PAYING BILLS BETWEEN ASSOCIATION MEETINGS

Bylaws For Local PTA/PTSA Units, Article VIII, Section 2c, states, "The executive board may authorize payment of other unbudgeted association bills not to exceed accumulative total of ($___ amount) and ($___ amount) between meetings of the association. Ratification of payment of these bills must occur at the next association meeting and must be recorded in the association minutes."

WHAT EXACTLY DOES THIS MEAN?

When you adopt the annual budget at the beginning of the fiscal year, you are NOT authorizing expenditure of the money. A budget is a financial representation of the estimated costs of planned activities and programs a PTA/PTSA expects to put on during a specific time period. It is a guideline for estimating income and expenditures. An expense is first estimated, then actuated, then the budget is adjusted accordingly, if necessary, as the PTA year proceeds. This budget must be presented to and approved (or adopted) by the general membership by majority vote at the first meeting of the fiscal year. A revised budget is usually presented mid-year and requires a two-thirds (2/3) vote.

As the PTA program continues, expenses are incurred. Each expense must be approved by the membership, either before the expenditure or after. Despite the best planning, expenses will occur between meetings and it is not always convenient to wait until the next association to pay the bill or to repay the person who spent the funds. Article VIII, Section 2c, provides the means to pay unexpected expenses without waiting for prior approval.

The treasurer must track bills paid without prior authorization between meetings to ensure the total amount does not exceed the limit specified in the bylaws. All bills to be paid must be presented with receipts. The amounts paid are then ratified by the membership at the next scheduled association meeting.

Further information may be found in your bylaws, the California State PTA Toolkit, and National PTA's President and PTA Finance Quick Reference Guides.

http://capta.org/pta-leaders/run-your-pta/bylaws-and-standing-rules/signing-contracts-and-paying-bills/