

PTA Financial Secretary's Workshop

L.I.S.T. – May 1, 2021

Burbank Council
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Who we are...

<p>Chris Molaro BCPTA Treasurer 2021-2022 treasurer@BurbankCouncilPTA.org</p>	<p>Michelle Means BCPTA Financial Secretary 2021-2022 financialsecretary@BurbankCouncilPTA.org</p>
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What we do...

- We do the same jobs you do, but for Burbank Council PTA
- We also are here to
 - support you as unit mentors
 - answer any questions you have about PTA finances (and there are no stupid questions, especially about MyPTEZ!)
 - send out reminders on a regular basis
 - help ensure your unit stays in compliance with PTA, State, Federal regulations
 - help you if you get letters from the IRS, FTB or OAG

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Treasurers and Financial Secretaries are a team...

Financial Secretary:

- responsible for **verifying/counting, depositing, and reporting all monies RECEIVED** by the Association
- keeps an accurate record of all receipts for the treasurer's financial records
- enters receipts into MyPTEZ
- issues receipts when necessary
- ensures that cash and checks are deposited as soon as possible
- reports all funds deposited to the treasurer
- prepares and presents a monthly Financial Secretary's Report at Association and executive board meetings and at other times when requested by the Association
- prepares and presents an Annual Financial Secretary's Report at first Association meeting of the year
- limited access in MyPTEZ

Treasurer:

- responsible for maintaining the permanent financial records of the Association
- chairs the budget committee
- pays all PTA bills as authorized by the exec board or Association and keeps a ledger
- enters deposits in MyPTEZ
- runs monthly Bank Reconciliation for all accounts
- prepares and presents a monthly Treasurer's Report at Association and executive board meetings and at other times when requested by the Association; prepares the Warrant
- prepares and presents an Annual Financial Report at first Association meeting of the year
- ensures taxes and reports required by PTA bylaws, insurance or federal and state governments are completed and submitted by the due dates
- submits financial records for audit semi-annually, when a financial officer or check signer is replaced and when directed
- preserves financial records as indicated in the [PTA Retention Policy](#) in the California State PTA Toolkit to pass on to the next treasurer
- greatest access in MyPTEZ

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Treasurers and Financial Secretaries need to communicate...



- Treasurer gives copy of Category List to FS.
- Review Category List together.
- Agree on which categories are used and when.
- FS tells the Treasurer when receipts are entered in MyPTEZ.
- FS tells the Treasurer when deposit is made at the bank.
- Treasurer tells FS when they have updated MyPTEZ for the month (including electronic deposits) so that FS can run accurate monthly report.
- Discuss any discrepancies between receipts and deposits prior to presenting at meetings.

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It's Springtime!
What happens now?



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Springtime is time for training...

- May 1st Burbank Council PTA (BCPTA) LIST Virtual Workshops
- May 3-15 California State PTA (CAPTA) Convention Virtual Workshops
- June 12th First District PTA (FDPTA) Leadership Conference Virtual Workshops
- Council Financial Team virtual office hours (held throughout the year)
- MyPTEZ webinars held each week (Tuesdays and Wednesdays). Click [here](#) to register.


Springtime is time for budget planning*...

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The May Association Meeting

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What happens at the May Association Meeting?



Financial Secretary

- Presents the FS reports covering period since last Association meeting
- Files report for audit - NO MOTION NEEDED

Have hard copies of FULL REPORT ready to share screen/upload to chat.

President or VP Programs

- Presents Proposed Calendar for next year; **MOTION to approve**

Treasurer

- Presents Treasurer's report covering period since last Association meeting; files for audit
- MOTION to ratify bills since last Association meeting
- **Presents Proposed Budget for next year; MOTION to approve**
- **MOTION to release funds to pay summer bills**
- **Reads change of check signers** into the minutes:
e.g., "The check signers for the 2021-2022 school year will be Selena Butler, President; Phoebe Hearst, Treasurer; and Alice Birney, 1st VP. Gwendolyn James will be removed as a check signer. These changes are effective as of June 1, 2021."

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A slide with a white circular area on the left containing the text "What happens in June and July?". The background features a blue wooden texture at the top and a field of yellow sunflowers at the bottom.

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A slide with a white background. On the left is a yellow semi-circle, and on the right is a blue circle with a wooden texture. The text "FISCAL YEAR: out with the old and in with the new" is positioned between them.

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A slide with a light blue background and a blue wooden texture on the right. The text "Outgoing Financial Secretaries should..." is at the top, followed by a bulleted list of tasks.


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Incoming Financial Secretaries should....

- get financial records and materials from their predecessor.
- get training from their predecessor.
- familiarize themselves with Procedure Book.
- verify that Annual Financial Secretary report has been prepared.
- verify that the year end audit materials were given to the treasurer.
- attend trainings!

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Before the summer ends...




- Audit is completed and reviewed by committee.
- Budget committee prepares final draft of budget using most current information.

At the exec board meeting (late July/beginning of August):

- Auditor presents year-end audit; **exec board votes to recommend for adoption by Association at August meeting.**
- Treasurer presents budget; **exec board votes to recommend for adoption by Association at August meeting.**


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The First Association Meeting

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What happens at the August Association Meeting?



Financial Secretary

- Presents the following:
 - May FS report
 - Annual FS report for prior year
 - June FS report
 - July FS report
- All FS reports are filed for audit - NO MOTION NEEDED
- Have hard copies of FULL REPORTS on table or share screen

Treasurer

- Presents May Treasurer's report
- Presents Annual Financial Report for prior year; file for audit.
- Presents June Treasurer report
- Presents July Treasurer report
- Presents and makes MOTION to ratify May, June and July (summer) bills
- Presents Proposed Budget for current year; MOTION to adopt proposed budget
- MOTION to release funds for budgets needed to start the year
- Presents August bills; MOTION to pay bills (start of school year)
- Have hard copies of reports on table or share screen

Auditor

- Presents Year-end Audit Report for EACH account
- MOTION to adopt EACH audit report


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QUESTIONS?

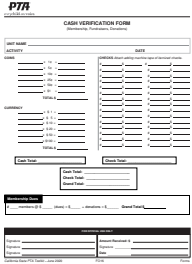
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**How to be a Unit PTA
Financial Secretary –
the DAY TO DAY**



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The Cash Verification Form




The screenshot shows a form titled "CASH VERIFICATION FORM" with fields for "UNIT NAME", "ACTIVITY", "DATE", and "COUNTERS". It includes a table for recording cash counts by denomination and a section for signatures.

- Should be filled out completely.
- Verify count of cash in each denomination.
- Verify check numbers and amounts match.
- Verify memberships and donations info (if applicable).
- Check the math.
- Signed by the two counters on the lower left.
- FS distributes copies and original.
 - o Each counter gets a copy.
 - o Financial Secretary gets copy for FS records.
 - o Chair gets a copy (if they didn't count).
 - o Treasurer gets original form – for audit.

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What do we mean by “copies”?



The icons represent different methods of creating and distributing copies: a stack of paper for physical copies, a PDF icon for digital files, a printer for hard copies, and smartphones for mobile access.

Making copies:

- Photocopy
- Use scanner
- Use scanning app on phone
- Take a picture

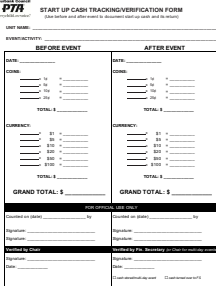
Sending copies:

- Mail/drop off hard copies
- Shared on cloud-based drive
- Emailed*

Remember that ultimately there must be **HARD** copies for the audit. These hard copies become part of your unit's permanent financial records.

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BCPTA Start Up Cash Verification/Tracking Form




The screenshot shows a form titled "START UP CASH TRACKING/VERIFICATION FORM" with sections for "BEFORE EVENT" and "AFTER EVENT". It includes tables for recording cash counts and a section for signatures.

- It's a new form.
- Used to track start up cash for events.
- Form has two sides for before/after.
- Two members count before event; chair verifies the count.
- If multiple registers are used, a copy of the form should be used for each register.
- If it is a multi-day event, two members count, and chair verifies the “after” count each day.
- After event ends, two members count before turning over monies to FS; financial secretary verifies the count.

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Counting Money




Pro Tip

Keep track of check numbers/amounts/names, in case a check is returned (NSF). Photocopies/scans of checks may be made, or this information noted in an Excel spreadsheet. Usually the chair of the event/activity records this information.

- Two people (PTA members) count money.
 - one shall be an officer or committee chair
 - cannot be related by blood or marriage nor reside in the same household
- Each person should count and sign the cash verification form and keep a copy of the CV form (take a picture).
- As financial secretary you verify the count, then sign and date the CV form in the lower right-hand corner.
- If you and only one other person count, you will sign the CV form twice.

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Keeping Money Secure




AIM INSURANCE REQUIREMENT:

Safes must be bolted to the floor or wall; otherwise, losses will not be covered.

- CAPTA recommends that every school site has a safe, a permanently installed lock box, etc.
- The **financial secretary should hold the key** and/or combination to the safe. A second key should be kept in the principal's office in a secure location.
- For safes with digital combinations, the combination should be split among officers. (e.g., for a six-digit safe combination, the president and executive VP/first VP know only the FIRST three digits, financial secretary knows only the SECOND three digits. This ensures that **two PTA members** are present to open the safe at any time.
- Combinations should be changed periodically (every time a president or financial secretary changes).
- The unit-specific standing rules should specify who has keys/combination to the safe.

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Getting money from the safe to the bank



- Arrange for another officer to meet you on a regular basis so that two people can count and verify.
- Review checks for correct payee/date/amount.
- Make sure chair has necessary information for any checks received; can make copies or enter check numbers/names/amounts into spreadsheet.
- After the money is counted and the count is verified, you are ready to sign the cash verification form on the lower right.
- Enter receipts in MyPTEZ.
- You can run a Financial Secretary Report for the deposit in MyPTEZ – it will serve as a deposit report and will let you check the total against your Cash Verification form.
- Endorse checks.
- Bring it all to the bank.

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At the bank (or credit union)



- Request **TWO COPIES** of the deposit receipt – one you will keep, the other goes to the treasurer.
- As a non-check signer, you will not see the balance in the account.
- **BEFORE YOU LEAVE:**
 - *Double check that the total amount on the deposit receipt matches your total.*
 - *Make sure the digits on the receipt match the digits of your account number.*
- **AFTER YOU LEAVE:** Let your treasurer know you made the deposit. Arrange to give them original CV form and one of the deposit receipts.

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Yay, I made the deposit – what NOW?

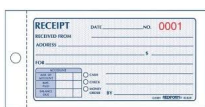



Make copies of your full report available to members of the Association.

- You will present a report to the exec board and to the Association each month.
- The report will show all the receipts for the month and all the deposits for the month.
- Your report will sound something like this: **“For the month of August 2021, the total receipts were \$1,525.50. Total deposits were \$1,525.50. Are there any questions?”**
Answer any questions, then say: **“This report will be filed for audit.”**
- *Note: If the receipts do not match the deposits, make sure to address this with treasurer before the meeting (could be a TOTEM deposit or interest payment).*

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When do receipts have to be issued?




Pro Tip For Spirit wear sales – issuing receipts for cash AND checks can help with inventory control.

- **A pre-numbered, multipart receipt book shall be used to issue a receipt when receiving cash.**
 - Cash donation*
 - Return of an unused cash advance for an event
 - Spirit wear sales (unless order forms are used)
- **A Donation Receipt or letter of acknowledgement must be issued:**
 - When is check for over \$250 is received as a donation from an individual
 - When an individual makes a non-cash donation of more than \$250
 - Upon request of the donor
- The copy of the Cash Verification form, signed by the FS, serves as a receipt when a chair turns over money they have collected and counted.

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When DON'T receipts need to be issued?



Receipts are not required for the following:

- Membership table, membership envelope, membership form (the membership card is a receipt).
- Catalog sales (order form/email confirmation of order is the receipt).
- Carnival ticket sales (member receives a ticket).
- Raffle ticket sales (member receives a ticket).
- Checks received as payment (cancelled check is the receipt).
- Checks for cash donations *under* \$250 (cancelled check is the receipt).

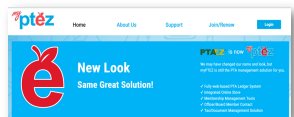
Pro Tip If a donor **ASKS** for a letter of acknowledgment, you should provide it, even if it is not **required**. CAPTA has a [Donation Receipt](#) you can use for cash, in-kind, and *quid pro quo* donations.

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QUESTIONS?

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Adventures in MyPTEZ

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Pro Tips for working in MyPTEZ

Pro Tip The program default for names is **"Last name, First name."** When entering a name, enter the last name first. Otherwise, you may duplicate a person in the system.

Pro Tip Choose a consistent format for naming PDFs of your reports

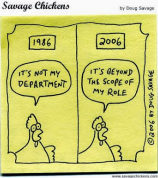
- Emerson 2020.06 FS report
- Luther 2020.10.15 FS deposit
- JBHS 2020.08 TR

Pro Tip Keep your Active Category list **handy** when you are working in MyPTEZ (you must get this from the treasurer).


Pro Tip MyPTEZ has a [support page](#) with a link to register for weekly webinars. They also have posted [video tutorials](#).

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Financial Secretary Roles and Capabilities in MyPTEZ

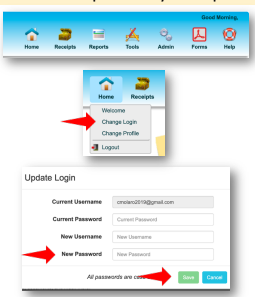


- Change own Username/Password
- Record Receipts
- Generate Financial Secretary Report
- Generate Budget to Actual
- Category History Reports (limited – depends on categories selected when role was assigned)
- Can access Fundraisers/Programs Tool
- Can view reports/download files in Document Management



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How to update your password*



1. Go to <https://www.mvptez.com>.
2. Log in with the username and initial password given to you by your treasurer or president
3. Go to **Home/Change Login**
4. **Update information**
*While you CAN update your username, we recommend keeping the assigned username and only updating the password.
5. Click "Save"

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Entering Receipts in MyPTEZ: a hypothetical example

As Financial Secretary, part of your job is to enter the receipt in MyPTEZ and assign the money to the correct category.

Sunshine Elementary PTA had a Family Movie night. \$250 worth of tickets were sold. Everyone paid in cash.

1. Go to Receipts/Write New Receipt
2. Enter date
3. In the "From" box – you can enter "Multiple Receipts"
4. **ALWAYS ENTER A DESCRIPTIVE MEMO!** In this case it could be "Family Movie night ticket sales"

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Entering Receipts in MyPTEZ: (cont'd.)


Receipts are added either as Product* or Category for the type of transaction. The default is Category.

5. Under Category type choose "Movie Night Income" – enter \$250.00
6. click "Add"
7. Select Cash; verify that \$250 shows in the box
8. Click "Save"

*Products must be set up separately in Item Admin.

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Entering receipts for manual membership



Manual memberships (as opposed to TOTEM memberships) require a portion of the dues to be forwarded from your unit up through channels.

Treasurers can set up Membership as a "Product" to automatically split the money between the membership dues income – belonging to your unit ("Membership Dues Income") and Non-Unit income portion that gets forwarded ("Membership Receipts – pass through").

If it's not set up as a product you still need to split the receipt between those two categories.

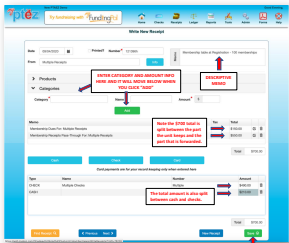
**Note: your category names may be slightly different than the category names in this example. Keep your Active Category list handy when you are working in PTAEZ*

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Entering receipts for manual membership (cont'd.)

Example: This receipt is for 100 memberships for a unit that charges \$7 dues and keeps \$1.50 as the unit portion.

- Start the receipt as normal, filling in the total amount received.
- Choose "Membership Dues (unit portion) – income" as a category and enter appropriate multiple of \$1.50 for the amount (based on number of memberships).
- Click "Add"
- Choose "Membership dues (pass-through) – Income" for the category and enter a multiple of \$5.50 as the amount.
- Click "Add"
- Finish entering the receipt, splitting amounts between cash and check if necessary.
- Click "Save"; Click "Yes" to confirm.



Please see BCPTA's guide "HOW TO HANDLE MANUAL MEMBERSHIPS IN MyPTEZ," for detailed step by step instructions.

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What about Community Members?

★★★★★

CHAMPION FOR CHILDREN

PTA

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COMMUNITY MEMBER


★★★★★

- Burbank Council PTA has a way for people to join all 16 PTA/PTSA units at once – it's called a **Community Membership**.
- Community members pay Burbank Council PTA for all 16 memberships. Burbank Council takes care of forwarding the portion of the dues that needs to go up through channels, then sends a check to the units for their portion, along with a list of Community Members.
- FS enters a receipt in MyPTEZ for the check sent by Council – the category is "Membership Dues Income."
- Community Members are a type of manual membership, but **unit treasurers don't need to forward dues for Community Members**, because Council has already done it.

** Note: your category names may be slightly different than the category names in this example. Keep your Active Category list handy when you are working in MyPTEZ*

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Should I enter receipts for direct deposits?



Each month certain direct deposits may be made to your unit's bank account for things like:

- Bank interest
- TOTEM dues/donations
- AmazonSmile
- Square

Do not enter these as receipts to be deposited!

For these electronic transactions, best practice is for the TREASURER to enter them as a BALANCE ADJUSTMENT.

Some treasurers may be entering these direct deposits as receipts. In this case these "receipts" will show up on your FS report.

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Finding Receipts

- Go to Receipts/Write New Receipt
- Select "Find Receipt" at the bottom left of the Write New Receipt screen.
- Enter in as many fields as possible on the Find Receipt screen to narrow the search.
- Select "Search" and you will be taken to that receipt. **Note: If there are multiple receipts that match your search criteria a list of the receipts will populate below, and you will need to select the receipt you wish to view.**
- Click "View Receipt"

Pro Tip If the receipt is recent, you can use the "Previous" button to scroll through and find it.

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Creating a Financial Secretary Report in MyPTEZ

- Go to Reports/Financial Reports/Financial Secretary Report
- Use the date range or enter in the start & end dates to create a monthly report, report for audit, or annual report.
- If you are creating a report for a specific deposit, the start and end dates *should* be the same.
- Create the report as a PDF. Remember to use a consistent format to name your saved reports.

Pro Tip Before you run the monthly FS report, make sure all receipts are entered and treasurer has input all deposits and checks – communicate with your treasurer!

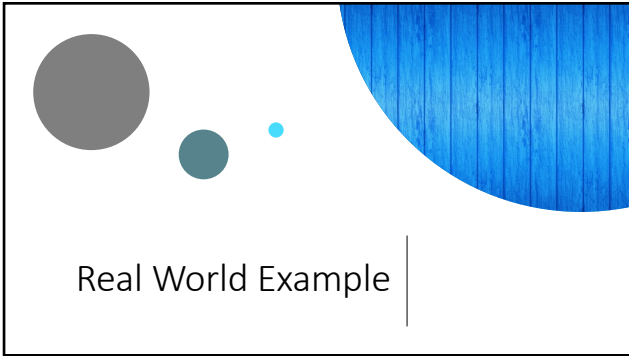
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Who gets copies of the Financial Secretary Report?

- For **Deposit reports**, print a copy for you (bring it to the bank with you; make a copy for the treasurer).
- For **Monthly FS Reports and Annual FS report**, send to
 - Treasurer
 - President
 - Recording Secretary
 - Membership Chair/VP
 - Make enough copies to place on the tables at association meetings.
- For **Audit Period FS report**, print a copy for you; make a copy for the treasurer (to be included in audit materials).

Pro Tip Talk to the people who need a copy of your report and determine whether they want to receive a digital copy or hard copy.

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Spirit Wear Sales at Open House

- 1 • In August, budget was adopted; spirit wear line item was released.
- 2 • Spirit Wear Chair fills out Payment authorization for Start up cash (\$100).
• Authorization is approved and signed; check written.
- 3 • Chair cashes check and brings money to school.
• Cash is counted; Start Up Cash Verification/Tracking form is completed and locked up with cash in safe.

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Spirit Wear Sales at Open House (cont'd.)

- 4 • Start up cash is verified again before being put into cash box.
• Sales occur via cash and check - receipts are issued.*
- 5 • After Open House, two PTA members (one is chair and/or officer) count money and checks.
• Start Up CV/Tracking form is completed & signed; chair checks box indicating turnover of money; copies go to counters and to chair.
- 6 • Cash, checks and Start Up CV/Tracking form are locked in safe.
• Tamper evident measures shall be taken just before locking in safe.

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Spirit Wear Sales at Open House (cont'd.)

- 7
 - FS and one other officer meet to remove funds from safe.
 - FS records any needed info (in case of NSF checks).
- 8
 - FS verifies count again; examines checks; endorses checks
 - FS signs bottom right of Start Up CV/Tracking form.
 - FS enters receipt in MyPTEZ for Spirit Wear sales.
- 9
 - FS runs deposit report and brings it to bank with funds.
 - FS deposits monies at bank; requests two copies of deposit receipt.

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Spirit Wear Sales at Open House (cont'd.)

- 10
 - FS lets treasurer know deposit has been made ASAP.
 - FS gives treasurer deposit receipt and original Start Up CV/Tracking form; keeps copy for their records.
- 11
 - Treasurer verifies deposit has been posted at bank.
 - Treasurer records deposit in MyPTEZ.
- 12
 - FS checks in with Treasurer to make sure MyPTEZ is updated for the whole month.
 - FS creates Financial Secretary report for the month.

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Spirit Wear Sales at Open House(cont'd.)

- 13
 - FS makes copies of monthly report for distribution.
 - FS presents monthly report in full.
- 14
 - Original counters can see that all the money they counted was deposited in the bank.
 - Treasurer presents full monthly report.
- 15
 - *Chair can use sales receipts to help track inventory.*
 - *FS ensures treasurer has all receipts; CV forms and deposit receipts for audit.*

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Your FS Procedure Book/Records




- Unit Calendar and Budget
- Officer Roster
- Info sheet with logins for online accounts
- Current Bylaws & Standing Rules
- Receipts issued
- CV forms
- Deposit Receipts
- Financial Secretary Reports
- Correspondence
- Blank Forms
- Training materials

At the end of your term, turn over your updated Procedure Book to your successor. If your position is still open, turn it over to the president.



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FIDUCIARY RESPONSIBILITY




- Every Board member has a fiduciary responsibility to protect the assets of the PTA.
- **ASSETS** include money, volunteers, reputation and continuity of the organization.
- As financial officers, you have the responsibility to ensure that financial transactions are reported properly and that transactions are transparent for the board members and the members of the Association.
- Many resources are available to make the job easier. The **Finance Section and Forms Sections of the PTA Toolkit** have valuable information and can be downloaded from the PTA website at www.capta.org.

Pro Tip When in doubt, contact your unit mentor and/or your counterpart at Council PTA! We are here to help you!

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got BYLAWS?



- You are entitled to a copy of your unit's most current bylaws and standing rules.
- A copy of the bylaws, including standing rules, should always be part of your records. If your procedure book does not contain a copy, ask your parliamentarian.
- Read them through, especially sections related to your job and any financial information pertaining to your unit (EIN and other legal name of your unit, how much in unbudgeted expenses your executive board can approve between meetings, etc.).
- Standing rules contain guidelines for your PTA unit. There are CAPTA standing rules and unit-specific standing rules.

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got QUORUM?

- **Quorum:** minimum number of PTA members in good standing who must be present at a properly called meeting in order to conduct business in the name of the group.
- PTAs must have the required quorum at meetings in order to legally conduct business.
- The quorum for a meeting is established in the Bylaws.

got NOTICE?

- Whenever members are required or permitted to take any action at a meeting, a written notice of the meeting shall be given, not less than 10 days or more than 90 days before the date of the meeting, to each member who is entitled to vote at such meeting.

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What is "through channels"?

- Dues for manual memberships are forwarded up through channels.
- Insurance Premiums are sent up through channels
- Bylaws are sent up through channels
- **Questions or concerns should also go through channels. Start with your president, then move on to your Council PTA mentor or counterpart if you still need help.**

THROUGH CHANNELS = sending money or documents sequentially up through higher and higher levels of PTA

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PTA's mission does not include fundraising

PTA is not a fundraising organization

- PTAs raise revenue to fund programs and projects.
- Only raise enough funds for annual activities and projects as outlined in adopted budget.
- Use the funds you raise in the year you raise them.
- You should not have extensive carryover funds.

3-to-1 Rule

- There should be three non-fundraising activities/events for each fundraiser.
- Passive fundraisers – count as one.
- Association meetings can count individually.
- Organized budgets make it easy to see if you meet the 3-to-1 rule.

Advocating for increased school funding is just as important as fundraising for your site's programs. Finding ways to improve school funding will yield results more profound and lasting than any fundraising effort.

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Fundraising and protecting the PTA tax exemption

- PTAs are exempt from taxes under Section 501(c)(3) of the Internal Revenue Code. To retain the tax-exempt status, PTAs must pay attention that fundraising does not become the primary focus.
- All PTAs function under the exempt status of the California State PTA and the National PTA. An individual unit can impact the ENTIRE Association.
- Most PTA fundraisers are exempt from federal income taxes because a majority of the work is conducted by volunteers and donated merchandise is auctioned off or sold (e.g., at carnivals).

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Forms/ATTACHMENTS

<p>LINKS to CAPTA forms:</p> <ul style="list-style-type: none"> Cash Verification Donation Receipt Financial Secretary's Report (Sample) Glossary of Terms 	<p>ATTACHMENTS:</p> <ul style="list-style-type: none"> • BCPTA Start Up Cash Verification/Tracking Form • Financial Script and Motions for the First Association Meeting • HOW TO Enter Receipts in MyPTEZ • HOW TO Handle Manual Memberships in MyPTEZ • HOW TO Handle Start Up Cash
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Resources

Burbank Council PTA Website: www.burbankcouncilpta.org

California State PTA Website: www.capta.org

PTA Toolkit -- Review the Finance section and all financial forms.

MyPTEZ website: <https://www.myptez.com>

<p>Chris Molaro BCPTA Treasurer 2021-2022 treasurer@BurbankCouncilPTA.org</p>	<p>Michelle Means BCPTA Financial Secretary 2021-2022 financialsecretary@BurbankCouncilPTA.org</p>
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There is much more to come later this summer...



Be on the lookout!

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WE APPRECIATE YOUR TIME!!



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