

## Key Role – Financial Secretary

- Works closely with the treasurer and other financial officers in handling PTA funds
- Keeps a record of all PTA funds collected, deposited and disbursed
- Prepares monthly and annual financial reports

## Getting Started

**Preparation** – To know more about your new position, review files and materials from last term that should include:

- Standardized ledger
- Receipt book
- Remittance forms to transfer money to council and district treasurers
- Check endorsement stamp, if available
- Monthly and Annual Financial Reports

It's also worthwhile to talk to your predecessor to get advice and tips about your new role.

**Schedule Meeting** – Meet with the treasurer and auditor to discuss how you can work effectively together. Check your unit bylaws to see who does what in handling PTA funds.

## How Tos

As an elected officer, your main duties are to receive, record, deposit and report on monies collected by your unit. Here are some quick tips to get started:

### Receiving Funds:

- Follow PTA financial procedures in handling funds
- Use Cash Verification Form, in *California State PTA Toolkit*, when counting funds
- Check amounts for accuracy and issue a numbered receipt for each financial transaction

### Recording Funds:

- Record receipts in the ledger noting date of receipt, number of receipt issued, amount, from whom received and for what account (e.g. membership, fundraising)
- Note any refunds or disbursements and prepare authorizations for payment. Or, if this is the secretary's job, provide him or her with the information needed to prepare them.

- Give the treasurer itemized bills, sales slips and invoices for payment by check

### Depositing Funds:

- Ensure that money and checks are deposited immediately in a PTA account
- Give a duplicate deposit slip and remittance form that accounts for all money received to the treasurer. Or, if the treasurer handles deposits, give the funds collected to him or her for deposit and receive a numbered, dated receipt for your records.

### Reporting Funds:

- Prepare monthly and annual financial reports of monies received, deposits made and authorizations for payment issued to give to the president, secretary and other financial officers
- Submit all records for audit semi-annually, when a financial officer is replaced and whenever an audit is deemed necessary

### Did you know? ... PTA Board Members:

- Adhere to PTA financial procedures as outlined in bylaws and State and National PTA guidelines
- Protect members' privacy by utilizing member information for PTA work only
- Attend PTA sponsored workshops or trainings
- Maintain a current procedure book and files to pass on to a successor
- Work together as a team to improve the lives of all children and their families

## Other Useful Information

### Resources:

#### California State PTA – [www.capta.org](http://www.capta.org)

- *California State PTA Toolkit*, Finance
- *Running Your PTA Made Easy*
- *Insurance and Loss Prevention Guide* – Mailed annually to PTA presidents

### Online Services:

- Tax Filing Support Center – To help units meet Federal and State reporting requirements
- PTAEZ – To handle PTA accounting needs and generate financial reports

**National PTA – [www.pta.org](http://www.pta.org)**

- E-Learning Workshops
- Back-to-School Kit

02/2017

## FINANCIAL SECRETARY'S REPORT (SAMPLE)

\_\_\_\_\_ PTA  
 November 1, 2018 – November 30, 2018

A monthly report must reflect the duties of a financial secretary as assigned in the bylaws and should include:

**RECEIPTS**

(Listing of monies received and given to treasurer to deposit.)

11/10	Carnival	\$ 1,450.00
11/17	Membership dues (150 @ \$9)	1,350.00
11/21	Book fair	349.50
11/27	Gift wrap	5,000.00
11/29	Founders Day freewill offering	<u>213.00</u>
	<b>TOTAL</b>	<b>\$ 8,362.50</b>

**DEPOSITS**

(Listing of monies deposited — a duplicate copy of deposit slip is given to treasurer.)

11/10	Carnival	\$ 1,450.00
11/17	Membership dues (150 @ \$9)	1,350.00
11/21	Book fair	349.50
11/27	Gift wrap	5,000.00
11/29	Founders Day freewill offering	<u>213.00</u>
	<b>TOTAL</b>	<b>\$ 8,362.50</b>

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Financial Secretary Signature

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Date