



Here are those five questions that came up in our L.I.S.T. discussion on July 11, 2020:

**1. There was a concern expressed about parents being able to access PTA mailboxes and safes on a regular basis, and a request for the district to provide general communication to site admins & PTA leaders on a procedure/policy so that this is as easy and safe as possible.**

Since BUSD is now opening with 100% distance learning, we need more info from the district.

**2. Can an Association meeting on Zoom be recorded and if it can, can that be posted on FB or website?**

The short answer is no. The only way to record an association meeting is to get permission from EVERY participant, and even then, you cannot post the meeting for broadcast. It could only be shared among paid members. That means you cannot post the video to FB or on a website (unless it's password-protected, and even then, it's not 100% safe.)

**3. Do we need to issue a receipt/letter for a \$1 donation through TOTEM?**

When someone joins PTA through TOTEM, they create a TOTEM account and can access payments made. So, if someone joins and donates extra when they join, they can access documentation of that donation and PTA would not need to issue a receipt or letter of acknowledgement, provided the donation is under \$250.

We think it's wise for units to advise their TOTEM members who donate how to access this documentation.

**Regarding the CAPTA Toolkit saying "PTAs must give a receipt for every cash donation" regardless of the amount:**

We believe CAPTA is using the term "cash" in the literal sense (i.e., bills/coins). The IRS considers checks to be a form of cash donation, but that is not what CAPTA is talking about here. So, if someone donates with actual cash money, you DO need to give a receipt, even if it's a small amount. If someone writes a check, you don't need to issue a receipt, UNLESS the donation exceeds the \$250 threshold. At that point, whether it's cash money or a check, PTAs need to send a thank you letter acknowledging the contribution.

According to the IRS, the written acknowledgement required to substantiate a charitable contribution of \$250 or more must contain the following information:

- Name of the organization and EIN
- Amount of cash contribution
- Description (but not value) of non-cash contribution
- Statement that no goods or services were provided by the organization, if that is the case
- Description and good faith estimate of the value of goods or services, if any, that organization provided in return for the contribution

Check your treasurer's procedure book to see if there is a form letter already formatted to use for your unit. CAPTA also has a Donation Receipt that you can fill out and use:

<http://downloads.capta.org/toolkit/forms/DonationReceipt.pdf>

More info at [IRS.gov](https://www.irs.gov) here:

<https://www.irs.gov/charities-non-profits/charitable-organizations/charitable-organizations-substantiation-and-disclosure-requirements>

<https://www.irs.gov/pub/irs-pdf/p1771.pdf>

#### **4. How are two people supposed to open the safe together/count money together during the pandemic**

While schools remain closed, we see no way for people to count cash together on campus. But while schools are closed, we also don't foresee cash or checks coming to campus. Online membership via TOTEM is strongly encouraged. Fundraisers would need to be online also.

Those of you who attended CAPTA's Virtual Summer Leadership Academy Treasurers workshops this week might have heard the discussion about how to handle cash during Covid-19. One pandemic alternative mentioned for counting checks when two people can't be in the same place was that the person opening the envelope scan everything and send to the other counter(s). Alternately, you can, if you feel comfortable, count outside wearing masks and gloves and at a safe distance. CAPTA's treasurer was talking about counting in the driveway but our personal preference would be a backyard or someplace more protected!

For wet signatures on CV forms *when money is being handed off*, the recommendation is to drive to the person's house and have them verify the count and countersign in the presence of the person who brought the money (following safety protocols). This situation is a little different from the initial counting, because it is important to maintain a paper trail of the chain of custody of the money.

We hope the use of TOTEM for membership and online fundraisers will eliminate the need for units to count money.

#### **5. For units who have spirit wear inventory on campus, how will they be able to sell, if parents aren't allowed on campus??**

The short answer seems to be that you can't. However, IF AIM approves of PTA inventory being kept somewhere other than locked up at school sites, AND IF the exec board votes to move the inventory off campus to fulfill spirit wear orders, then it MIGHT be possible to sell your existing inventory. You would need to set up the WebStore on MyPTEZ (formerly PTAEZ) for your unit to allow parents to pay for their spirit wear purchases online.

At CAPTA Convention a couple of years ago, Wendi met a vendor who was doing online spirit wear sales. Units designed their spirit wear with the company, then parents could go online and order whatever they wanted, and your unit would make 40-50% back. Here's the link: <https://spirithero.com/pages/how-it-works>

Many units have a local vendor they use. It is worth calling them to see if they are willing to set up an online site where parents could order and could pay for shipping and handling, so merchandise gets sent directly to them.