized by action of the PTA. Through adoption of the budget, the membership determines how all PTA funds will be earned and spent. If all money is received and spent within the rules set by the PTA Bylaws, the budget, and the IRS, the chances that you will have problems decrease dramatically.

A unit's money does not belong to the Treasurer. Even if the Treasurer does not agree with the membership's decisions about the budget, he must follow the will of the organization. Additionally, the financial records are the property of the PTA, not an individual officer. A Treasurer shall turn all records over to their successor or to an Audit Committee. Many units move thousands of dollars through the PTA account. For the protection of both the PTA unit and the Treasurer, it is important that funds be managed in a manner that allows every dollar to be traced. Some requirements might seem tedious, but it is time well spent.

Familiarize yourself with [LouisianaPTA.org/treasurer](https://LouisianaPTA.org/treasurer). This is important!



# RESPONSIBILITIES OF THE TREASURER

- Register as a PTA Leader at [LouisianaPTA.org/submit-officer-data-1](http://LouisianaPTA.org/submit-officer-data-1).
- Sign the LAPTA Confidentiality, Ethics, and Conflict of Interest Policy.
- Study and know the PTA Bylaws, Standing Rules, and LAPTA Toolkit: Treasurer Section.
- Attend LAPTA training; if possible, attend National PTA trainings and conventions.
- Change signatures on all bank accounts. Use the school's mailing address for the account.
- Function as sole custodian of the checkbook.
- Maintain the Treasurer's Binder with all required financial documents. Suggested tabs are:
  - Accounts & Passwords Summary Sheet (Sample at the end of this section); Board Roster
  - Expense Forms
  - Deposit Forms
  - Bank Statements & Reconciliation Reports
  - Budget Reports & Agendas
  - Charter Info (filed IRS taxes, Bylaws, Standing Rules, LAPTA Toolkit: Treasurer Section 3, plus sections 1, 5, 6, and 10, Secretary of State Annual Report, insurance policy, past Audit Reports)
- Chair the Budget Committee.
- Present the proposed budget for approval by majority vote at the first General Membership meeting.
- Receive all monies and deposit them in a timely manner. National PTA suggests one day.
- Make disbursements with a check or debit card as authorized by the PTA in accordance with the budget.
- Keep an accurate and detailed account of all monies received and disbursed.
- File the annual IRS taxes or hire a professional to file the annual taxes. Most PTA fiscal years end on June 30 with taxes due 5 ½ months later which is November 15.
- Renew the annual Articles of Incorporation with the Louisiana Secretary of State at [geauxbiz.com](http://geauxbiz.com).
- Renew the annual insurance policy.
- Reconcile all accounts monthly.
- Submit a budget report at all Board and General Membership meetings.
- Make an annual budget report to the PTA.
- Prepare the Treasurer's Binder with the Year-End Financial Review Checklist.
- Present to the Audit Committee all materials necessary for the review.
- Purchase PTA memberships monthly from LAPTA at [LouisianaPTA.org/membership](http://LouisianaPTA.org/membership).
- Recruit new PTA leaders and PTA members.



## TREASURER'S BINDER

It is particularly important to keep an organized and up-to-date binder, which should include:

- Accounts & passwords summary sheet; Board roster
- Completed expense forms and receipts
- Completed deposit forms
- Monthly bank statements & reconciliation reports
- Approved budget, Budget Approval Form, monthly budget reports
- All agendas and minutes from Executive Committee, Board of Directors, and General Membership meetings
- Charter information such as IRS tax filings, Bylaws, Standing Rules, LAPTA Resource Guide Treasurer Section plus sections 1, 5, 6, and 10, Secretary of State Articles of Incorporation Annual Report, insurance policy, and past Audit Reports
- Miscellaneous papers, including correspondence
- Receipt book to acknowledge cash received
- Checkbook to disburse funds as authorized
- Record of all debit cards and their account numbers

# PRINCIPLES OF PTA FINANCIAL MANAGEMENT

**All PTA funds must be deposited directly in the PTA's bank account, never in a personal, school, or other organization's account.**

Each Local PTA Unit is an independent 501(c)(3) organization that collaborates closely with its supported school. PTA funds are considered, by law, to be private funds, those donated or raised by the membership and deposited for the exclusive use of the organization. School accounts consist of public funds, those generated through taxes and distributed to the schools via legislation or other acts of government. The school is, therefore, accountable to the public for the expenditure of its funds. Funds raised by the PTA belong exclusively to the membership. They are not reportable as are public funds except to the membership of the Local Unit. PTAs are not required to provide financial reports to the school administration or school board. Therefore, all PTAs must maintain separately controlled accounts that are under the direct control of the PTA and its Board of Directors. School officials have no control over PTA funds except to the extent that a PTA works in cooperation with the principal to determine school needs and PTA assistance in meeting those needs.

**Without an approved budget, there is no authorization to expend funds.**

The proposed budget must be approved at the first General Membership meeting of the year. Until then, PTAs may only spend the amount of money listed in the previous year's "Startup Funds" line item. Every budget must have a line item for Startup Funds to allow for purchases prior to budget approval. Any additional proposed expenditure or fundraising project not provided for in the approved budget must be presented to the PTA for approval before proceeding with the project or payment.

**When filing taxes with IRS, do not record the Louisiana and National PTA dues as income.**

Local Units are required to submit member dues to LAPTA at \$3.50 per member per year. LAPTA then pays National PTA \$2.25 per member per year. These funds submitted to LAPTA are not to be calculated as gross income on the IRS tax filing. Only report the "net" income from member dues on your tax report. However, the Local Unit budget will include the actual gross and net income for dues. For example, a PTA collected 100 memberships for \$750. The PTA then submitted 100 membership dues to LAPTA for \$350. The net income from membership dues is  $\$750 - \$350 = \$400$ . On the IRS filing, record only \$400 as dues income.

**Never sign a blank check or make a check out to "cash."**

A check can be written in advance with everything filled in but the amount. Proper documentation is required as with any expenditure. Never write a check to "cash." The check should be made payable to the person responsible for the fund or change.

**Always have two people sign every expenditure.**

All Bylaws require two signatures to authorize every purchase. Individuals authorized to sign checks may not be related to each other by marriage or any other relationship nor should they be a part of the same household. Local Units may use debit cards issued only to those authorized on the bank account if every purchase is properly documented with receipts and two signatures.



**Do not allow another organization (including the school) to pass its money through PTA accounts.**

All money deposited into a PTA account is considered PTA funds by the IRS and must be reported as such, excluding the portion of member dues paid to LAPTA and National PTA.

**Pay bills with a check or debit card. Never pay with cash. PTA Credit cards are not allowed.**

**Bond all officers and chairs who oversee money to protect the PTA's assets.**

**Always have deposits counted and signed by two people.**

**Always issue a receipt for cash received.**

# BUDGET

The budget is a financial guide that outlines estimated income and expenditures based on your unit's goals. To be effective, the budget must determine what realistic expenses will be for the year and how to secure the necessary funds to meet these disbursements. The budget should cover your fiscal year. The fiscal year is a 12-month period. The Bylaws specify a unit's fiscal year with most units starting on July 1 and ending on June 30.

It is important to note that while PTAs help raise significant resources for schools and children, fundraising is not part of the primary mission of PTA, which is **to make every child's potential a reality by engaging and empowering families and communities to advocate for all children**. PTAs fundraise to support the vital programs and services on campus that support student learning and family engagement. A unit should raise only what is needed to meet expenses. Money raising activities should not absorb so much time, thought, and effort that other projects are neglected and the attention of members is diverted from the purposes of PTA.

It is better to overestimate income rather than underestimate. All budgets must include a **Startup Funds** line item to allow for purchases to be made before the General Membership has approved the new budget. Once the budget is approved, the Local Unit Budget Approval Form must be completed and sent to LAPTA as part of the Active Affiliation Packet.

## The Budget Committee

The Treasurer is the chair of this committee. Composed of three to five members, it has the responsibility for developing a proposed budget. Members might include the past and current President, past Treasurer, Financial Resources Chair, and the principal. The Bylaws specify if members are elected or appointed.

To develop the budget, the committee should review the previous year's budget and Treasurer's reports to make recommended changes; gather information from officers and committee chairs about their planned activities and financial needs; and consider sources of funds to meet these requirements. If a unit has identified programs or projects to conduct, it might want to budget expenses first. Knowing the expense figures helps determine how much revenue is needed. Or a unit can budget revenue first and then determine its programs and projects.

## Creating a Budget

In every budget, total income must equal total expenses. There should be a line item for every major category of income and expense. It should be simple but detailed to permit all income and expenses to be correctly categorized. Include a small "Miscellaneous" fund for unanticipated expenses and income.

**Income** can be recurring income, such as membership dues, fundraisers (sales include the actual amount deposited), donations or grants, interest income, and miscellaneous (unexpected source of income).

**Expenses** fall into three main categories: operating costs, annual items, and special projects.

- **Operating costs** are expenses required to run your PTA unit and conduct planned fundraisers. Each fundraiser must contain the income and the expenses of conducting the fundraiser. Operating expenses can include:
  - **Administration:** copies, supplies, postage, storage, binders, etc.
  - **Subscriptions:** video conferencing, website, credit card, and online payment options like CheddarUp.com and SquareUp.com. (MailChimp.com is a good *free* email platform.)
  - **Fundraisers:** merchandise and other costs related to a fundraising activity
  - **Insurance:** LAPTA recommends Liability Insurance and Fidelity Bonds to protect your PTA funds, projects, activities, and officers.
  - **Incorporation:** \$10 annual renewal at geauxbiz.com
  - **Leadership, programs, and parent education:** newsletter printing, speakers, materials for a PTA library, special programs such as Reflections, advocacy, etc.
  - **Leadership training:** attending LAPTA training workshops and National PTA conventions; these ensure that your leaders are well trained and that your board and membership are well-informed and educated about both PTA business and issues that affect children.

- **Startup Funds:** These funds may be used prior to budget approval. Following approval of the budget, these expenses should be applied to the appropriate line item in the budget. The amount of startup funds is based on what funds are needed to continue PTA business until the budget is approved and the next income opportunity is available. This amount will vary from one PTA unit to another.
- There is no set amount on how much to carry forward, although it is best if most funds earned within a year are spent in the same year.
- **Annual funding items** include items your unit provides every year such as scholarships, grants, teacher allotments, donations to the Louisiana PTA Scholarship Fund, life service awards, hospitality, or grounds improvement. **PTAs may financially gift other “Protected Unit” PTAs who struggle financially and lack support. Contact LAPTA for a list of Protected Unit PTAs.**
- **Special projects** are expensive one-time purchases like playground equipment or computers.

### Scholarship & Mission Fund

PTAs may choose to have a Scholarship and Mission Fund. Objectivity and equal access are the most important issues to consider when awarding scholarships to students, teachers, or other PTA units. Procedures determining how the committee is formed and how recipients are selected should be in writing. No one should serve on the committee if he or she has a child or relative applying. The source of funds for scholarships may be a **Mission Fund** for which the PTA solicits contributions. A Mission Fund may take many years to build to a sufficient level for interest to fund scholarships, grants, and special projects. This is allowable if the PTA has a written plan of its intentions and follows this plan. Donors need to be made aware of the status of the plan prior to contributing. A 1099-MISC is not required for scholarships. Recipients need to be informed that any portion of the funds received not used for school fees such as tuition, books or lab fees is taxable income. Beyond making the scholarship recipient aware of this issue, a PTA unit has no further obligation.

### Obligating Future Boards

As a 501(c)(3) organization, a PTA cannot obligate future boards to a contract or a specific expenditure. A future board is not required to spend funds as designated by the previous board. Large, long-term projects should be very carefully planned and undertaken only if there is dedicated support from the General Membership.

### Noncommercial Policy

PTA Bylaws include the requirement to be noncommercial. This means the PTA name shall not be used in conjunction with the commercial activities of other organizations including the promotion of the other’s goods or services. Additionally, a PTA does not raise money for other organizations or individuals, no matter how worthy the cause.



### Budget Approval

The Treasurer presents the proposed budget to the Board of Directors for consideration. The Board of Directors does not have to take a vote of approval on the budget. The budget is reviewed by the Board of Directors to make sure all committee expenses have been included. The proposed budget is then presented to the General Membership for approval at the first General Membership meeting of the year. The budget should be presented item by item to allow for discussion and amendment. A verbal majority vote is required for adoption. **Without an approved budget, the unit can only spend the Startup Funds.**

### Amending the Budget

Because the budget is only an estimate of the planned expenditures and income for the year, amendments might be necessary. Amendments can be made at any General Membership meeting or special meeting called for that purpose. A majority vote with 20-day previous meeting notice, or two-thirds (2/3) vote with no meeting notice, is required to pass the amendment.



# BANKING & E-COMMERCE POLICY

Local PTA Units may utilize electronic commerce to receive and spend monies. See detailed policies below. There are many options such as CheddarUp.com and SquareUp.com. MoneyMinder.com partnered with CheddarUp.com and offers cost-effective Team Edition store front if you use MoneyMinder.

## Employer Identification Number (EIN)

An IRS Employer Identification Number (EIN), also known as a Federal Tax Identification Number (TIN), is a nine-digit number assigned to business entities by the Internal Revenue Service. A unit's EIN identifies it as a non-profit organization. LPTA requires each PTA to apply for an EIN when it organized. This number is used on all bank accounts and tax returns. Never use an individual's Social Security Number to open a bank account. Some online processing businesses and the application for an EIN do require a personal Social Security Number.

## Authorized Signatures

Acquire signature forms from a bank for checking and any other accounts. The Treasurer must be listed on the forms to be authorized to sign checks and withdraw funds. Only current elected PTA officers have the authority to sign checks. Three people are required as signers on the checking account. Check signers are not allowed to sign a check payable to themselves. All PTA checks should require two signatures. **A school employee may have signing authority on a PTA account ONLY if they are an elected officer of the PTA.**

## Checking Account

Every unit will have its own bank account. Banks require an EIN, Articles of Incorporation, and minutes from the election of the Board, plus other possible documentation to open an account. Never use an individual's social security number to open a PTA account. Each unit must have its own EIN. Local Units cannot use a school or school district's EIN. To acquire an EIN, search online for "Apply for an IRS EIN" and follow the link to the IRS.

## Savings Account

A unit may have a small contingency savings account to maintain financial stability. As a guide, the amount in the account should not exceed one-half of the unit's budget for an average year.

**Debit Cards** are issued only to authorized signers on the bank account and must include the name of the PTA. The Treasurer logs who has a debit card and its account number. Cash transactions (ATM, cash back, etc.) are not allowed. Credit cards are not allowed. Prior to use of the debit card, an Expense Form is completed with two signatures and submitted. Following the purchase, the receipt is given to the Treasurer and attached to the Expense Form. A change in signer on the checking account requires the previous debit card to be destroyed.

**Recurring payments** for PTA expenses are allowed to be deducted directly from the bank account with properly documented Expense Forms using a debit card or e-check.

**Online and/or point of sale payment collection systems** must be in the PTA's name. If a personal Social Security Number is required as per Federal banking laws, only an authorized signer may be used. The payment collection system's statements must be clear with detailed and accessible information on a real-time basis. The PTA must have immediate access to know who has paid, the purpose of the payments, and the expected cash transfer amount. Budget the revenue and e-commerce banking fees as an expense line item to be accounted for and reported in every financial report.

**All deposit transfers** must occur at least monthly with a completed Deposit Form. For daily deposits, a weekly summary of the deposits may be documented on a single Deposit Form with the online transaction confirmation attached. When accepting credit card payments for PTA business, know the payment collection's policies on handling cards that do not read correctly. Do not write down card numbers for any reason. Accept only those transactions that are immediately authorized. The PTA does not record account numbers for future settlement.

**For electronic payment disputes**, the PTA should research the payment collection system's policies on challenging a disputed payment. Only the Treasurer may issue a refund to the customer. Respond to any challenge of payment promptly and accurately. Confirming a refund requires the same approvals and documentation as required for an Expense Form. Record the authorized refund in the check registry prior to withdrawal. Withhold goods and services until the dispute is cleared. Treat disputes in the same manner as a non-sufficient funds check.

## **Deposits**

It is important that the Treasurer receive all funds for the PTA and promptly deposits them into the PTA's bank account. National PTA recommends depositing funds within one day. He should only manage PTA funds and may not deposit funds of other organizations into the PTA account. A signed Deposit Form shall accompany each deposit with two signatures required for cash deposits. The Deposit Form is included in the forms section.

Two people shall count all deposits. The chair turning over the money keeps a copy of the Deposit Form or may request a receipt from the Treasurer for their records. The Treasurer should not keep cash in their car or home. The deposit should be made the day of collection. If a large amount of money is to be collected at a time when the banks are not open, arrangements should be made to make a night deposit. If money cannot be deposited in the bank immediately, arrange to use the school safe. Prior to placing money in the school safe, it must be counted by two PTA Board members. Document the amount and sign. After making a deposit, the Treasurer should attach a copy of the deposit slip, the bank receipt, and copies of deposited checks if possible.

**The PTA may deposit checks electronically** via a mobile application or online system. After deposit, write on the front of the check, "Deposit Completed," confirmation number, and the date. Consult with your bank regarding how long to keep checks prior to destroying. Proper documentation is required as with a traditional bank deposit and a confirmation of the deposit should be attached to the Deposit Form.

**PTA sponsorships** may be offered by local PTAs in return for intangible benefits. For example, for a \$250 sponsorship, a PTA may include a company's logo and name in their monthly newsletter, on a banner hung on the school fence, or in a post on a social media site. PTAs often provide tiers of sponsorships based on donation levels. The guidelines for sponsorships mirror the Noncommercial Policy and Co-Venturing Guidelines.

## **Donors And Charitable Contributions**

PTAs must be prepared to issue receipts for contributions made, regardless of the amount or value. Canceled checks are not sufficient. There is no required format for the receipt, and Social Security Numbers are not required. At a minimum, the receipt must reflect the donor's name, date, cash amount received or a description of the property received (but not the value), a statement that no goods or services were provided by the organization in return for the contribution, and the PTA's name. If a donor receives the value of goods or services for the donation, only the portion in excess of the value is deemed a donation. A description and good faith estimate of the value of goods or services that an organization provided (if any) in return for the contribution must be included in the written acknowledgment. A donor cannot claim a deduction of \$250 or more unless the donor obtains a written acknowledgment of the contribution. Sample Donation Letter is at the end of this section.

PTAs are required by IRS disclosure rules to inform prospective donors about the extent to which their contributions are legally tax-deductible. If a PTA holds a fundraising event that provides a meal or some tangible item in return for the purchase of a ticket, then the portion of the ticket that is tax-deductible is the ticket price less the fair market value of the meal or item received. For example, if a spaghetti supper ticket sells for \$20 and the value of the meal is determined to be \$5, the purchaser is entitled to a \$15 charitable contribution deduction. The \$5 is not the cost to the PTA, but the value of a prepared and served meal allowing for a reasonable profit.

## **Expenses**

Pay PTA expenditures with a check or PTA debit card. Every purchase must have a signed Expense Form with a receipt or invoice attached. Approving the budget is the way the membership of the PTA approves unit spending. If there is no line item to support a request for payment, payment may not be made.

Occasionally, a request for reimbursement may be made without a receipt. The receipt was lost, or personal items were used such as stamps or the partial cost of a toner cartridge for printing materials. The person may complete an Expense Form and attach a detailed explanation. The Expense Form is at the end of this section.

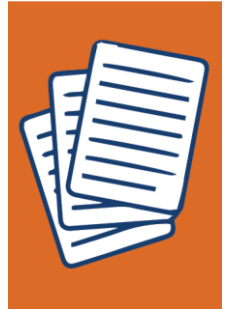
### **Gift Cards or Certificates**

Any gift cards or certificates purchased by a PTA should not exceed \$25 in value and must be retail-specific (branded cards of restaurants, stores, etc.). Generic cards like a MasterCard or Visa gift card are not permitted. Gift cards are cash equivalents, so PTAs should exercise the same care when storing and distributing gift cards. If a gift card is donated to the PTA for the purpose of subsidizing PTA expenses, complete a PTA Expense Form.

Field trips are a wonderful way to give back to your school community. However, whether the field trip is the PTA's event or the PTA gifts money to the school for a field trip, you could face liability. Gifting money to the school significantly reduces liability but is no guarantee the PTA will not be held liable. Contact your insurance provider to review the insurance coverage.

### **PTA Membership Dues**

Local Units must submit dues of \$3.50/member to LAPTA, which includes the National PTA and LAPTA dues portion. According to the IRS, the National PTA and LAPTA dues portions never belong to a Local Unit. They should not be included in the budget as money to be spent for budget planning purposes. They are also not included in the gross receipts when reporting income to the IRS. Dues paid to LAPTA are excluded from the IRS tax filing.



Local PTA Units are an affiliation of National PTA and Louisiana PTA which have a membership structure. When the local member at the school submits PTA dues, the Local Unit is required to submit \$3.50 in dues to LAPTA. This amount includes \$1.25 dues that go to LAPTA and \$2.25 dues that LAPTA forwards to National PTA. Dues are submitted to LAPTA through CheddarUp.com. E-checks are the preferred payment method. Submit unit dues at [my.cheddarup.com/c/collect-local-unit-dues](https://my.cheddarup.com/c/collect-local-unit-dues). LAPTA does not provide paper membership cards. The template for membership cards is available at LouisianaPTA.org/membership. PTA memberships are sold to individuals. If a PTA wishes to sell family memberships, it must collect enough to cover the state and national portions of \$3.50 per person in the family.

### **Bank Statements & Reconciliation**

The mailing address for bank accounts is the school's address, which is the PTA's permanent address. All bank statements must be physically signed by a person who is not authorized on the bank account. Reconcile the bank statement each month and compare with the register balance to ensure that bank and financial records are correct. After reconciliation, present the report at PTA meetings for review and file the report in the Treasurer's Binder. For the protection of the PTA, it is recommended that a Board Member who does not sign checks also reconciles the bank statement.

MoneyMinder.com is a financial site that works with non-profits and is used by LAPTA. It makes the transition between old and new Treasurers much easier, keeping all banking information easily accessible from year to year. The cost of \$179/year must be included in the budget.

### **Checks Returned for Non-Sufficient Funds (NSF)**

If a check is returned due to insufficient funds, the unit should first email or call the writer of the check and politely inform them that the bank returned the check. Request repayment be made within 10 days. They may ask you to redeposit the check or they may send you a replacement money order or cash. Remember to inform the writer that he owes any fees the bank has charged the PTA for the transaction. Keep a detailed written log of all contacts with the check writer and the bank, company, or parties involved. Include the name, date, time, and a summary of the conversation. If you have not received payment within 10 days, contact the check writer again. If payment is not received within thirty days from the initial contact, send a certified letter (request a return receipt). The letter should include a demand for payment and bank fees in cash. Do not accept another check. Keep a copy of the letter for the files. Sample letter is at end of this section.

# RECORD KEEPING & RETENTION

Set up a ledger to record all financial transactions. LAPTA recommends the use of an online accounting platform such as MoneyMinder.com. Once the approved budget is added to the account, enter all deposits and expenditures with the appropriate budget item.

When using either written or computerized accounting, regular financial reports are required. The actual versus budget comparison reports must be produced for every Executive Committee, Board of Directors, and General Membership meeting. Each report generated must show the title and date. MoneyMinder has an edit box to add a title and date. Make copies of the files on a regular basis, preferably any time that the records are modified but at no greater interval than one month. Store at least one set of backup records away from the Treasurer's computer system. Suggested sites include another officer's home or the school. Keep the PTA financial records on a memory flash drive containing only PTA financial information. Written financial records or computerized ledger should maintain the running balance in the account. Follow these record retention guidelines:

## Permanent Storage

- Annual financial statements, Audit Reports, check ledger, and documents evidencing gifts
- Articles of Incorporation
- Current Bylaws and amendments
- Minutes
- Correspondence to state & federal agencies
- Licenses and Permits
- Employer Identification Number (EIN)
- Legal correspondence
- Insurance Claims Records

## 10 Year Storage

- Personnel Records
- Employee Contracts
- Personal Property Leases

## 7 Year Storage

- Accounts payable and accounts receivable
- Bank statements, deposit slips
- Business expense reports
- Interim financial statements
- Grant records
- Cash receipts
- Contracts

## 3 Year Storage

- Hard copy correspondence and internal memoranda
- Bank reconciliation reports

## 1 Year Storage

- Routine emails

# ARTICLES OF INCORPORATION

Louisiana law requires that all non-profits register with the Louisiana Secretary of State's office. There is a \$75 initial fee to file Articles of Incorporation with the Louisiana Secretary of State at [geauxbiz.com](http://geauxbiz.com). If the PTA is sued for any reason, the officers as an individual can also be sued. However, if the PTA is incorporated, then only the corporation can be sued.

**The Articles of Incorporation must be renewed yearly.** Visit the Louisiana Secretary of State at [geauxbiz.com](http://geauxbiz.com) to renew, set up annual email reminders, update the officers, and pay a \$10 renewal fee. The Articles of Incorporation shall be kept permanently on file and is part of the annual Active Affiliation Report that is submitted to LAPTA.

<b>R. Kyle Ardoin</b> Secretary of State 		<b>DOMESTIC CORPORATION</b> <b>ANNUAL REPORT</b> For Period Ending 3/11/2021			
Mailing Address Only (INDICATE CHANGES TO THIS ADDRESS IN THIS BOX) 34521007 N MADISONVILLE JUNIOR HIGH SCHOOL PTA 106 CEDAR STREET MADISONVILLE, LA 70447		Registered Office Address in Louisiana (Do not use P. O. Box) 106 CEDAR STREET MADISONVILLE, LA 70447		Tax ID Number	
Our records indicate the following registered agents for the corporation. Indicate any changes or deletions below. All agents must have a Louisiana address. Do not use a P. O. Box. A NEW REGISTERED AGENT REQUIRES A NOTARIZED SIGNATURE. PATRICIA WELCH 106 CEDAR ST. MADISONVILLE, LA 70447					
I hereby accept the appointment of registered agent(s): _____ of _____ (Indicate full name and address of each agent.)					
New Registered Agent Signature: _____ Title: _____ Date: _____		Notary Signature: _____ Date: _____			
This report reflects a statement of those officers or directors from whom the corporation has received contributions. Indicate any changes or deletions below. Include a listing of all names along with each title held and their address. Do not use a P. O. Box. If additional information is necessary, use the back of this form.					
BETH MAILLO 106 CEDAR ST. MADISONVILLE, LA 70447 President CAROLINE SHOLL 106 CEDAR ST. MADISONVILLE, LA 70447 Vice-President SHELLY M... 106 CEDAR ST. MADISONVILLE, LA 70447 Treasurer					
The filing of a false public record, with the knowledge of its falsity, is a crime, subjecting the filer to the fine or imprisonment or both under R.S. 14:133.					
To be signed by an officer or director SIGN → Beth Maillo, President, Phone _____, Date 02/09/2021 (SIGNED ELECTRONICALLY) Signature's address _____, Email Address _____, (For Office Use Only) ON FILE					
Excise filing fee of \$10.00 Return by: 3/11/2021 Make remittance payable to Secretary of State Do Not Staple To: Commercial Division P. O. Box 94125 Baton Rouge, LA 70804-9125 Phone (225) 325-4794 web site: <a href="http://www.sos.louisiana.gov">www.sos.louisiana.gov</a> DO NOT STAPLE					

# REPORTS

**Robert's Rules of Order** specifies that the Treasurer is responsible for making regular budget and activity reports to the leadership and the General Membership of the PTA. The budget is approved by the membership, and they have a right to see that the board is spending within those guidelines. Whenever there is an Executive Committee, Board of Directors, or a General Membership meeting, the Treasurer is obligated to present a report on the financial status of the unit. Reports must be given for all accounts, not just the checking account. Whatever record keeping system the Treasurer uses should provide all information necessary to prepare the activity and budget comparison reports. Samples of reports are at the end of this section.

## Activity Report

There is no set format for the Activity Report, but it should include the date, the current balance, and the balance, expenses, and deposits from the last report. Depending on the size and composition of the membership, the Treasurer might need to provide more information, such as a list of all checks written since the previous report and all deposits made since the last report including their source.

## Budget Comparison Report

The Budget Comparison Report consists of a copy of the budget with three additional columns, an "actual expense," "actual income," and a "remaining or variance" column which shows how much the PTA is short or over in each category. This format provides a detailed analysis of exactly how the PTA's actual income and expenses compare to the approved budget and indicates if there is a problem in any category. Unless provisions are made otherwise in the Bylaws or when the budget is approved, no budget expense item may be exceeded without authorization from the PTA membership.

## Distribution

Copies of the reports should be distributed to the members in attendance when possible. For a General Membership meeting, the information may be posted on a bulletin board or throughout the meeting room. The reports should not be adopted but filed for the auditor or audit committee. They do not need a motion to be accepted. A copy should be placed with the minutes as well as in the Treasurer's Binder.

## Annual Report

At the close of a unit's fiscal year, the Treasurer prepares an Annual Report. The Treasurer makes a preliminary report to the membership at the annual meeting. This report is for information only and is not officially adopted. The report becomes official after the Audit Report is adopted by the membership. Normally, this takes place at the first business meeting of the new fiscal year. The Treasurer's Annual Report and the Audit Report are filed with the permanent financial records after the adoption of the Audit Report.

# RAISING MONEY

Most PTAs need to raise funds to provide programs and services throughout the year; however, fundraising efforts should not be the primary emphasis for PTAs. Fundraising efforts should be in response to supporting approved PTA work rather than driving the goals of the PTA. To help ensure proper alignment with our purposes, LAPTA recommends that PTAs engage in three programs or service projects for each fundraiser activity hosted.



There are many different methods to raise funds, and PTAs will be approached by numerous external groups that offer products and services. It is important that PTA leaders evaluate these opportunities carefully and consider all legal and community-related implications. When using a fundraising company, protect the PTA by having all information in writing. A contract protects the PTA and the fundraising company. With a contractual agreement, all parties assume responsibility for complying with the terms, but the PTA also begins with a clear understanding of who oversees what. Make sure the contract is clearly an agreement between two organizations, not two individuals. Contracts are only signed by the President with Executive Board approval, and the signer adds their title after their name to show they are signing for the PTA. When reviewing the contract, look for cost

and profit percentages, list of approved promotional materials, desired services, dates for delivery and payment, and procedure for handling damaged, unsold, or returned merchandise.

### **Non-Commercial Policy & Co-Venturing**

PTA Bylaws include the requirement to be non-commercial. The name “PTA®” is not to be used in conjunction with the commercial activities of other organizations, including the promotion of their goods or services. A PTA does not raise money for other organizations or individuals, no matter how worthy their cause.

Commercial co-venturing is a popular form of fundraising for PTAs. Commonly, a business advertises a cooperative fundraising effort in which a portion of the sales are forwarded to the PTA as a gift. The size of the gift is determined by how successful the business is in selling its product or service. Given PTA’s non-commercial policy, the only appropriate role in such a venture is a passive one. The PTA must refrain from active promotion or marketing of the business’s products or services and do no more than inform members of the agreement. Agreements should be structured in such a way as not to appear as an endorsement of a product or company. If this is not possible, the PTA should not enter into the agreement.

## **INSURANCE & BONDING**

Operating a PTA unit is much like running a small business. Businesses have insurance to protect their investments. LAPTA strongly encourages PTAs to obtain adequate insurance protection against liability and monetary loss due to fraud, embezzlement, or dishonest acts. Purchase insurance coverage from a company such as Association Insurance Management (AIM), a company that offers coverage to PTAs and other non-profits at a reasonable price. AIM policies run annually from October to October. For more information, contact **AIM at (800) 876-4044 or AIM-companies.com**. AIM offers several types of coverage listed below.

### **Event/General Liability Coverage**

- \$1,000,000 or \$2,000,000 liability coverage per occurrence (no deductible)
- \$5,000 per person medical payment (no deductible)
- Option for increased medical payments: \$10,000, \$25,000, and \$50,000
- Event/General Liability covers fall carnivals, bounce houses, dunking booths, fun runs, skating parties, auctions, and more. *Upgrade available:* Media Liability to cover misuse of content on your PTA website or social media.

### **Directors & Officers Liability Coverage**

- \$1,000,000 liability limit
- \$1,500 deductible
- If someone sued the officers of your PTA for mismanagement, misrepresentations, dissemination of false or misleading information, or inappropriate actions, this coverage would pay to defend them against those actions.

### **Embezzlement Coverage (Bond)**

- Coverage available: \$10,000, \$25,000, and \$50,000
- \$250 deductible
- Embezzlement Insurance covers monetary losses sustained by a PTA through any fraudulent or dishonest act(s) or embezzlement committed by any of the elected officers, members, volunteers, or employees.

### **Property Coverage**

- Coverage available: \$10,000, \$20,000, and \$50,000
- \$250 deductible
- Property Insurance covers items such as raffle merchandise, auction items, and fundraising supplies while in your PTA’s care, as well as your PTA’s individual property like popcorn machines, school store supplies, emergency relief supplies, and more.

# AUDIT COMMITTEE & REPORT

**What?** An audit follows financial transactions through the records to be sure that receipts are properly accounted for and expenditures are made as authorized in the approved budget and in conformity with PTA Bylaws and Standing Rules. The audit must review all accounts of the PTA.

**Why?** The audit is necessary to protect both the PTA and the officers and to ensure the new administration understands the PTA's financial status. A proper audit will guarantee the previous Treasurer maintained the books correctly and the officers of the unit spent all funds within the guidelines of the budget. An audit may also show discrepancies in funding or expenditures and is essential for financial accountability.

**Who?** Bylaws require that an Auditing Committee of not fewer than three members conduct the review. Only members who did not have signature authority may serve on the committee. The election or appointment of members is specified in the Bylaws or Standing Rules.

**When?** An audit is done once a year even if the same Treasurer remains in office. It may also be requested anytime one is deemed necessary or whenever the authorized signers on the bank account change. The deadline is on the Audit Report form at the end of this section.

**How?** The Treasurer turns over all necessary documentation to the Audit Committee. The current and previous Treasurers should be available for questions. The Audit Committee shall reference the Audit Committee Helpful Hints and Worksheet to assist. The Treasurer supplies the Audit Committee with the following:

- Copy of the last Audit Report
- Checkbook and bank statements
- Expense Forms with receipts
- Deposit Forms with deposit slips and bank receipts
- Ledger for all line items
- Financial reports from all meetings
- Copy of the Annual Report
- Copies of minutes that would include an adopted budget, as well as any amendments that were approved during the year
- Copy of the current Bylaws and Standing Rules
- Any other information requested

## Procedure

Begin with the records posted after the last audit which is usually July 1. Check to see if the amount shown on the bank statement corresponds to the starting balance recorded in the checkbook and ledger. Verify that bank reconciliations were done monthly. Reconcile each month's bank statement. Make sure that every check written is substantiated with an Expense Form and receipt. Verify that all purchases have two signatures. Check to see that checks are not being signed by the individual to whom they are made payable. Verify that all income and expenditures are allocated into the approved budget. Make certain that state and national portions of the membership dues were paid to LAPT. Reconcile each deposit slip with bank statement and checkbook entries. Check the math for the totals. Check each month's ledger entries for error, and crosscheck against checks issued and receipts posted. Check Treasurer's reports and the Annual Report for accuracy. Verify that the reports are true representations of the transactions recorded.

## Audit Report

The Audit Committee fills out the Audit Report Form at the end of this section. If all is in order, the committee will find the books correct. If there is a problem, the committee will find the books incomplete, substantially correct with adjustments or recommendations, or incorrect. The report should indicate the information needed and errors committed. The Audit Report must be officially adopted by the PTA and must be included in a completed Annual Report covering the PTA's fiscal year. If the validity of an Audit Report is questioned, an independent CPA should be engaged. At any time during the process, the Louisiana PTA may be contacted for assistance.

# FEDERAL TAXES

## IRS Section 501(c)(3)

The Louisiana PTA and all subordinate units in Active Affiliation are exempt from federal income tax as charitable and education organizations under the provisions of section 501(c)(3) of the Internal Revenue Code. As such, the subordinates fall under LAPTA's 501(c)(3) blanket exemption. Annually, LAPTA is required to submit to the IRS a list of all units in Active Affiliation. Those listed are covered by our group exemption. Any unit not listed would be subject to income tax on all earnings. If a PTA votes to dissolve, it loses this status and benefits. To have "**Active Affiliation**," a unit must submit the required paperwork to LAPTA which can be found under the "Run Your PTA" tab at LouisianaPTA.org as well as at the end of this section.

## Protecting Tax Exemption

As 501(c)(3) organizations, the LAPTA and its Local Units in Active Affiliation may solicit and spend funds without paying income tax to the federal or state governments if they comply with rules governing non-profit organizations and all income is directly related to the purposes of the organization. To maintain its 501(c)(3) status, a PTA must meet specific standards. The organization must be noncommercial, nonsectarian, and nonpartisan meaning that it does not engage in specific commercial endorsements, is not involved with specific religious groups, and does not endorse or support political candidates or parties. Further, neither the organization's name nor any member acting in an official capacity can endorse or promote a commercial concern or political party or conduct activities not in keeping with the PTA Purposes and Mission.

## Donations

The 501(c)(3) designation means that contributions to PTAs are deductible as charitable contributions for federal income tax purposes. If a donor requests verification that a PTA is a 501(c)(3) charitable organization, email the LAPTA office at [office@LouisianaPTA.org](mailto:office@LouisianaPTA.org) to obtain an official letter if you do not have one. PTAs must be prepared to issue receipts to donors whose contributions exceed \$250 in one day; cancelled checks are no longer sufficient. There is no required format for the receipt, but it must include the PTA's name, donor's name, date, and cash amount received or a description of the property received.

PTAs must inform prospective donors about the extent to which their contributions are tax deductible. This disclosure should indicate the fair market value of any tangible benefit received in exchange for a contribution and the amount of the donation that is deductible as a charitable contribution. For example, if a Spaghetti Dinner ticket sells for \$20 and the value of the meal is determined to be \$5, the purchaser is entitled to a \$15 charitable contribution. The \$5 is not necessarily the cost to the PTA but the value of the meal allowing for a profit.

PTA volunteers may deduct out of pocket expenses while volunteering for the PTA. These include mileage for travel to and from volunteer sites; costs not reimbursed relating to volunteer work, such as phone calls; and the costs of childcare incurred to enable a person to volunteer. The value of a person's time is not deductible. Pizza nights are considered donations.

## Unrelated Business Income

As a tax-exempt organization, PTA revenues are not subject to federal income tax if the revenue is raised in a manner that is related to the PTA's tax-exempt purpose. However, it is possible for some revenue to be subject to income taxation. When this occurs, the amount subject to taxation falls into the category of Unrelated Business Income (UBI). An activity is classified as UBI if it has all of the following:

- The activity provides income and the PTA takes an active role in the generation of income.
- The activity is conducted on a regular and continuous basis.
- The activity is unrelated to the mission of the PTA. Even if the proceeds are used to further PTA purposes, if the method of raising the funds is unrelated, it is deemed UBI. Fundraising is not a related activity even if all of the net revenue will be used to support PTA programs.



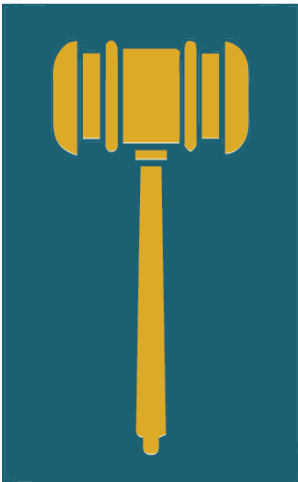
However, if the PTA conducts the activity and provides at least 85% of the labor, the income generally will be excluded from taxation, even if the above three conditions exist. There is no rule that says PTAs must never conduct activities that produce UBI. But, if the unrelated activity is dominant, the PTA may no longer be perceived as a charity supporting itself with some UBI. Instead, it may be viewed by the IRS as a business with some charitable activities. At that point, the PTA would lose its tax-exempt status. IRS regulations require nonprofits to file Form 990-T and pay taxes when gross receipts from unrelated business activities (UBI) are over \$1,000.

## **IRS Tax Filing Requirements** ([irs.gov/charities-and-nonprofits](https://irs.gov/charities-and-nonprofits))

### **Which 990 Form to File?**

If your gross receipts are less than \$50,000, use Form 990-N. If your gross receipts are less than \$200,000, and total assets are less than \$500,000, use Form 990-EZ or 990. If gross receipts are more than \$200,000 or total assets are more than \$500,000, use Form 990.

All filers must register at [IRS.gov](https://irs.gov) prior to filing their Form 990-N. Form 990-N must be completed and filed electronically. There is no paper form. Use the Form 990-N Electronic Filing System (e-Postcard) User Guide while registering and filing. Most common problems can be avoided by following the User Guide. Organizations should continue efforts to file, even if late.



Form 990-N is due every year by the 15th day of the 5th month after the close of the tax year. The e-Postcard cannot be filed until after the tax year ends. For example, if the PTA tax year ends on June 30, the e-Postcard is due November 15. If Form 990-N is late, the IRS will send a reminder notice to the last address on file. There might be a penalty assessment for filing Form 990-N late. Organizations that fail to file required Forms 990, 990-EZ or 990-N for three consecutive years will automatically lose their tax-exempt status. Revocation of the organization's tax-exempt status will happen on the filing due date of the third consecutively missed year.

Form 990-N is easy to complete with only eight items of basic information about the organization. That is the EIN, tax year, legal name, mailing address, and any other names the organization uses, name and address of a principal officer, web site address if one exists, confirmation that the organization's annual gross receipts are \$50,000 or less, and, if applicable, a statement that the organization has terminated.

### **Form 1099-Miscellaneous**

A PTA is required to file Form 1099-MISC if it paid \$600 or more during a calendar year to a business or person for services rendered. Examples include a guest speaker or artist-in-residence. A copy must be sent to the recipient by February 2nd of the year following the payment and a copy must be sent to the IRS by March 1. Form 1099 is not required for scholarship recipients regardless of the amount paid. Scholarship winners are required to spend their proceeds on tuition or other required school expenses or else they must report the proceeds as personal income.

# SALES TAXES

Units are required to pay state and local sales tax on every purchase. They are also to collect and remit sales tax on items sold unless an exemption has been granted from the state. **LAPTA is currently working to acquire this exemption, but it is not currently granted.** Many PTAs wrongly assume that since public schools are exempt from paying sales taxes and have a sales tax exemption number from the state, PTAs are also exempt. If a PTA member is asked for a tax number, he is required to inform the salesperson that PTAs are not exempt from sales taxes. Do not use a school's sales tax exemption number to make purchases because this is fraud.

## State Sales Tax Exemptions

Units can apply for a sales tax exemption for fundraisers by filing Form R-1048 and submitting it to the Louisiana Department of Revenue no later than two weeks prior to the event. The form can be downloaded from their website, [www.rev.state.la.us](http://www.rev.state.la.us). The types of fundraisers that are generally granted an exemption include fairs, festivals and admission tickets to dances or performances. Fundraisers that involve an outside promoter or vendor who profits from the event will be denied an exemption.

Additionally, fundraisers involving the sale of products that would be in direct competition with local retailers, such as school supplies, wrapping paper or candy, are not eligible for an exemption. Check with your parish tax collection office to determine the requirements for remitting local taxes.

There are circumstances when PTAs can legally avoid sales taxes when making certain purchases on behalf of schools. If the PTA is purchasing equipment such as computers or copiers, in accordance with the PTA budget, to be provided to the school as a gift, it might benefit the school to purchase it directly and the PTA reimburse the school. There is no sales tax required since the school is buying the items directly. The school then provides an Expense Form to the PTA with a copy of the invoice. The PTA Treasurer can issue a check to the school reimbursing it for the purchase. In this manner, the PTA has funded the purchase of items, but since the school purchased it, no sales taxes are required.

## Paying Sales Taxes

If a PTA was denied an exemption or chose not to file for an exemption, it must apply for a Louisiana Tax Number with the Department of Revenue. Downloaded the form from [www.rev.state.la.us](http://www.rev.state.la.us). Be sure to add that the PTA will have "irregular sales." The unit will then only have to file and pay taxes when items are sold.

Sales taxes are due by the 20th day of the month following the sale. For example, if a fundraiser is held in October, taxes are due by November 20th. The sales tax return (R-1029) can also be downloaded from the department's website. PTAs are not obligated to remit sales tax if the fundraising company remits them to the state. Make sure you receive a copy of the invoice for your records indicating that taxes were paid to the vendor. Out of state companies without a sales representative in Louisiana are not obligated to collect or remit sales taxes. It is the PTAs responsibility to collect and remit the taxes on all items purchased or sold.

**Again, LAPTA is currently working to acquire this exemption, but it is not currently granted.**



## GIFTS TO SCHOOLS

PTAs can only give money to schools that is allocated for a designated purpose. Often, schools can purchase items at a significant discount, or a unit may decide to fund a portion of a purchase the school is making. When a unit decides to have the school make a purchase, the General Membership must first approve the gift to be made and its purpose. The donation must specify the designated purpose agreed to in writing between the PTA and the school official. The agreement states the nature of the item purchased, the way it is to be used, and when it will be procured. It should also include that the school will furnish a copy of the invoice to the PTA, and that all funds will be returned to the PTA if the item is not purchased or the terms are not met.

Each PTA wants to ensure that its supported school can purchase items that will improve the quality of education. PTAs shall not give money to a school for purchases without receiving appropriate documentation. A PTA can directly purchase items for a school with a PTA check and then donate them. In this situation, the PTA receives the receipt directly.

A second method is for schools to purchase items and then receive reimbursement from the PTA. In this situation, the school follows procedures set by the school system, and the PTA must also get acceptable documentation. The Treasurer issues a check to the school for the purchase amount. When the item arrives, the school pays the invoice and provides a copy of the invoice to the PTA. If the invoice is less than the amount provided, the school shall reimburse the PTA for excess funds. If the amount due is more than provided, the principal should give the PTA an Expense Form for the balance and attach a second copy of the invoice and purchase order.

See the Forms section for a sample donation forms to use when a unit purchases equipment and donates it to the school and when a unit purchases equipment for its own use and stores it at the school. Check with your local school system to determine any regulations about stored items at a school.



## ADDITIONAL RESOURCES

The National PTA *Local PTA Leader Kit's* finance section has a wealth of information. Create an account at **PTA.org** to access other resources such as E-Learning courses. National PTA has gathered several articles relating to basic financial management to help you effectively run your PTA and fulfill your goals while maintaining fiscal responsibility.

Refer to the LAPTA site at **LouisianaPTA.org/treasurer** for up-to-date information, forms, and training. Contact the LAPTA Treasurer at [Treasurer@LouisianaPTA.org](mailto:Treasurer@LouisianaPTA.org) with any questions.

The Internal Revenue Service website is **IRS.gov**. The “charities and non-profits” section is especially helpful to PTAs and allows downloading of forms and instructions as well as informational brochures. One of the most useful is Publication 4221, “Compliance Guide for 501(c)(3) Tax-Exempt Organizations” which addresses records, what should be kept, and for how long.

## WHAT IS ACTIVE AFFILIATION?

The Local PTA Unit is like a *franchise* of National PTA. National PTA sets the standards and requirements expected of its “franchises” which are called **Local Units**. Each Local Unit is affiliated with (is a member of) National PTA and Louisiana PTA (LAPTA). There are yearly requirements to maintain the non-profit 501(c)(3) IRS tax status and to maintain membership with National PTA and LAPTA. To have “Active Affiliation” means that the Local Unit is current with its obligations to maintain its IRS status and PTA affiliation. The Active Affiliation Report includes ten items which are detailed later in this section.

## WHAT IS THE RETENTION PLAN?

If a Local Unit fails to submit the Active Affiliation Packet, then the Retention Plan is initiated by LAPTA. If a Local Unit fails to submit the yearly requirements to maintain its IRS status and PTA affiliation, then LAPTA has a “Retention Plan” to get units back to an Active Affiliation status. The goal of the LAPTA Retention Plan is to support Local Units and to make the process as easy as possible. LAPTA recognizes that some PTAs might inherit a PTA not in compliance and are usually not familiar with the requirements of Active Affiliation, themselves. Communication is key. Local Units will not be “in trouble” or scolded, but rather LAPTA welcomes the efforts and is eager to get Local Units back in the fold.

There are five steps to the **Retention Plan**.

1. First, LAPTA notifies the PTA of the missing Active Affiliation Report (due October 28, 2022) and gives the PTA 30 days to submit the report within the **Notification Phase**.
2. Second, after 30 days without proper submission, the PTA moves into the **Restriction Phase** where they are given a second 30-day period to submit the report and are additionally not eligible for awards, programs, or grants administered by LAPTA or National PTA.
3. Third, after 60 days without proper submission, the PTA moves into the **Restructure Phase** where LAPTA may restructure the leadership of the PTA. However, a PTA may sign an “Plan of Action” to avoid the Restructure Phase and move into the Intervention Phase. If no Plan of Action is implemented, then the PTA will move into the Dissolution Phase. *See Plan of Action Form at the end of this section.*
4. Fourth, if a PTA signs a Plan of Action, then the PTA moves into the **Intervention Phase** where LAPTA assigns a support team and the Plan of Action is implemented according to its details and dates. *See Plan of Action Form at the end of this section.*
5. Fifth, the PTA moves into the **Dissolution Phase**, if Active Affiliation is not acquired for three consecutive years. LAPTA may revoke the PTA Charter and terminate the IRS 501(c)(3) non-profit status and the EIN. The Local PTA must cease and desist further use of the PTA name. Bank and online accounts must be closed with any remaining funds donated to a PTA.

If a PTA has not maintained Active Affiliation for at least three years but wants to reactivate its charter with National PTA, LAPTA, and the IRS, then the Local Unit may move into the **Reactivation Phase**.

## WHAT IS THE REACTIVATION PHASE?

For Local Units that have not filed taxes for at least three years yet want to reactivate their PTA, LAPTA is here for you. First, contact LAPTA at [office@LouisianaPTA.org](mailto:office@LouisianaPTA.org). It is recommended that you apply online for a new EIN with the IRS with a new PTA unit name. Complete the **New Local Unit Application Packet**.



# ACTIVE AFFILIATION

## DEADLINE: OCTOBER 28, 2022

Each membership year, local PTAs must submit the following requirements to obtain Active Affiliation Status with Louisiana PTA and National PTA. Email the completed report by October 28, 2022 to [aaffles@LouisianaPTA.org](mailto:aaffles@LouisianaPTA.org). Local PTAs that do not maintain Active Affiliation will be subject to the Local PTA Retention Plan.

1. Submit the completed Active Affiliation Cover Page.
2. Submit to LAPTA membership dues for all members with a minimum requirement of 30 members. Go to [LouisianaPTA.org/membership](http://LouisianaPTA.org/membership) and select *Submit Unit Dues*.
3. Submit to Louisiana PTA the name and contact information (address, phone number, and email) of at least the current Board members, plus the all Board and Committee members and chairs within 15 days of election or appointment at [LouisianaPTA.org/submit-officer-data-1](http://LouisianaPTA.org/submit-officer-data-1).
4. First page of Bylaws (and Standing Rules, if applicable) showing the LAPTA approval stamp and approval date. Bylaws must be updated every three years. Visit [LouisianaPTA.org/bylaws](http://LouisianaPTA.org/bylaws).
5. Proof of annually filed and accepted IRS tax filing of Form 990 by November 15, or 5 ½ months after the close of the fiscal year
6. Local Budget Approval Form with the Approved Budget
7. Audit Committee Report for the previous year
8. Updated Articles of Incorporation with Louisiana Secretary of State at [geauxbiz.com](http://geauxbiz.com)
9. Insurance Declaration page, if applicable
10. Proof of PTA Leadership Training for all officers at either the LAPTA Leadership Training or at [PTA.org](http://PTA.org) (Create a [PTA.org](http://PTA.org) account, go under *My Profile*, select *eLearning*, and download the eLearning certificate.)

### Local PTA Retention Plan is initiated when a Local PTA does not maintain Active Affiliation.

- 1. Notification:** After the deadline passes to file the Active Affiliation Packet, LAPTA will notify the PTA of the actions required to obtain Active Affiliation Standing. The PTA will have 30 days, from the date of the notification, to meet all requirements to avoid moving into the Restriction Phase.
- 2. Restriction:** After 30 days without proper submission, the PTA has a second 30-day period to submit the report and are additionally not eligible for awards, programs, or grants administered by LAPTA or National PTA.
- 3. Restructure:** After 60 days without proper submission, LAPTA may choose to restructure the leadership of the PTA. However, a PTA may sign a “Plan of Action” to avoid the Restructure Phase and move into the Intervention Phase. If no Plan of Action is implemented, then the PTA will move into the Dissolution Phase after a reasonable amount of time. The PTA will continue to be ineligible for awards, programs, and grants administered by LAPTA and National PTA. *See Plan of Action Form at the end of this section.*
- 4. Intervention:** In the Intervention Phase, LAPTA assigns a support team to assist the PTA with their Plan of Action. If all requirements of the Plan of Action are not resolved by the agreed-upon date, the PTA will be moved back into Restructure Phase. With cause, LAPTA may place a Local PTA that has not met all Active Affiliation Requirements into the Intervention Phase early.
- 5. Dissolution:** If a Local PTA fails to maintain Active Affiliation for three consecutive years, LAPTA may revoke its charter. The IRS terminates its 501(c)(3) status when taxes aren’t filed for three consecutive years. The Local PTA must cease and desist further use of the PTA name. Bank accounts must be closed with any remaining funds donated to a PTA. See [LouisianaPTA.org](http://LouisianaPTA.org) for details.

**Reactivation Phase:** For Local Units that have not filed taxes for at least three years yet want to reactivate their PTA, LAPTA is here for you. First, contact LAPTA at [office@LouisianaPTA.org](mailto:office@LouisianaPTA.org). It is recommended that you apply online for a new EIN with the IRS with a new PTA unit name. Complete the **New Local Unit Application Packet**.



# ACTIVE AFFILIATION COVER PAGE

## DEADLINE: OCTOBER 28, 2022

Each membership year which is July 1 – June 30, local PTAs must submit the following requirements to obtain Active Affiliation Status with Louisiana PTA and National PTA.

Email the complete report to [afiles@LouisianaPTA.org](mailto:afiles@LouisianaPTA.org) by October 28, 2022. Local PTAs that do not maintain Active Affiliation will be subject to a Local PTA Retention Plan.

_____	_____	_____
Local Unit Name	Local Unit Parish	Local Unit LUR#
_____	_____	
Local Unit President's Name	Local Unit President's Signature	
_____	_____	
President's Email	Date Emailed to <a href="mailto:afiles@LouisianaPTA.org">afiles@LouisianaPTA.org</a>	

### Required Items:

- Active Affiliation Cover Page
- Proof of submission of LAPTA membership dues (minimum of 30 members) at LouisianaPTA.org
- Board data submitted to LAPTA at LouisianaPTA.org/submit-officer-data-1
- First page of Bylaws (and Standing Rules, if applicable) showing the LAPTA approval stamp and approval date. Bylaws must be updated every three years. See LouisianaPTA.org/bylaws for details.
- Proof of 2020 IRS filing
- Local Budget Approval Form with the Approved Budget
- Audit Committee Report for the previous year
- Active Articles of Incorporation with LA Secretary of State at [geauxbiz.com](http://geauxbiz.com)
- Insurance Declaration page, if applicable
- Proof of PTA Leadership Training for all elected officers or visit PTA.org for E-Learning and submit course completion certificates.

Contact [office@LouisianaPTA.org](mailto:office@LouisianaPTA.org) with any questions.



# ACTIVE AFFILIATION: PLAN OF ACTION

For Local Units in the Restructure Phase, contact LAPTA at [afiles@LouisianaPTA.org](mailto:afiles@LouisianaPTA.org) to discuss your situation. Complete the Plan of Action Form to work toward Active Affiliation status.

\_\_\_\_\_

Local Unit Name	Local Unit Parish	Local Unit LUR#	Date
-----------------	-------------------	-----------------	------

**CHOOSE all that apply.** Note the date for each item after speaking with LAPTA officer.

Active Affiliation Report was incomplete because:

- Active Affiliation Cover Page was not completed.  
Submission deadline: \_\_\_\_\_
- A minimum of 30 LAPTA membership dues was not submitted.  
Submission deadline: \_\_\_\_\_
- Board data was not submitted to LAPTA at [LouisianaPTA.org/submit-officer-data-1](http://LouisianaPTA.org/submit-officer-data-1).  
Submission deadline: \_\_\_\_\_
- Bylaws are outdated.  
Submission deadline: \_\_\_\_\_
- IRS taxes were not filed.  
Submission deadline: \_\_\_\_\_
- Local Budget Approval Form with the Approved Budget was not filed.  
Submission deadline: \_\_\_\_\_
- Audit Committee Report was not filed.  
Submission deadline: \_\_\_\_\_
- Active Articles of Incorporation with LA Secretary of State were not filed.  
Submission deadline: \_\_\_\_\_
- Proof of PTA Leadership Training for all elected officers was not filed.  
Submission deadline: \_\_\_\_\_

*I, the authorized representative of the Local PTA Unit, hereby agree to the above Plan of Action to acquiring Active Affiliation.*

\_\_\_\_\_

Local Unit President's Signature	Date	Local Unit President's Name
----------------------------------	------	-----------------------------

\_\_\_\_\_

President's Email	President's Phone
-------------------	-------------------

\_\_\_\_\_

LAPTA Officer's Name

**Email the completed form to [afiles@LouisianaPTA.org](mailto:afiles@LouisianaPTA.org).**

# INVENTORY ACCOUNTABILITY FORM

Local PTA Units shall take inventory on a yearly, if not monthly, basis. This allows the PTA to know what assets it has and the value of that inventory as of the date on the form. Inventory includes items such as t-shirts, prizes, computers, printers, cameras, gifts, donated items, food, decorations, and more. Take all necessary steps to avoid theft and fraud with the PTA.

Date of Inventory
Person #1 doing inventory count
Person #2 doing inventory count

Quantity	Value	Name	Item Description	Note

We agree to the findings of this Inventory Accountability Form:

Date
Person #1 Signature
Person #2 Signature
\_\_\_\_\_ of \_\_\_\_\_
Page(s)

***This Inventory Accountability Form shall be presented at the next Board Meeting and filed with the Treasurer and Secretary as part of the official record of the PTA.***



# TREASURER'S OVERVIEW

Use this checklist throughout the year to double check the financial management practices of your PTA.

- Turn over meeting held with outgoing Treasurer. Date: \_\_\_\_\_
- Signature cards on file with the bank. Date: \_\_\_\_\_
- Budget Committee formed. Date: \_\_\_\_\_
- Proposed budget presented to Board for consideration. Date: \_\_\_\_\_
- Proposed budget presented to General Membership & approved. Date: \_\_\_\_\_
- Budget Approval Form and budget submitted to LAPTA. Date: \_\_\_\_\_
- Gather documentation for the Active Affiliation Report due by October 28, 2022. Date Submitted: \_\_\_\_\_
- Budget amendments approved by General Membership on: Date: \_\_\_\_\_
- Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_
- Bookkeeping method is \_\_\_\_\_. Any login passwords and accounts are \_\_\_\_\_.
- Expense and Deposit Forms copied and distributed to Board of Directors.
- Treasurer and President develop a workable reimbursement system. Emphasize that only budget approved expenses will be reimbursed and only with receipts/invoices attached. Date shared with Board: \_\_\_\_\_
- Enter and file Expense and Deposit Forms on an ongoing basis.
- Bank statement is opened and signed by someone who is not an authorized signer on the bank account. Treasurer and President review bank statements and financial status monthly.
- Activity and Budget Comparison Reports given at all Board of Director and General Membership meetings. List the date and type of meeting. \_\_\_\_\_
- Books closed and annual report prepared. Date: \_\_\_\_\_
- Audit Committee chosen for past school year. Date: \_\_\_\_\_

Auditors: \_\_\_\_\_

Auditors: \_\_\_\_\_

Auditors: \_\_\_\_\_





# 2022-2023 LOCAL UNIT BUDGET APPROVAL

Deadline to submit to LAPTA: **October 28, 2022**

This form is required to maintain a unit's *Active Affiliation* with LAPTA and National PTA. It should be submitted within the Active Affiliation Report to **afiles@LouisianaPTA.org** due by **October 28, 2022**. See the Active Affiliation Cover Page for other required items.

_____	_____	_____
Local Unit Name	Local Unit Parish	Local Unit LUR#
_____	_____	_____

The PTA's budget for the 2022-2023 fiscal year was approved at the General Membership meeting held on \_\_\_\_\_.

Attached is the Approved Budget.

_____	_____
President's Signature	Treasurer's Signature
_____	_____
President's Name	Treasurer's Name

# SAMPLE BUDGET #1 – ABC PTA

July 1, 2022 - June 30, 2023

**BEGINNING BALANCE** .....\$ 500.00

## **INCOME**

Membership Dues (*Local Portion Only*)..... \$ 500.00

Festival.....\$ 2,000.00

Candy Sale .....\$ 5,000.00

Art Grant.....\$ 500.00

**TOTAL INCOME** .....\$ 8,000.00

**TOTAL AVAILABLE FUNDS**.....\$ 8,500.00

## **EXPENSES**

### **Administrative/Leadership Expenses**

Copies.....\$ 200.00

Incorporation Fees.....\$ 5.00

Leadership Development (National PTA/Louisiana PTA Conventions).....\$ 600.00

Liability Insurance .....\$ 25.00

Miscellaneous Expenses .....\$ 50.00

Postage.....\$ 50.00

State Summer Workshop.....\$ 30.00

Supplies.....\$ 50.00

**Total Administrative Expenses** .....\$ 1,100.00

### **Programs and Committees**

Art Grant.....\$ 500.00

Candy Sale Expenses.....\$ 2,500.00

Cultural Arts.....\$ 500.00

Festival Costs .....\$ 500.00

Founder's Day Banquet.....\$ 50.00

Life Membership .....\$ 40.00

Membership Promotion.....\$ 100.00

Newsletter/Publicity .....\$ 400.00

Reading Enrichment Program.....\$ 600.00

Teacher Appreciation .....\$ 500.00

Teacher Grants .....\$1,000.00

Volunteer Appreciation.....\$ 200.00

**Total Program and Committee Expenses**.....\$6,890.00

**TOTAL EXPENSES** .....\$8,000.00

Start Up Funds .....\$ 500.00

**TOTAL** .....\$8,500.00

\*Total income reported on the IRS tax filings for Membership Dues is the net amount, excluding the Louisiana PTA and National PTA dues portions.

# SAMPLE BUDGET #1 COMPARISON REPORT – ABC PTA

March 1, 2023

<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>
Balance from Previous Year .....	\$ 500.00	500.00	0.00
<b><u>INCOME</u></b>			
Membership Dues (Local Portion Only).....	\$ 750.00	500.00	250.00
Festival .....	\$ 2,500.00	2,000.00	500.00
Candy Sale .....	\$ 4,800.00	5,000.00	-200.00
Art Grant .....	\$ 500.00	500.00	0.00
Donation for Computer .....	\$ 2,000.00	0.00	2,000.00
<b>Total Expenses.....</b>	<b>\$ 10,550.00</b>	<b>8,500.00</b>	<b>2,550.00</b>
<b>TOTAL AVAILABLE FUNDS.....</b>	<b>\$ 11,050.00</b>	<b>8,500.00</b>	<b>2,550.00</b>
<b><u>EXPENSES</u></b>			
<b>Administrative / Leadership Expenses</b>			
Copies .....	\$ 240.00	200.00	40.00
Incorporation Fees .....	\$ 5.00	5.00	0.00
Leadership Development.....	\$ 0.00	600.00	-600.00
Liability Insurance.....	\$ 125.00	125.00	0.00
Miscellaneous Expenses.....	\$ 15.00	50.00	- 35.00
Postage .....	\$ 25.00	50.00	- 25.00
State Summer Workshop .....	\$ 30.00	30.00	0.00
Supplies .....	\$ 30.00	50.00	-20.00
<b>Programs and Committees</b>			
Art Grant.....	\$ 500.00	500.00	0.00
Candy Sale Expenses .....	\$ 2,400.00	2,500.00	-100.00
Computer Purchase .....	\$ 2,200.00	0.00	2,200.00
Cultural Arts.....	\$ 560.00	500.00	60.00
Festival Costs.....	\$ 550.00	500.00	50.00
Founder’s Day Banquet .....	\$ 0.00	50.00	-50.00
Life Membership.....	\$ 40.00	40.00	0.00
Membership Promotion .....	\$ 80.00	100.00	-20.00
Newsletter/Publicity.....	\$ 320.00	400.00	-80.00
Reading Enrichment Program.....	\$ 525.00	600.00	-75.00
Teacher Appreciation.....	\$ 0.00	500.00	-500.00
Teacher Grants.....	\$ 1,000.00	1,000.00	0.00
Volunteer Appreciation .....	\$ 100.00	200.00	-100.00
<b>EXPENSES.....</b>	<b>\$ 8,745.00</b>	<b>8,000.00</b>	<b>745.00</b>
<b>Start Up .....</b>	<b>\$ 0.00</b>	<b>500.00</b>	<b>-500.00</b>
<b>TOTAL .....</b>	<b>\$ 8,745.00</b>	<b>8,500.00</b>	<b>745.00</b>

\*Total income reported on the IRS tax filings for Membership Dues is the net amount, excluding the Louisiana PTA and National PTA dues portions.

# SAMPLE BUDGET #2 – XYZ PTSA

July 1, 2022 – June 30, 2023

Student & School Programs	Budgeted Income	Budgeted Expenses	Budget Net
Lunch Box	\$13,000	-\$8,500	\$4,500
Donations	\$4,000	-	\$4,000
Cultural Arts	-	-\$100	-\$100
Breakfast of Champions	-	-\$500	-\$500
Talent Show	\$800	-\$500	\$300
Project Graduation	-	-\$1,000	-\$1,000
Health Supplies	-	-\$200	-\$200
Mental Health Speaker	-	-\$1,000	-\$1,000
Skipper Scholar	-	-\$3,000	-\$3,000
Library	-	-\$1,000	-\$1,000
School Support	-	-\$1,000	-\$1,000
Teacher Mini Grants	-	-\$1,000	-\$1,000
Hospitality	-	-\$4,000	-\$4,000
Events & Programs	-	-\$2,000	-\$2,000
Adopt-a-PTA	-	-\$1,000	-\$1,000
<b>Student &amp; School Programs Totals</b>	<b>\$17,800</b>	<b>-\$24,800</b>	<b>-\$7,000</b>
Administrative	Budgeted Income	Budgeted Expenses	Budget Net
Admin & Insurance Fees	-	-\$500	-\$500
Bank Fees	-	-\$100	-\$100
Leadership & Training	-	-\$150	-\$150
Membership Dues	\$2,200	-\$1,250	\$950
Supplies	-	-\$1,000	-\$1,000
Welcome Packets	-	-\$250	-\$250
Start Up Funds	\$10,000	-\$10,000	-
Carry Forward Balance	\$24,879	-\$16,641	\$8,238
Zoom	-	-\$188	-\$188
<b>Administrative Totals</b>	<b>\$37,079</b>	<b>-\$30,079</b>	<b>\$7,000</b>
<b>Grand Totals</b>			
	<b>\$54,879</b>	<b>-\$54,879</b>	<b>-</b>
<b>Projected bank balance if on budget</b>			<b>\$0</b>

\*Total income reported on the IRS tax filings for Membership Dues is the net amount, excluding the Louisiana PTA and National PTA dues portions.

# SAMPLE BUDGET #2 COMPARISON REPORT

## XYZ PTSA

Income and Expense Compared to Annual Budget

April 27, 2023

Student & School Programs	Actual Income	Budgeted Income	Actual Expenses	Budgeted Expenses	Actual Net	Budget Net	More/- Less
Lunchbox	\$17,122	\$13,000	-\$11,792	-\$8,500	\$5,330	\$4,500	\$830
Donations	\$867	\$4,000	-	-	\$867	\$4,000	-\$3,133
Cultural Arts	-	-	-	-\$100	-	-\$100	\$100
Breakfast of Champions	-	-	-\$352	-\$500	-\$352	-\$500	\$148
Talent Show	-	\$800	-	-\$500	-	\$300	-\$300
Project Graduation	-	-	-	-\$1,000	-	-\$1,000	\$1,000
Health Supplies	-	-	-\$171	-\$200	-\$171	-\$200	\$29
Mental Health Speaker	-	-	-	-\$1,000	-	-\$1,000	\$1,000
Skipper Scholar	-	-	-\$1,835	-\$3,000	-\$1,835	-\$3,000	\$1,165
Library	-	-	-\$855	-\$1,000	-\$855	-\$1,000	\$145
School Support	\$10	-	-	-\$1,000	\$10	-\$1,000	\$1,010
Teacher Mini Grants	\$750	-	-\$375	-\$1,000	\$375	-\$1,000	\$1,375
Hospitality	-	-	-\$2,612	-\$4,000	-\$2,612	-\$4,000	\$1,388
Events & Programs	\$850	-	-\$814	-\$2,000	\$36	-\$2,000	\$2,036
Adopt-a-PTA	-	-	-	-\$1,000	-	-\$1,000	\$1,000
<b>Student &amp; School Programs Totals</b>	<b>\$19,599</b>	<b>\$17,800</b>	<b>-\$18,806</b>	<b>-\$24,800</b>	<b>\$793</b>	<b>-\$7,000</b>	<b>\$7,793</b>
	<b>Actual Income</b>	<b>Budgeted Income</b>	<b>Actual Expenses</b>	<b>Budgeted Expenses</b>	<b>Actual Net</b>	<b>Budget Net</b>	<b>More/- Less</b>
<b>Administrative</b>							
Admin & Insurance Fees	-	-	-\$489	-\$500	-\$489	-\$500	\$11
Bank Fees	-	-	-\$48	-\$100	-\$48	-\$100	\$52
Leadership & Training	-	-	-\$121	-\$75	-\$121	-\$75	-\$46
Membership Dues	\$1,285	\$2,200	-\$655	-\$1,250	\$630	\$950	-\$320
Supplies	-	-	-	-\$1,000	-	-\$1,000	\$1,000
Welcome Packets	-	-	-\$250	-\$250	-\$250	-\$250	-
Start Up Funds	-	\$10,000	-	-	-	\$10,000	-\$10,000
Carry Forward Balance	\$24,879	\$24,879	-	-16,641	\$24,879	-8,238	\$24,879
Zoom	-	-	-\$47	-\$188	-\$47	-\$188	\$141
<b>Administrative Totals</b>	<b>\$26,164</b>	<b>\$37,079</b>	<b>-\$1,610</b>	<b>-\$30,079</b>	<b>\$24,554</b>	<b>\$7,000</b>	<b>\$25,792</b>
<b>Grand Totals</b>							
	<b>\$45,763</b>	<b>\$54,879</b>	<b>-\$20,416</b>	<b>-\$54,879</b>	<b>\$25,347</b>	<b>-</b>	<b>\$33,585</b>

\*Total income reported on the IRS tax filings for Membership Dues is the net amount, excluding the Louisiana PTA and National PTA dues portions.

# YEAR-END FINANCIAL CHECKLIST

## Preparing the Treasurer's Binder

- Passwords & Accounts:** Have all accounts and passwords typed up in the front of the binder. Include the LUR (Local Unit number issued by National PTA), EIN and official Local Unit name on the tax filing, and the Louisiana Charter numbers. Include login information for email accounts, geauxbiz.com (and annual renewal date), IRS tax filing, and other accounts like AIM insurance (and annual renewal date), CheddarUp.com, SquareUp.com (credit card payments), Zoom, websites, and Treasurer software like MoneyMinder.com. Include current Board Roster. Sample summary page is at the end of this section.
- Expenses:** All expenses must have receipts and Expense Forms signed by two authorized people. Pay any outstanding bills. Enter all expenses into accounting software. Pay for all LAPTA dues.
- Deposits:** All Deposit Forms with cash require two signatures. Contact anyone with bounced checks to get it paid. Transfer money from any online or credit card accounts like CheddarUp.com, etc. Enter all deposits into accounting software.
- Bank Statements:** Include all bank statements from July of previous year through June. Every statement needs to be signed by someone who is *not* a check signer. Reconcile the bank account to the current month. Print Reconciliation Reports. MoneyMinder.com is a great online accounting platform that is easily passed down from year to year.
- Budget:** Include monthly budgets and meeting agendas in the binder. Prepare and print the final year-end budget including every transaction for each budget category. In the financial software such as MoneyMinder.com, create the new year and draft a preliminary budget.
- Charter Info:** Include a copy of the taxes in your binder. Print out the approval email, or other proof that the taxes were filed. Include a copy of the insurance policy (usually with AIM) and Secretary of State (geauxbiz.com) registry which need to be updated yearly. Include the previous year's Audit Report, Bylaws, and any Standing Rules.
- Bank Signers:** If there will be new people signing on the account for the next year, contact the bank about who needs to be present to update signers. Some banks want both the old and the new people present, plus paperwork such as the meeting minutes from the elections. Most terms end on June 30.
- Checks & Debit Cards:** Have the checks, ledger or register, and any debit cards together. Destroy debit cards for those who will not be authorized to use the account next year. The new board shall request new debit cards issued with the PTA name and the personal name of authorized officers.
- Meet with the Incoming Treasurer** and President to turn over all financial records. Complete the Year End Treasurer Checklist. Answer all questions and explain all financial matters. Assist as needed with the Audit Committee.

*Contact the Louisiana PTA Treasurer with any questions at [Treasurer@LouisianaPTA.org](mailto:Treasurer@LouisianaPTA.org).  
LouisianaPTA.org*

# DEPOSIT FORM



Name \_\_\_\_\_ Date \_\_\_\_\_

Name on Check	Check #	Amount
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____
11	_____	_____
12	_____	_____
13	_____	_____
14	_____	_____
15	_____	_____
16	_____	_____
17	_____	_____
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25	_____	_____
26	_____	_____
27	_____	_____
28	_____	_____
29	_____	_____
30	_____	_____
31	_____	_____
32	_____	_____
33	_____	_____
34	_____	_____
35	_____	_____
36	_____	_____
37	_____	_____
38	_____	_____

### Cash Summary:

\$1 X = \_\_\_\_\_  
 \$2 X = \_\_\_\_\_  
 \$5 X = \_\_\_\_\_  
 \$10 X = \_\_\_\_\_  
 \$20 X = \_\_\_\_\_  
 \$50 X = \_\_\_\_\_  
 \$100 X = \_\_\_\_\_  
 TOTAL = \_\_\_\_\_

### Coin Summary:

1¢ X = \_\_\_\_\_  
 5¢ X = \_\_\_\_\_  
 10¢ X = \_\_\_\_\_  
 25¢ X = \_\_\_\_\_  
 50¢ X = \_\_\_\_\_  
 1.<sup>00</sup>¢ X = \_\_\_\_\_  
 TOTAL = \_\_\_\_\_

Total # of Checks: \_\_\_\_\_  
 Count the actual checks to catch any overlooked checks.

<b>Deposit Totals</b>	
Checks: \$	_____
Cash: \$	_____
Coins: \$	_____
<b>Total: \$</b>	_____
<u>Budget Items to be Credited</u>	<u>\$ Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

_____ Executive Board Member Signature
_____ Second Signature for Cash Deposits

<b>For Treasurer's Use Only</b>	
Dep Date: _____	Amount: _____
<input type="checkbox"/> Entered into Ledger/Accounting Software	



# EXPENSE FORM

\_\_\_\_\_ \$ \_\_\_\_\_  
Date Total Amount

Choose One:

Debit Card Purchase (Do not reimburse)

OR

Issue Check Payable to: \_\_\_\_\_

\_\_\_\_\_  
Requested By

Attach all receipts to the **back**  
on **this side** of the page.



**Budget Category:** Give details for use of funds and the amount. If more than one category, note the amount for each category or purpose.

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

5) \_\_\_\_\_

Deliver Check to: \_\_\_\_\_

Mail Check to: \_\_\_\_\_

\_\_\_\_\_

Certification: The expenses listed are authorized PTA expenses.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR TREASURER'S USE ONLY**

\_\_\_\_\_ \$ \_\_\_\_\_  
Date Disbursed Check # Amount

\_\_\_\_\_

Budget Category

\_\_\_\_\_

Notes

Receipts included

Entered into Accounting Software/Ledger



# BYLAWS AND AMENDMENTS APPROVAL FORM

Local PTA Units are required to review and submit their Bylaws to LAPTA every three years. The Bylaws Approval Form and the LAPTA Bylaws template is required. Visit [LouisianaPTA.org/bylaws](https://LouisianaPTA.org/bylaws) for details. Bylaws not in compliance will be returned to Local Unit. Email the completed Bylaws Approval Form and LAPTA Bylaws template or the amendments made in PDF format to [Bylaws@LouisianaPTA.org](mailto:Bylaws@LouisianaPTA.org). Please allow ample time for LAPTA to approve the Bylaws or amendments. Once completed, LAPTA will emailed the approved Bylaws or amendments to the President's email.

Local Unit Name	Local Unit Parish	Local Unit LUR#
President's Email	President's Phone	

The Bylaws or Amendments were approved at the General Membership meeting held on \_\_\_\_\_.  
DATE

**Choose one.**

The Local Unit PTA is:  Existing PTA     Reactivated PTA     New PTA

**Choose all that apply.**

- The Bylaws approved by the General Membership are attached.
- Approved amendments are listed below with the article heading, section number, and line number(s).

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If more space is needed for amendments, check here and attached an addendum.

President's Signature	Secretary's Signature
President's Name	Secretary's Name

Email the completed Bylaws Approval Form and Bylaws template (if applicable) to [Bylaws@LouisianaPTA.org](mailto:Bylaws@LouisianaPTA.org) in PDF format. Allow ample time for LAPTA to approve the Bylaws or amendments. Once completed, LAPTA will email the final approved document to the President's email.

Contact [Bylaws@LouisianaPTA.org](mailto:Bylaws@LouisianaPTA.org) with any questions.



# 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 uncleared 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 \_\_\_\_\_  
 \_\_\_\_\_ PTA/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 \_\_\_\_\_

# AUDIT PROCEDURES & HINTS

## Supplies

For the audit, the committee members (as determined by your Bylaws) will need the check book, binder with current fiscal year invoices of Expense Forms and Deposit Forms, all bank statements for the fiscal year, and a copy of the previous year's audit.

- Committee person #1 reviews the bank statements for the fiscal year.
- Committee person #2 reviews the checkbook or accounting software file for the fiscal year.
- Committee person #3 reviews all expenses and Expense Forms for the fiscal year.

Each committee member oversees one part of the financials to review. The Treasurer may not participate in audit except to answer questions if necessary.

## Instructions

- 1) Start with previous year's audit to verify beginning of year balance. Check this against the checking account balance from that time.
- 2) Next, verify each check written and each deposit made against the checkbook and bank statement for each month. The committee member #3 will verify the signed Expense Forms and receipt for all checks written and deposits made.
- 3) Keep a list of outstanding checks and deposits and check them off as you go through each month.
- 4) At the end of the fiscal year, record on the Audit Committee Report all outstanding items. Deposits are recorded on line 8, and checks are recorded on line 11.
- 5) Write the ending balance, which should be the same amount listed on the Audit Report line 5.
- 6) Complete the Audit Report by inserting the appropriate figures in each blank.
- 7) All committee members must sign the form stating that the PTA books were complete or incomplete.
- 8) If not complete, please seek advice from the LAPT A Treasurer.

## Directions by Line Number

Line 1: Date of last audit (which should be the first day of the audit year) and dollar amount on hand.

Line 2: Total amount of all deposits in ledger or financial software for the entire audit year.

Line 3: Add line 1 and line 2 to get the total dollar amount.

Line 4: Total amount of all expenses with receipts in ledger or financial software for the entire audit year.

Line 5: To get the ending balance on hand for the audit year, subtract line 4 from line 3.

Line 6: Write the date and starting balance on the bank statement on day 1 of the audit year.

Line 7: Write the sum of all credits on the 12 bank statements for the audit year.

Line 8: Write the sum of any deposits not credited to the account on the bank statements.

Line 9: Write the sum of lines 6, 7 and 8.

Line 10: Write the sum of all withdrawals on the 12 bank statements for the audit year.

Line 11: Write the sum of any withdrawals not posted to the account on the bank statements.

Line 12: Subtract lines 10 and 11 from line 9.

**Line 5 and line 12 should be the same amount.**



# AUDIT WORKSHEET

Fill-in as you do the audit.

## DEPOSITS

Deposits from \_\_\_\_\_ to \_\_\_\_\_ \$ \_\_\_\_\_  
Day 1 Day 365 Sum of deposits  
(Line 7 of Audit Report)

Enter receipts from front page of bank statements as you go along in audit. Total deposits are listed near the ending balance on front page of bank statement.

Month _____	Amount _____	Month _____	Amount _____
Month _____	Amount _____	Month _____	Amount _____
Month _____	Amount _____	Month _____	Amount _____
Month _____	Amount _____	Month _____	Amount _____
Month _____	Amount _____	Month _____	Amount _____
Month _____	Amount _____	Month _____	Amount _____

### Deposits Not Cleared: (Line 8 of Audit Report)

Date: _____	Amount: _____	Date: _____	Amount: _____	Date: _____	Amount: _____
Date: _____	Amount: _____	Date: _____	Amount: _____	Date: _____	Amount: _____
Date: _____	Amount: _____	Date: _____	Amount: _____	Date: _____	Amount: _____
Date: _____	Amount: _____	Date: _____	Amount: _____	Date: _____	Amount: _____

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## EXPENSES

Disbursements from \_\_\_\_\_ to \_\_\_\_\_ \$ \_\_\_\_\_  
Day 1 Day 365 Sum of withdrawals  
(Line 10 of Audit Report)

Enter disbursements/withdrawals from front page of bank statements. Totals from efts, withdrawals, checks and service fees should be listed near ending balance on front page of bank statements.

Month _____	Amount _____	Month _____	Amount _____
Month _____	Amount _____	Month _____	Amount _____
Month _____	Amount _____	Month _____	Amount _____
Month _____	Amount _____	Month _____	Amount _____
Month _____	Amount _____	Month _____	Amount _____
Month _____	Amount _____	Month _____	Amount _____

### Checks Not Cleared: (Line 11 of Audit report)

Ch #: _____	Amount: _____	Ch #: _____	Amount: _____	Ch #: _____	Amount: _____
Ch #: _____	Amount: _____	Ch #: _____	Amount: _____	Ch #: _____	Amount: _____
Ch #: _____	Amount: _____	Ch #: _____	Amount: _____	Ch #: _____	Amount: _____
Ch #: _____	Amount: _____	Ch #: _____	Amount: _____	Ch #: _____	Amount: _____

# SAMPLE NSF LETTER

## Returned Check Due to Non-Sufficient Funds



Current Date

Name of Check Writer  
 Address of Check Writer  
 City/Zip

RE: Check returned for not sufficient funds Check # 456  
 Check Issued Date  
 Tickets for the Fall Festival

Dear Check Writer,

The ABC PTA received notice on October 12, 2022, that the check written for Fall Festival tickets totaling \$55.00 was returned to us due to insufficient funds in your account. Over the past thirty days, we have been in contact with you and the bank in an attempt to collect the amount owed for the tickets. A detailed log of contacts and actions is attached.

Immediate **cash** payment of \$90.00 is required at this time. This includes the original amount of the check and three returned check fees from your bank. Please see totals below.

Check #456.....	\$55.00
Bank return fee .....	\$15.00
Bank return fee .....	\$15.00
Bank return fee .....	\$15.00
 Total.....	 \$90.00

Please remit the cash to the school by Friday, November 17, 2022, at 2:30 pm.

Failure to repay this debt will result in the matter being turned over to a collection agency or other legal action to ensure payment.

Sincerely,

Treasurer Name,  
 ABC PTA Treasurer

President Name,  
 ABC PTA President

*(Copies should be sent to the principal and President or manager of the bank.)*



# EQUIPMENT PURCHASED BY A PTA FOR ITS USE (ITEM STORED AT SCHOOL)

The \_\_\_\_\_ PTA  
purchased for its own use \_\_\_\_\_.

The equipment will remain the property of the PTA but will be stored at the school named \_\_\_\_\_.

- PTA members may use the equipment.
- School staff or students may use the equipment under the supervision of a PTA member or with written permission.
- Anyone using the property, other than PTA members, will pay for supplies and maintenance.
- Should the item be stolen or misplaced the PTA will be responsible for replacement. Anyone other than the PTA using the item when a loss occurs agrees to reimburse the PTA for replacement cost.

\_\_\_\_\_  
PTA President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal or Administrator

\_\_\_\_\_  
Date





# DONATION RECEIPT



Date \_\_\_\_\_

Name \_\_\_\_\_

Cash contribution \$ \_\_\_\_\_

In-kind non-cash items exceeding \$250 in value (description of items):

\_\_\_\_\_  
\_\_\_\_\_

“Quid Pro Quo” contributions are contributions made partly as a contribution and partly in payment for goods and services received, for example, a ticket price that is higher than its normal value. For Quid Pro Quo contributions of more than \$75, list item(s) and total amount paid for each. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

In consideration of their donation, donor received (e.g., value of meal): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The \_\_\_\_\_ PTA is a tax-exempt nonprofit organization as described in Section 501(c)(3) of the Internal Revenue Code. This exemption applies to all Louisiana PTA constituent organizations.

Authorized by \_\_\_\_\_

IRS EIN: \_\_\_\_\_

PLEASE RETAIN FOR YOUR TAX RECORDS.  
THANK YOU FOR YOUR SUPPORT.

# PASSWORDS & ACCOUNTS SUMMARY

## ABC PTSA Passwords & Accounts 2022-2023

PTA LUR #: 9999

IRS EIN# 99-9999999

Monthly/Annual Renewal Required for the Following:

**GeauxBiz.com**: login email & password

**LA Charter #**: 999999 ; NAKS #: 999999

**IRS.gov for 990N**: login username & password; email & phone associated with account; other security question answers; Note where to file 990: irs.gov - File - charity & nonprofits – finding filing forms – Form 990 series returns – Form 990 N – submit form 990; or **Efile.form990.org**: name, login ID #, password

**AIM Insurance**: aim-companies.com; Insure# LA0009999; Username & password; 800-876-4044; policy expiration date

**Moneyfinder.com**: email & password

**CheddarUp.com**: email & password; ABCPTSA.CeddarUp.com; phone; backup security code

**SquareUp.com**: email & password

**Zoom**: email & password

**Mailchimp.com**: email & password

**Other Accounting Software**: password

**Facebook**: Note admin names plus their phone numbers; passwords are their current accounts' passwords; have at least 2 people listed as admins

**Bank**: screenname, email & password; routing # 999999999, acct # 999999999

### **Email Accounts: (This might only be held by the President.)**

email & password; phone associated with account; backup email

email & password; phone associated with account; backup email

email & password; phone associated with account; backup email

### **Closed Accounts' Previous Login Information:**

\*This is to be shared with the President.

# CONFIDENTIALITY, ETHICS, AND CONFLICT OF INTEREST POLICY

Members of the Board of Directors of the PTA/PTSA serve in a fiduciary capacity and owe a duty of care, a duty of obedience, and a duty of loyalty to the PTA. Board members shall conduct themselves with integrity and honesty and act in the best interests of the PTA. Disclosure by a board member of any potential or actual conflict of interest is required by the standard of good faith and for the benefit of the PTA and protection of each individual.

In consideration of the PTA's affiliation with the Louisiana Congress of Parents and Teachers (LAPTA), for the protection of its integrity and its 501(c)(3) status, and for our protection, we, the undersigned officers, individually, during our terms of office, shall:

1. Abide by and represent our PTA Bylaws, LAPTA policies, positions, procedures, and National PTA purposes and mission statement;
2. Discharge the duties and responsibilities of our individual offices with fidelity, integrity, and honesty and declare all personal and extended family conflicts of interest when PTA issues, decisions, and funds are involved;
3. Not misuse the PTA's federal tax-exempt status for personal or unauthorized purposes nor disburse funds for any purpose other than authorized, budgeted PTA programs, projects, and activities.
4. Refrain from making any slanderous or defamatory statements that could result in harm to the PTA name or brand.
5. Publicly present a united front on decisions made as a Board.
6. Maintain confidentiality as a member of the Board.
7. Follow the LAPTA and school district guidelines for fundraising.
8. Abide by the following conflict of interest policy:
  - a. Board of Director members and their families shall not use their relation to this PTA for financial, professional, business, employment, personal, or political gain.
  - b. A conflict of interest exists when a Board member would have to participate in the deliberation or decision of any issue of this PTA while, at the same time, the board member and their extended family has financial, professional, business, employment, personal or political interests outside the PTA that could predispose or bias the board member to a particular view, goal or decision.
  - c. Board of Director members shall declare to the officers of this PTA conflicts of interest (stating the nature of the conflict and pertinent information as appropriate) between their duties of this PTA and their or their extended families' financial, professional, business, employment, personal or political interests.
  - d. When a conflict of interest is declared, the Board members shall not use their personal influence of position to affect the outcome of a vote and shall leave the room during deliberations and the vote.
  - e. The minutes of the meeting shall reflect that a conflict of interest was declared.
  - f. Board of Director members shall not:
    - i. Use PTA's name, influence, or resources for their benefit or gain when running for any public elected office or while serving as an elected official.
    - ii. Directly or indirectly use their current PTA position, the PTA name or organization for or against any specific candidate for elected public office, which is contrary to federal tax laws and the guidelines and policies of the PTA.

We, the undersigned board members of \_\_\_\_\_ PTA/PTSA, have read and agree to abide by this policy and understand that the failure to adhere to the above guidelines may result in the termination of the undersigned as board members and will require the immediate return of all PTA property, documents and materials belonging to this PTA.

Date	Board Member Name	Position	Signature