



TREASURER

A PTA treasurer is the custodian of PTA funds. A treasurer makes disbursements, deposits PTA money, reconciles accounts, maintains financial records, amends the budget as needed, files the IRS 990 form and any other applicable returns, prepares and presents financial reports, and performs various support duties. A PTA treasurer is the chair of the Budget and Finance Committee.

TOP 10 THINGS TO KNOW FOR THIS POSITION

1. Ensure a budget, approved by the membership, is in place at all times. Become familiar with the adopted budget and propose amendments, as needed, to the membership for approval.
2. Verify cash funds are counted by at least two individuals and documented with a deposit form. Make timely deposits to the PTA bank account.
3. Make disbursements in accordance with the budget as adopted by the membership. Verify that each transaction is accompanied by a funds request form and supporting documentation.
4. Keep an accurate, detailed account of all monies received and disbursed.
5. Present a financial report and provide a budget vs. actual report at all regular membership and executive board meetings.
6. Coordinate with the membership chair the payment of dues to Texas PTA.
7. Reconcile account statements monthly as soon as received.
8. If the PTA has a Sales Tax Permit, file sales tax returns with the Texas Comptroller as required (annually, quarterly, or monthly).
9. Electronically file the appropriate IRS Form 990 within 60 days of the end of the fiscal year. Present proof of acceptance by the IRS at the first executive board meeting of the year.
10. Submit all required items to the Financial Reconciliation Committee promptly.

KEY TRAINING

- FOUNDATIONS Essentials:** An introductory course for new PTA leaders that is required once in their PTA service.
- Basics Boardmanship:** Required online course for all executive board members
- Basics Treasurer:** Required online course for all treasurers.

Key Resources

- Basics Boardmanship & Treasurer Resource Guides**
- Spotlight: Filing a 990-N**
- 990-N Filing Guide**
- Spotlight: Financial Reconciliation**
- Financial Reconciliation Checklist & Report**
- Statement Review by Non-Signer**
- E-Commerce Policy**

IMPORTANT DATES AND DEADLINES

- **April/May:** The outgoing treasurer presents next year's proposed budget for adoption at the annual meeting, and the financial reconciliation committee is appointed.
- **June/July/August:** The appropriate IRS Form 990 is electronically filed by the outgoing treasurer. The financial reconciliation is conducted, and financial records are given to the incoming treasurer upon completion. The incoming treasurer coordinates the addition and removal of the authorized signers on the bank account.
- **September:** Budget amendments are presented to the membership for approval based on plans of work.
- **January:** Sales and use tax returns are filed for the annual filer and, more often, for the quarterly filer.
- **Every Month:** State and national dues and a membership roster are submitted to Texas PTA in coordination with the membership chair. Bank, credit card, and online payment system account (PayPal, Square, etc.) statements are reconciled to the PTA's records.

KEEPING RECORDS AND PREPARING FOR SUCCESSION

Be sure to follow your PTA's adopted Records Retention Policy. Work with the incoming treasurer to review your responsibilities and your PTA's financial practices, including sales and use tax returns, IRS Form 990, outstanding or recurring bills, financial tracking system, adopted budget, plan of work, and bank and e-commerce accounts.

Questions? For more resources, visit txpta.org/treasurer; email treasurer@txpta.org; or contact your Council PTA, Field Service Representative, or the Texas PTA Office at 1-800-TALK-PTA.

Quick Start Guide

The Basics materials provide essential training for many PTA positions. This guide is just the beginning!

ABOUT PTA

The mission of PTA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

What this means: We engage, empower, and advocate to achieve our vision—every child's potential is a reality. Our mission statement guides us and should drive any significant decision. The funds we raise are used to support our mission.

WHAT IS PTA?

PTA is a 501c3, member-based association that advocates for the best interest of ALL children in many areas. It is self-governing and non-partisan. PTA advocates for or against issues but does not endorse any candidate or political party.

What this means: You are a member of a nonprofit executive board and therefore have certain legal responsibilities. Executive board members have three fundamental fiduciary duties: the duty of care, duty of loyalty, and duty of obedience. Executive board members act as trustees of the PTA's assets and must exercise due diligence to oversee that the PTA is well-managed and that its financial situation remains sound. The executive board verifies that all filing requirements and tax obligations are completed.

OUR PURPOSE

- Welcoming families into the school community
- Communicating effectively
- Supporting student success
- Speaking up for every child
- Sharing power
- Collaborating with communities

PTA STRUCTURE

Members
 Local PTA (campus level)
 Council PTA (district or community)
 Texas PTA
 National PTA

FINANCE

The Life Cycle of A Budget

- Elected/appointed executive board members create plans of work which include a budget detailing project-related expenses.
- PTA happens, and expenses occur.
- The executive board approves the plans of work, and the membership votes to adopt the budget plan. Financial reports are presented at each regular executive board and membership meeting. Financial reconciliation happens at the end of the year, and the membership receives the report at the first meeting of the next school year.

TRAINING

Scan the code or visit txpta.org/pta-training to learn more.



GETTING STARTED

As a leader in PTA, there are a few things you need to do to start the year.

ONE	TWO	THREE	FOUR
First, join your local PTA! All executive board members must be PTA members.	Next, register with Texas PTA at txpta.org/register-as-a-board-member .	Your local PTA secretary asks all executive board members to sign a Confidentiality, Ethics, and Conflict of Interest Agreement.	Your local PTA president asks all executive board members to create a plan of work, which begins the annual budget process.