



2025 UTAH PTA HANDBOOK
TREASURER

STRUCTURE OF PTA

National PTA®
everychild.one voice.®

BOARD OF DIRECTORS

NATIONAL PTA STAFF

NATIONAL PTA COMMITTEES

PAST PRESIDENTS

STATE PTA PRESIDENTS

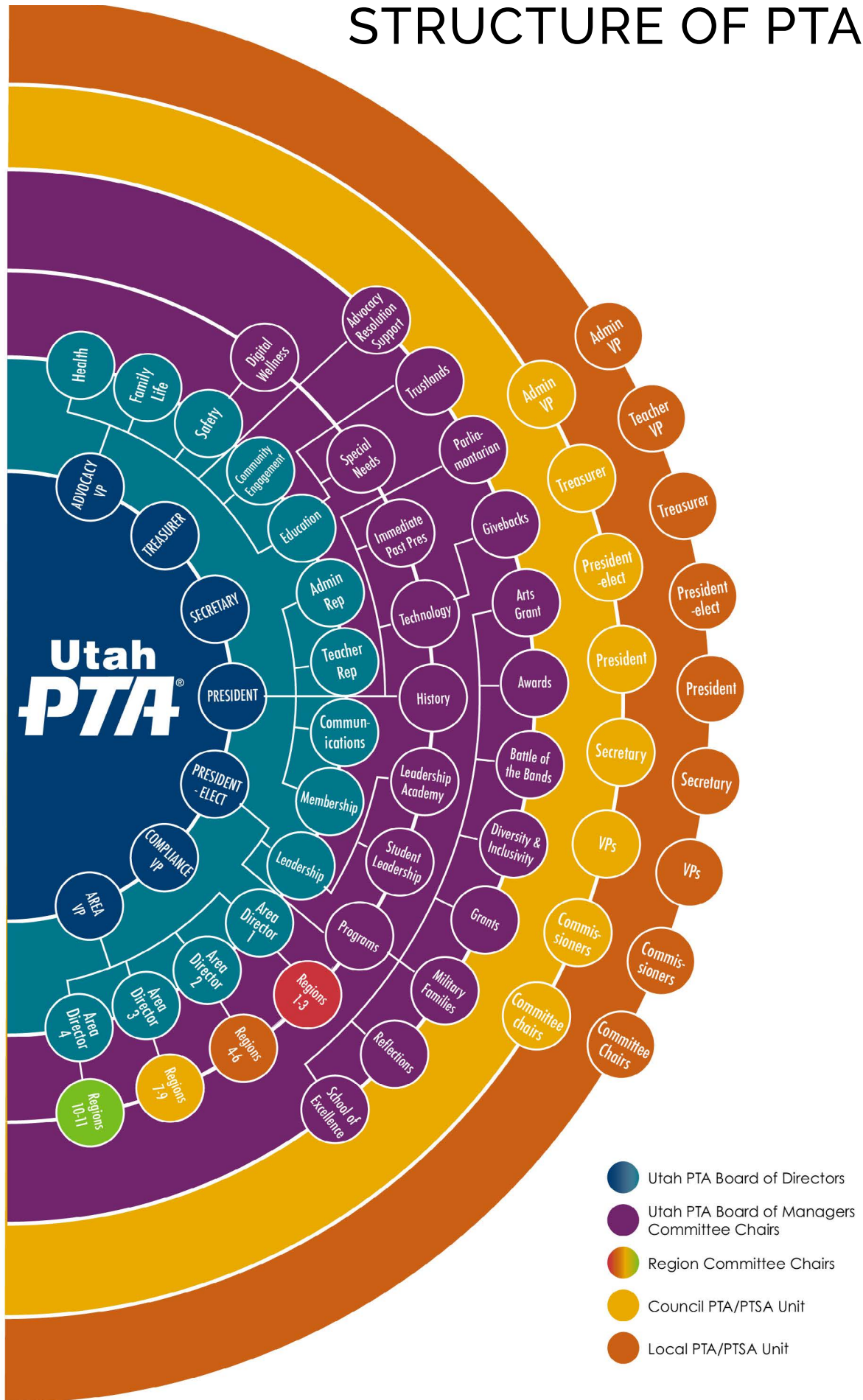


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INTRODUCTION

The information in this handbook has been compiled by Utah PTA to help you carry out the responsibilities associated with your leadership role in your PTA/PTSA. This handbook is meant to be a guide to help you carry out your PTA service. Please share with the board members of your PTA as it will also help them in their journey.

New this year are QR codes and links to take you to more information and handouts on utahpta.org.



Don't see a topic you need help with? utahpta.org has it. Use the search feature to find just what you are looking for. Each position has its own page on our website that will help you in your position. The main landing page for officers is: utahpta.org/executive-committee The "RUN YOUR PTA" tab is a great one stop place to find the PTA answers you need. Check it out today and bookmark that page for easy access.

The National PTA website is a great tool with resources for all things PTA including: events, programs, training tools and grant opportunities. pta.org

Your Council President and their board are excellent resources for you as a local leader. Each local unit should send the president, president elect and principal to each council meeting to receive training, conduct the business of the council and to collaborate with the other local PTA units in your area. From time to time, councils will hold training opportunities for other leaders in your PTA to learn. Please take advantage of those opportunities.

Utah PTA offers several Social Media options to help leaders and PTA members alike connect, ask questions and help one another in their PTA service journey. Please see the back cover of this handbook for all of the Utah PTA social media offerings and join us on the platform you prefer.



CORRECT USAGE OF THE PTA NAME

PTA and PTSA (Parent, Teachers, Students Association) are registered service marks of the National Congress of Parents and Teachers and are registered in the U.S. Patent Office. National Parent Teacher Association is also a registered name, as are National PTA and Utah PTA. Only organizations chartered by the PTA may use its name.

Do not use periods, hyphens, or small letters.

For more information click here: [PTA Branding and Web Guidelines](#)

HISTORY OF PTA

National PTA Fact | Utah PTA Fact

1897-1920

- 1897 The National Congress of Mothers founded by Alice McLellan Birney and Phoebe Apperson Hearst
- 1898 Utah Congress of Mothers was formed by Mrs. C. E. Allen, one of Utah's delegates to the National Congress
- 1900 The Charter was signed and National Congress incorporated under laws of District of Columbia
- 1903 Utah was disaffiliated with National PTA, but continued to work until reorganized in 1925.
- 1905 Resolutions endorsed federal aid for kindergartens and elementary schools and recommended salary increase for teachers
- 1906 National Congress of Mothers Magazine (forerunner of Our Children online magazine) first issued
- 1908 Importance of parent-teacher partnership recognized in change of name from National Congress of Mothers to Parent-Teacher Associations
- 1918 As a part of the war effort a health survey of preschool children was made. House Bill #44 passed adding to responsibilities for the Home School League "An act creating the office of Director of Health Education...and providing for the promotion of the physical welfare of children of preschool age."

bership and held the first annual convention of the Utah Congress of Parents and Teachers.

- 1935 Warm lunches were provided for 1,200 children who left home early and rode long distances in buses
- 1938 On May 15-20 the 42nd National Convention was held in Salt Lake City
- 1940 Articles of incorporation were obtained.
- 1941 School lunch program inaugurated on nationwide basis
- 1951 Every school in Utah had a PTA
- 1952 Board recommended PTAs work for fluoridation of community water supplies
- 1956 Credit was due to the Utah Congress for the legislative passage of driver education and library service bills.
- 1956 Goal of 10 million National PTA memberships reached and library services bill, long advocated by PTA, signed into law
- 1958 National PTA board formally authorized the use of PTSA (Parent Teacher Student Association) as a further incentive for student participation

The Poor, the School, and the PTA; The PTA Is for You: The Cultural Arts and the PTA; Information Guide: National PTA Project on Children's Emotional Health

- 1970 National PTA and National Congress of Colored Parents and Teachers united to serve all children and youth
- 1970 Critical Issues Conferences began – Now called Advocacy Conference
- 1974 Utah PTA marked the 50th year with an honorary luncheon for past presidents as well as a 50 year history booklet
- 1981 National PTA sponsored Family Reading Week
- 1981 Membership was 130,739, an increase of 27,966 members over 1980 numbers and State Leadership Convention was the largest ever held in Utah with 2500 delegates.
- 1988 The 92nd National PTA Convention was held in Salt Lake City
- 1990 Utah PTA won every major award given at the National PTA Convention in Indianapolis
- 1992 Due to Utah PTA efforts, the Utah Legislature passed seven bills dealing with the management of the school trust lands
- 1994 Passage of School Trust Lands Management Act
- 1997 National PTA succeeded in getting content information included in TV ratings system
- 1999 National PTA and the Partnership for Family Involvement in Education develop and distribute a national Teacher Preparation Kit to support family involvement in education and National PTA launches Building Successful Partnerships, a program for developing strong school-community ties.

1961 - 2000

- 1961 PTA motion picture Where Children Come First prepared for general distribution



- 1961 On January 2, the Utah Congress acquired its first permanent headquarters at 1037 East South Temple, Salt Lake City. In April, it moved into the new office.
- 1969 Published Telling the PTA Story;

1921 - 1960

- 1924 Adopted new name—National Congress of Parents and Teachers
- 1925 Utah joined the National Congress of Parents and Teachers
- 1926 The National Congress of Colored Parents and Teachers was organized by Selena Sloan Butler with much evidence of collaboration between NCCPT and NPTA.
- 1929 Utah won the National Banner for the greatest increase in mem-

2001 - 2020

- 2001 National PTA unveiled new logo and tagline "everychild. onevoice."
- 2001 Utah PTA moved to a new office at 5192 South Greenpine Drive in Murray, Utah. Elder L. Tom Perry dedicated the building.



- 2006 National PTA launched Take Your Family to School Week
- 2007 Utah PTA became founding member of Utahns for Public Schools, promoting public education and fighting for repeal of voucher legislation
- 2010 National PTA moved its headquarters from Chicago to Alexandria, Va.
- 2012 National PTA established the Jan Harp Domene Diversity and Inclusion Award to honor the late National PTA President who served from 2007-2009 and was one of PTA's greatest advocates for underrepresented families and communities.
- 2014 National PTA relaunched its School of Excellence program to strengthen family-school partnerships and make measurable progress in education, health and safety and arts and cultural exploration.
- 2016 Utah PTA was instrumental in the passage of Constitutional Amendment that increased and stabilized funds distributed to Utah schools from the permanent State School Trust Fund.
- 2018 National PTA passed Utah PTA Resolution "High Expectations for Students with Disabilities"
- 2019 - National PTA celebrates the 50th Year of Reflections program with nearly 1,000 student works of art from 47 states responding to the student-selected theme Look Within progressed to the

national level in the available arts categories: Dance Choreography, Film Production, Literature, Music Composition, Photography, Visual Arts

2020 - 2025

- 2020 Reflections entries were first accepted online on the Utah PTA website with nearly 12,000 online entries and Utah PTA Leadership was canceled due to Covid 19.
- 2021 Award entries, scholarship entries, bylaws renewals and President reports were accepted on the Utah PTA website for the first time and the Utah PTA Leadership Convention was held as a hybrid conference for the first time with 350 virtual attendees and 350 in person attendees. Masks were required. Virtually attendees were able to vote through zoom polls.
- 2022 Held Historic Dual Legislative Conference and Leadership Convention as the same event in Washington DC to celebrate the 125th Anniversary of PTA.
- 2022 With the help of Senator Ann Millner, a State concurrent Resolution celebrating 125 years of PTA Advocacy work was passed and signed by the governor. February 17th was celebrated on the Utah Senate Floor with a

number of Utah PTA past presidents in attendance and with stories from state senators remarking the impact of PTA on their families.

- 2023 Continued to move forward navigating the new normal after Covid 19. Highlights include successful virtual, in person and hybrid meetings, events, conferences, conventions and advocacy work.
- 2024 Launched Utah PTA Leadership Academy to increase leadership training opportunities to those seeking leadership roles in PTA.
- 2024 National dues increase passed at virtual convention and will take effect in 2025.
- 2025 Utah PTA marks its 100 year and embarks on a Board Restructure to better serve the local PTA leaders and children of Utah in the future.



OVER 125 YEARS STRONG



For more than 125 years, National Parent Teacher Association (National PTA®) has worked toward bettering the lives of every child in education, health, and safety. Founded in 1897 as the National Congress of Mothers by Alice McLellan Birney and Phoebe Apperson Hearst, National PTA is a powerful voice for all children, a relevant resource for families and communities, and a strong advocate for public education.

Today's PTA is a network of millions of families, students, teachers, administrators, and business and community leaders devoted to the educational success of children and the promotion of family engagement in schools.

National PTA Mission Statement

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

Utah PTA Mission Statement

To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

Utah PTA Vision Statement

To fulfill the Mission, Utah PTA will:

- ♦ Advocate by speaking on behalf of all children and youth in schools, in the community, before governmental bodies, and before other organizations that make decisions affecting children.
- ♦ Develop programs, resources, and leadership skills that enhance the lives of all children, youth, and their families.
- ♦ Engage the public in united and equitable efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth.

Purposes of PTA

- ♦ To promote the welfare of children and youth in home, school, places of worship, and throughout the community.
- ♦ To raise the standards of home life.
- ♦ To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth.

- ♦ To promote the collaboration and engagement of families and educators in the education of children and youth.
- ♦ To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and
- ♦ To advocate for fiscal responsibility regarding public tax dollars in public education funding.

PTA Values

- ♦ Collaboration: We will work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.
- ♦ Commitment: We are dedicated to children's educational success, health, and well-being through strong family and community engagement, while remaining accountable to the principles upon which our association was founded.
- ♦ Diversity: We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.
- ♦ Respect: We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association's goals.
- ♦ Accountability: All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward the achievement of our association's strategic initiatives.

WHY PTA?



With schools facing challenges like inadequate budgets and lack of educational equity, PTA is more important than ever. PTA provides programs on strengthening family-school partnerships and free resources on issues and areas such as arts, STEM, and health & safety. PTA/PTSA members are part of a powerful association that can advocate on behalf of children and educators at the local, state, and national levels. Families, students, teachers, and schools all benefit from being a part of the PTA.



Families

- **Get Connected & Trained:** There's no better way to know what's happening in your school and network with parents and teachers. Access high quality leadership training.
- **Discover Great Resources:** The PTA offers a variety of programs designed for parents as well as students.
- **Speak Up:** PTA can be a way for you to be more effectively engaged at your child's school to help make positive improvements.
- **Be a Role Model:** Demonstrating to your child the importance you place on education.



Teachers

- **Family Engagement:** Access resources and grants to support family engagement. Apply for funds and access resources and tools for parents.
- **Build Community:** PTA provides more opportunities to connect with families and students to build strong school communities.
- **Programs:** Encourage students to explore the arts through Reflections, the nation's oldest student arts program. Use PTA's program kits and apply for grants to engage families in safety, literacy, bullying prevention, digital safety and STEM.



Students

- **Learn & Gain Experience:** Students gain experience in leadership, advocacy, public speaking, teamwork and event planning.
- **Speak Up:** At all levels, but especially the secondary level – student voices inform that conversation to make positive improvements.
- **Lead:** Students have a seat at the table with school decision-makers including parents, school leaders, and community members.

Build strong communities to help every child reach their full potential



Schools

- **Boost parent involvement:** PTA programs provide a roadmap for collaboration among families, schools, and the community to support school improvement objectives.
- **PTA fights for funding.** PTAs advocate for every child at the local, state, and national levels. Gain access to advocacy tools that help you speak up on behalf of the needs of every child at your school.
- **Support & Resources:** PTAs focus on local communities and are networked globally. A team of professional and volunteer leaders is never more than a phone call or email away. PTAs are independent 501c3 organizations.



Harness the power of PTA to:

- Increase family engagement and volunteerism
- Implement programs to engage families in student success or school improvements
- Qualify for grants and awards to support your school
- Partner with other community organizations
- Enhance fundraising efforts
- Realize measurable results in student achievement



Want to recreate this flyer to use for your PTA?

Follow the link to the Utah PTA Idea Bank for this flyer and others.

<https://www.utahpta.org/ideas>

PTA's mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children. Membership in PTA is open to anyone who wants to be involved and make a difference for the education, health, and welfare of children and youth.

PTA LINE OF COMMUNICATION

MEMBER → LOCAL → COUNCIL → REGION → STATE → NATIONAL

NATIONAL → STATE → REGION → COUNCIL → LOCAL → MEMBER

BE A PTA PROFESSIONAL

According to the PTA bylaws, all meetings shall be governed by "Robert's Rules of Order-Newly Revised." In addition, all board members shall:

- ♦ Abide by all PTA rules and meet all PTA deadlines.
- ♦ Ensure the confidentiality of the PTA member contact information for the use of PTA only.
- ♦ Attend all board meetings and applicable executive committee meetings.
- ♦ Notify the president as soon as possible if an emergency occurs and they are unable to attend a scheduled PTA meeting.
- ♦ Arrive on time and remain to the conclusion of the meeting except in cases of individual emergencies.
- ♦ Begin all meetings on time.
- ♦ Be allowed a 10-minute break every two hours, returning promptly.
- ♦ Turn all cell phones to "off" or "vibrate." Leave the room if you must answer a call.
- ♦ Complete preparation before or after meetings, not during meetings.
- ♦ Refrain from holding side conversations.
- ♦ Direct all comments and questions through the chair.
- ♦ Maintain professional courtesy at all times, including being supportive rather than judgmental, respecting differences of opinion, and listening to others' ideas without prejudice.
- ♦ Give feedback directly and openly in a timely fashion.
- ♦ Acknowledge problems and deal with them as they arise.
- ♦ Be prepared to present agenda items in a concise manner and focus on tasks and the process and not on personalities or hidden agendas.
- ♦ Obtain missed information during breaks out of consideration of others.
- ♦ Adjourn at the scheduled time, as per the printed agenda.
- ♦ Dress to match the dress of those also attending a meeting when representing PTA.
- ♦ Wear PTA logo items such as name tags, badges, or attire when representing PTA.
- ♦ Notify president of address, phone number, and email changes as soon as possible.
- ♦ Stay at home out of consideration for the health of others if ill and possibly contagious.
- ♦ Set meeting guidelines and expectations.
- ♦ Give proper notice of meetings and deadlines.

UTAH PTA FACTS

HISTORY: Utah PTA joined National PTA in 1925. Utah PTA is the largest child advocacy and volunteer organization in the state. PTA was established more than 100 years ago to address children's issues.

MEMBERSHIP: More than 60,000 voluntary members participate in over 600 local PTAs throughout the state.

ORGANIZATION: Utah is divided into 11 geographic PTA regions, each served by a region support committee. The region support committee works with the councils within the region and councils work with local PTA units. Local PTAs meet on a regular basis throughout the school year and work with administrators, teachers, staff, parents, and students. PTAs at the local level are valuable assets to their school communities by providing educational and parent involvement information, resources, events, and activities.

AFFILIATION: Utah PTA is an affiliate of the National PTA. National PTA is composed of 54 state congresses and more than 20,000 local units in all 50 states, the District of Columbia, U.S. Virgin Islands, Puerto Rico, and the Department of Defense Schools in Europe. State PTAs are the liaison between the local PTA and National PTA, helping each to function effectively and to support and sustain the other.

PARENTAL INVOLVEMENT: Utah PTA volunteers historically give thousands of hours of service to Utah's children in their local public schools each year. If this volunteer service was translated into real value, it would be worth millions of dollars. For the 2024 calendar year, Utah PTA Volunteers gave 925,915 hours of service with an equivalent monetary value of \$31,008,893.35.

TAX-EXEMPT STATUS: Utah PTA also has an exemption from sales tax from the Utah State Tax Commission. Every local unit in good standing qualifies for this exemption under the umbrella of Utah PTA. See the Utah PTA Treasurer Handbook for more information.

IMPORTANT INFORMATION:

- ♦ Bylaws must be renewed every three years. Check the red stamp at the top right of the first page of your bylaws. This date will show if your bylaws are current or need to be renewed.
- ♦ PTA Unit ID Number needs to go on your membership remittance form and cards and Reflections entries. It is your PTA identification number, as assigned by National PTA.
- ♦ The EIN (Employer Identification Number) is needed for all IRS filings and the PTA's bank account. It is your IRS identification number.
- ♦ Find your bylaws online at utahpta.org/bylaws/search. Find your PTA and then click on the blue bylaws button to the left. All Board Members should have a copy of your Bylaws.

NATIONAL AND UTAH PTA PROGRAMS

- ♦ Reflections
- ♦ Healthy Lifestyles
- ♦ School of Excellence
- ♦ Take Your Family to School Week
- ♦ Teacher Appreciation
- ♦ Battle of the Bands (PTSA) (Utah Only)

CONFERENCES AND TRAININGS

- ♦ Advocacy Conference (Oct/Nov)
- ♦ PTA Day at the Capitol (Feb)
- ♦ Leadership Convention (May)
- ♦ PTSA Student Leadership Conference
- ♦ Leadership Academy

UTAH PTA AWARDS AND GRANTS

- ♦ Utah PTA Awards
- ♦ LEAP Award
- ♦ Utah PTA Gold Star Awards
- ♦ Membership Awards
- ♦ Arts Education Grant
- ♦ Art Supplies Grant

UTAH PTA COMMITTEES

(open to all PTA members)

- ♦ Communications
- ♦ Leadership
 - Leadership Academy
 - Student Leadership
- ♦ Membership
- ♦ Programs Committee
 - Arts Grants
 - Awards
 - Battle of the Bands
 - Diversity and Inclusivity
 - Grants
 - Military Families
 - Reflections
 - School of Excellence
- ♦ Advocacy Resolutions Support
- ♦ Digital Wellness
- ♦ History
- ♦ Special Needs
- ♦ Technology
 - Givebacks
- ♦ Trust Lands

UTAH PTA COMMISSIONS

(open to all PTA members)

- ♦ Community Engagement
- ♦ Education
- ♦ Family Life
- ♦ Health
- ♦ Safety

WHAT ARE THE NATIONAL STANDARDS?

Families are essential partners to schools...

...in the shared mission to help every child reach their full potential.

PTA's National Standards for Family-School Partnerships set the bar for how schools and parent organizations work together to support student success.

The Standards have contributed to greater awareness and capacity for improving family-school partnerships across the country and internationally for over 20 years.

The National Standards for Family-School Partnerships are voluntary guidelines to strengthen parent and family involvement on behalf of children in schools and other programs. The six standards and their quality indicators provide PTAs, schools, and communities with the components that are needed for highly effective family-school involvement programs. Add more information can be found at NPTA at pta.org/home/run-your-pta/family-school-partnerships

PTA leaders and all those interested in more effective family/school/community connections will find the National Standards for Family-School Partnerships to be a valuable resource and catalyst for action.

1

Welcoming All Families Into The School Community

Families are active participants in the life of the school and feel welcomed, valued and connected to each other, to school staff and to what students are learning and doing in class.

4

Speaking Up For Every Child

Families are empowered to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.

2

Communicating Effectively

Families and school staff engage in regular, two-way and meaningful communication about student learning.

5

Sharing Power

Families and school staff are equal partners in decisions that affect children and families, and together inform, influence, and create policies, practices, and programs.

3

Supporting Student Success

Families and school staff continuously collaborate to support students' learning and healthy development, both at home and at school and have regular opportunities to strengthen their knowledge and skills to do so effectively.

6

Collaborating With Community

Families and school staff collaborate with community members to connect students, families, and staff to expand learning opportunities, community services, and civic participation.

Research shows that when families have a better relationship with the school it leads to greater gains in academic achievement, enhanced emotional development and behavior. It not only benefits your own child, but all the children in your school community. We can take simple steps to make our school communities stronger. To start, take a look at your school and see how you would rate your school in the following categories. Are you excelling, progressing, emerging, or below the scale?



For more information about the National Standards and how to implement them within you PTA/PTSA, visit: utahpta.org/national-standards-family-school-partnerships

TRANSFORMATIVE FAMILY ENGAGEMENT



Parents know they play an important role in their child's success. But traditional family engagement practices don't always meet the needs of each and every family, nor treat them as equal partners in ensuring their child's success. Family-school partnerships often focus primarily on academic success, but whole child development is also an essential part of the conversation.

The solution? Transformative Family Engagement.

Transformative Family Engagement is a shared effort of families, schools, and community leaders to advance programs, practices, and policies that empower every parent to make their child's potential a reality.

So, what does Transformative Family Engagement look like in schools and local PTAs? Using research findings and best practices for family-school partnerships, we use the guiding principles of the 4 I's of Transformative Family Engagement—Inclusive, Individualized, Integrated, Impactful—with strategies you can use as a model to implement these principles in your school community.

The Four I's of Transformative Family Engagement outline how your PTA can become more inclusive, individualized, integrated, and impactful in its approach to family engagement.

For more information on how to implement the Four I's of Transformative Family Engagement with your PTA, visit: pta.org/center-for-family-engagement/four-parts-of-family-engagement



4 Principles of Transformative Family Engagement

INCLUSIVE

Embracing and valuing diverse perspectives.



INDIVIDUALIZED

Meeting the unique needs of every family and child.



INTEGRATED

Connecting and aligning with the educational system.



IMPACTFUL

Empowering families to support their child's success.





TREASURER
THE BASICS

MY CRITICAL INFORMATION AT-A-GLANCE

Local President	
Email	Phone
Region #	Council
Council President	
Phone	Email
Region Support Committee Chair	
Phone	Email
Principal	
School Address	
Phone	Email
MY BOARD	
Name	Position
Phone	Email
Name	Position
Phone	Email
Name	Position
Phone	Email
Name	Position
Phone	Email
Name	Position
Phone	Email
Name	Position
Phone	Email

THE PTA TREASURER

The treasurer, elected by the members, is the legally responsible and authorized custodian of the funds of the PTA unit. The treasurer does more than make deposits and write checks. It is the treasurer who ensures that the unit's finances are properly handled. This is a critical job, since proper handling of the unit's finances will keep the unit in good standing and maintain its credibility with the members, the school, and the public.

A treasurer must be diligent, knowledgeable, and conscientious in order to maintain accurate and up-to-date records. These records should be kept in accordance with standard, accepted accounting practices and must comply with PTA bylaws and IRS regulations.

As an elected officer of the PTA unit, the treasurer is a member of the Executive Committee and the Board of Directors. The treasurer's active participation in all Executive Committee and board meetings is imperative so that he or she has input into the business of the board and in the decision making.

Members of the Board of Directors of any non-profit organization have important responsibilities. Some of these responsibilities are imposed by law; others are the result of years of court decision which have imposed various "fiduciary duties" on directors.

What is Fiduciary Responsibility?

fiduciary (fi-du-ci-ar-y)

n. a person who holds something in trust for another; a trustee

A simple summary of PTA fiduciary responsibility might be

"You are the safeguard of the children's money"

The ultimate authority for managing the affairs of the organization is vested in the Board of Directors. Because the law grants directors that authority, the law also imposes on the members of the Board of Directors an obligation to act in the best interests of the organization.

The law requires board members to act:

- ♦ In good faith
- ♦ With the care an ordinary prudent person in a like position would exercise under similar circumstances
- ♦ In a manner the board member reasonably believes to be in the best interests of the organization

What Fiduciary Responsibility Includes:

- ♦ Duty of Care—attending board meetings, keeping informed, and fulfilling responsibilities
- ♦ Duty of Obedience—following the organization's bylaws and complying with state and federal law
- ♦ Duty of Loyalty—putting the interests of the organization first and promoting the organization's purpose rather than any private interest

To effectively oversee the organization's financial affairs, the duty of care requires that the board be informed about financial activities, including the adequacy of internal controls. Board members should expect the treasurer to present timely and adequate financial reports. (See Internal Control Systems, Samples of Treasurer's Reports, and Appendix 2).

Another important concept under the duty of care is the distinction between delegation and abdication. At one time or another, most treasurers will need or want to delegate some of their responsibilities such as counting money, making bank deposits, presenting financial reports, and preparing IRS filings. Such delegation is legal, but delegation is not the same as abdication. Delegation does not relieve the treasurer of liability. The treasurer must make sure that any person to whom his or her responsibilities are delegated is fully trained in the appropriate procedures, and the treasurer must monitor those to whom he or she has delegated authority.

To fulfill the duty of obedience, all board members, including the treasurer, must know and understand the PTA's bylaws and applicable state and federal law. The bylaws should be reviewed by the board at the beginning of each year, and the treasurer should keep a copy of the bylaws in the current year's financial file. Participation in available training opportunities is crucial if board members are to understand and comply with state and federal law, including frequent changes in IRS regulation.

Under the duty of loyalty, each board member commits allegiance to the association. Actions and decisions of board members must promote the association's purpose and well-being rather than benefit any individual. Conflicts of interest should be avoided wherever possible. When such conflicts exist, they must be fully disclosed. For more information, see Conflict of Interest Policy in Money Matters Overview.

Additional information about these responsibilities is outlined in the forms "PTA/PTSA Ethics/Conflict of Interest Policy" and "PTA/PTSA Basic Fiscal Management Procedures," which can be found in Appendix 2.

Duties of the Treasurer

The specific duties of the treasurer are outlined in the bylaws (Article VII: Duties of Officers, Section 5, for local PTAs and Article IX: Duties of Officers, Section 5, for councils). The treasurer shall:

- ♦ Have custody of the checkbook and be responsible for all funds of the PTA unit.
- ♦ Develop, as chair of the Budget Committee, an annual budget to be approved by the local PTA membership (or council/region voting body).
- ♦ Keep a full and accurate account of receipts and expenditures of all monies of the PTA unit.
- ♦ Count all monies with three people present and deposit all monies in the bank with two people present the same day received.
- ♦ Make disbursements as authorized, in accordance with the approved budget.
- ♦ Co-sign all checks with the president, president-elect, or secretary. (No two officers who are related by blood or marriage or who reside in the same household may be signers on the checking account.)
- ♦ Make a monthly remittance of state and national portions of membership dues to Utah PTA.
- ♦ Present a treasurer's report at every meeting of the Executive Committee, Board of Directors, and general membership.
- ♦ Make a financial report at the annual meeting and submit a full written "Year-End Financial Statement" to the incoming Executive Committee.
- ♦ Submit the books, after they have been closed for the year, for an AFR (Annual Financial Reconciliation) by an auditor or an AFR Committee.

FINANCIAL TIME LINE

All End-of-Year and Beginning-of-Year documents should be submitted via Givebacks under Compliance Submissions. Local units needing assistance with this procedure should work with the council treasurer for document submission.

The most current/digital version of all forms are available on the Utah PTA website: utahpta.org.

July 1	Fiscal year begins/change over PTA checking account signers , Givebacks ownership, and other financial platform ownership	
By the 25th	Membership dues (remit monthly)	National and state portions submit to Utah PTA via ACH through Givebacks or mailed with a check and remittance form
August 1	End-of-Year Documents (previous fiscal year) - Year-End Financial Statement	Local and Council PTAs submit via Givebacks
	Annual Financial Reconciliation report (AFR)	Local and Council PTAs submit via Givebacks
	E-filed/Accepted IRS Form 990	Local and Council PTAs submit via Givebacks
	Sales Tax Refund Request	Local and Council PTAs submit via utahpta.org/treasurer
August 15	Council review of Local Unit End-of-Year Documents	Council approve or reject uploaded documents in Givebacks.
	Council review of Local PTA Sales Tax Refund Requests	Council accept or cancel request via utahpta.org
September 1	Region review of Council End-of-Year Documents	Region approve or reject uploaded documents in Givebacks.
	Region review of Council PTA Sales Tax Refund Requests	Region accept or cancel request via utahpta.org
September 25	Membership dues - early bird remittance deadline	
October 1	Beginning-of-Year Documents - Budget	Local and Council PTAs submit via Givebacks
	Budget approval minutes	Local and Council PTAs submit via Givebacks
	Signed Ethics Conflict of Interest Form	Local and Council PTAs submit via Givebacks
	Signed Basic Fiscal Management Form	Local and Council PTAs submit via Givebacks
	Proof of insurance	Local and Council PTAs submit via Givebacks
	PTA board list (current year)	Local and Council PTAs submit via Givebacks

FINANCIAL TIME LINE

October 15	Council review of Local Unit Beginning-of-Year Documents	Council approve or reject uploaded documents in Givebacks.
November 1	Region review of Council Beginning-of-Year Documents	Region approve or reject uploaded documents in Givebacks.
	Local and council report #1 due	Online via utahpta.org
December 1	Membership dues - remittance deadline to participate in Utah PTA programs	
February 1	Arts Education Fund Grant deadline	Online via utahpta.org
	Local and council report #2 due	Online via utahpta.org
May 1	PTA board list (next year's incoming)	Local PTA submit via Givebacks
June 1	Local and council report #3 due	Online via utahpta.org
June 30	Fiscal year ends and financial books must be closed.	
	Begin preparation of End-of-Year Documents: Year-End Financial Statement, Annual Financial Reconciliation report (AFR), E-filed/Approved IRS Form 990, and Sales Tax Refund Request.	

BASICS OF PTA

Mission and Purposes

PTA is a child advocacy organization. The Mission and Purposes of Utah PTA and National PTA outlined in this handbook apply also to the local or council PTA unit, as specified in the bylaws in Article II. All PTA decisions, financial and non-financial, should be made with the Mission and Purposes in mind.

Structure of PTA

National PTA is comprised of 54 Congresses: 50 states, the US Virgin Islands, Puerto Rico, and military schools overseas.



National PTA identifies each unit (state, region, council, and local) by an eight-digit PTA Unit ID Number. (Example: 12345678)



Utah PTA is divided into eleven region support committees. Generally there is one school district per region, except in areas with small districts (see the regions map that shows what school districts are in which region at the back of this handbook). Each region is led by a Region Support Committee Chair, who serves on the Utah PTA Board of Managers.

Every local PTA unit belongs to a Council PTA. Each council has a council president, treasurer, and other board members to train and assist the local PTAs. Councils work with the region support committees to oversee the local PTAs in their area.

The most important interaction with children and their parents happens at the local PTA level. The rest of the levels serve to support the work of the local PTA.

The council treasurer can and should be the first person whom a local treasurer contacts with questions about financial issues. If additional information or help is needed, the local treasurer can then be referred to the region support committee chair (or region financial advisor, if applicable) and then, if necessary, to the Utah PTA Treasurer. Frequent communication between local treasurers and council treasurers will help facilitate appropriate accounting practices and avoid misunderstandings and problems. Training of local treasurers by council treasurers should occur throughout the year.

Utah PTA identifies each unit by the Employer Identification Number (EIN) assigned by the IRS (Example: 12-3456789). All PTAs in Utah in good standing fall under a group tax-exemption granted to Utah PTA. The EIN is used on bylaws, Sales Tax Refund Request forms, and IRS filings and correspondence.

WORKING WITH THE PRESIDENT

The treasurer, elected by the members, is the legally responsible, authorized custodian of the funds of the PTA unit. However, the president, who bears full responsibility for the total affairs of the PTA unit, must work closely with the treasurer at all times and have a complete understanding of all financial matters.

Frequent, effective communication between the treasurer and the president is vital. In addition, as the president fulfills his or her role in the PTA's money matters, the president and treasurer create a system of checks and balances that help ensure that everything is being handled properly.

Here are a few of the financial responsibilities the president should fulfill:

- ♦ **Fiduciary responsibility.** All members of the Board of Directors have the same fiduciary responsibility (mentioned earlier in this handbook), part of which is to provide financial oversight. The president, as well as the other board members, should be studying the reports of the treasurer, requesting additional information, and asking questions of the treasurer on a regular basis. The treasurer should not take offense to such scrutiny. The treasurer, in fact, should encourage a thorough examination of his records so that allegations of mishandling cannot be made at a later date.
- ♦ **Budgeting process.** The president should serve as a member of the Budget Committee (see section on budgeting in this handbook). The president should also study and understand the budget-to-actual analysis so appropriate budget amendments can be proposed as needed.
- ♦ **Internal controls.** The president plays a vital role in maintaining an adequate internal control system (see Internal Control Systems in this handbook). Among other things, the president is the preferred second signer on all checks, approves all Check Request forms, and reviews the monthly bank statement before giving it to the treasurer. The president should also be available and willing to count money and make deposits at the bank as needed.
- ♦ **Protection of tax-exempt status.** The president should understand and help ensure compliance with the IRS's requirements of 501(c)(3) organizations, including rules about corporate sponsorship (see Fundraising section).
- ♦ **Embezzlement or mismanagement of funds.** In the unfortunate event that embezzlement or mismanagement is suspected (or known), the president must follow established guidelines (see Mismanagement of Funds section), including holding a hearing with the person involved. The president also bears a great responsibility to ensure that no public or private statements are made about a suspected problem.

MEMBERSHIP

Working with the Membership Chair

Treasurers and membership chairs should work together to remit the state and national portions of membership dues through Givebacks or by check sent with a Dues Remittance Form to the Utah PTA office by the 25th of each month. (Utah PTA is required to make its remittance to National PTA on a monthly basis.) Membership dues remittance can be made quickly and easily through Givebacks or by check payable to Utah PTA.

A membership list with at least a name and email address or phone number can be uploaded to Givebacks. Givebacks will calculate the total national and state membership dues payable based on the number of members with dues outstanding. Payment will be made through ACH eCheck with a flat \$2.00 fee. Once the eCheck is sent, you can see a breakdown of all payments made. A printout of the payment receipt should be attached to a Check Request form for your records.

The state and national portions of dues do not belong to the local PTA and are never considered to be part of the local PTA's income. They should be recorded as a "payable" or as "receipts/disbursements of monies not belonging to us."

The treasurer's current file should contain an up-to-date membership roster, which includes each member's name and contact information (email address or phone number).

INFORMATION

Dues

Local dues vary according to local PTA bylaws. Utah PTA and national dues are established by vote of the delegates at Utah PTA Business and Resolutions Meeting at the Leadership Convention and National PTA Convention. Dues cover costs of printing, mailing, leadership training, developing programs, and maintaining Utah PTA and National PTA offices. Membership dues are not fundraisers. Dues sustain the function and Purposes of PTA.

Accurate Records

- ♦ The membership chair keeps an up-to-date roster of PTA members.
- ♦ The treasurer keeps record of total amount for membership received and dues paid.

When Dues are Due

Membership dues must be submitted to Utah PTA via Givebacks ACH or check w/ Dues Remittance form by the 25th of every month and...

- ♦ By September 25th to be eligible for the Back-to-School Award.
- ♦ By December 1st to qualify for Reflections, other Utah PTA programs, and to receive sales tax refunds.
- ♦ By February 1st of the current year to be a PTA in good standing on Utah PTA records and to be eligible for other membership awards programs.

MONEY MATTERS OVERVIEW

The PTA Fiscal Year

A fiscal year is a twelve-month accounting period. Many businesses conduct their financial operations based on a fiscal year rather than the calendar year. PTAs in Utah operate on a fiscal year of July 1 to June 30, as specified by Article XII of the local PTA bylaws and Article XIV of the council bylaws. Each PTA unit is required to operate within that accounting period. The fiscal year corresponds with the term of office.

Resources

- ♦ Utah PTA Treasurer Handbook—This newly revised handbook contains detailed information on many topics of interest to the treasurer. It also includes sample "Tools" forms; such as Money Counting forms, Check Request forms, and Treasurer's Reports. It also includes required "Reports" forms; such as Year-End Financial Statement and AFR Report.
- ♦ The Financial section of the annual Utah PTA President Handbook—Each president receives a copy of this handbook.
- ♦ Treasurer page of the Utah PTA website (utahpta.org/Treasurer)—The most current information on financial matters can be found here. It is updated as often as possible.
- ♦ National PTA's Financial section of the Local Leader Kit—Register at ptakit.org for access to the Local PTA Leader Kit.
- ♦ IRS website (irs.gov)—for forms and instructions for IRS Form 990EZ and 990N, as well as publications on tax-exempt issues.
- ♦ Stay Exempt—Tax Basics for 501(c)(3)s online workshop and web-based mini-courses at StayExempt.IRS.gov.

A Unit in Good Standing

For a local PTA to be "in good standing," it must be in compliance with National PTA and Utah PTA bylaws and guidelines, including the following:

- ♦ Adhering to the purposes and basic policies of PTA.
- ♦ Having an EIN (Employer Identification Number) from the IRS on file with Utah PTA.
- ♦ Submitting the names and contact information of current officers to council/region or on Givebacks.
- ♦ Having current bylaws renewed every three years.
- ♦ Remitting national and state portions of membership dues to Utah PTA by dates designated.
Note: The current procedure requires local PTAs to make monthly remittances, by the 25th of each month, with a final remittance by June 25.
- ♦ Submitting approved budget and minutes, proof of insurance, and signature pages for Basic Fiscal Management Procedures and Ethics/Conflict of Interest Agreements via Givebacks.
- ♦ Submitting Year-End Financial Statement, AFR (Annual Financial Reconciliation) report via Givebacks, and Sales Tax Refund Request via utahpta.org.
- ♦ Filing IRS Form 990N or 990EZ online via irs.gov and submitting confirmation of acceptance via Givebacks

If a local PTA is not in good standing, neither the unit nor the students attending the PTA's school are eligible to participate in PTA programs (such as Reflections or Battle of the Bands) or receive awards. Sales tax refunds will not be issued to PTA units not in good standing, and these units may be subject to loss of their tax-exempt status through Utah PTA's group exemption.

Accountability and Transparency

"Accountability" and "transparency" are two buzz words that represent important concepts in accounting and financial operations. An attitude of open and full disclosure is important for all nonprofit organizations. The more transparent and accountable the PTA unit, the better. Providing relevant, reliable information about the PTA's activities and its financial position—through newsletters, regular treasurer's reports, and Year-End Financial Statements, for example—will fulfill the association's responsibility to be accountable and transparent. Each PTA unit is accountable to its members, sponsors, community, and government regulatory agencies. Each local PTA is also accountable for the good reputation that PTA has earned over its long history.

Is Our Local PTA Tax Exempt?

Utah PTA has secured a 501(c)(3) exemption ruling from the IRS, recognizing it as a public charity. Each local PTA in Utah in good standing is covered under Utah PTA's group exemption. (The IRS group exemption number (GEN) is 7212.)

One major advantage of exempt status under Section 501(c)(3) is that contributions to Utah PTA and its subordinate units may be treated as charitable contributions by donors in calculating their federal income taxes. If a potential donor needs verification of a local PTA's exempt status, the local PTA should contact the Utah PTA office by email at kids@utahpta.org, who will provide a letter about the group ruling. Another significant advantage of exempt status is that most PTA fundraising activities are exempt from federal income taxes.

Utah PTA also has an exemption from sales tax from the Utah State Tax Commission. State law requires every PTA to pay sales tax on purchases under \$1000 and then request a refund. Utah PTA has established a procedure for applying for a refund; instructions and forms are located in the Treasurer Handbook and at utahpta.org/treasurer. The Utah PTA tax-exempt number is 12510060-002-STC. For purchases over \$1000, vendors may request a tax exemption certificate; PTAs can obtain that certificate by calling the Utah PTA office or by emailing kids@utahpta.org.

What is an IRS Determination or 501(c)(3) Letter?

The IRS issues a "determination letter" to organizations that have qualified for tax-exempt status. Because Utah PTA, as a central organization, determines which PTAs are included as subordinates under its group exemption ruling, anyone seeking to verify that a PTA in Utah is tax-exempt should contact the Utah PTA Treasurer. Utah PTA can provide a letter about the group ruling and a copy of its determination letter from the IRS for potential donors, sponsors, or grantors. According to IRS Publication 4573, "donors may rely upon central organization verification with respect to deductibility of contributions to subordinates covered in a Section 501(c)(3) group exemption ruling."

What is a Form W-9?

Someone who is giving money to your PTA may ask you to complete "Form W-9," entitled Request for Taxpayer Identification Number and Certification. The form is used simply to verify the PTA name, address, and EIN.

- ♦ On line 1: You will put Utah Congress of Parents & Teachers, Inc.
- ♦ On line 2: You will put your PTA name
- ♦ On line 3: You will check "C Corporation"
- ♦ On line 4: You will put "5"
- ♦ On lines 5 and 6: You will put your school address
- ♦ In Part I: You will put your PTA's EIN number (**-*****)
- ♦ The president or the treasurer can sign and date the form

What are the Requirements for Acknowledging Donors or Sponsors?

IRS Publication 1771, Charitable Contributions – Substantiation and Disclosure Requirements, explains the federal tax law for charities (like PTAs) that receive tax-deductible contributions. The publication can be downloaded from the IRS website ([irs.gov](https://www.irs.gov)). Information about how the law applies to PTAs can be found in the Treasurer Handbook.

What Tax Filings Must a PTA Do?

All PTAs are required to file a tax return "Form 990" with the IRS. Most will file a "990N," electronic notice (e-postcard) for tax exempt organizations not required to file "Form 990" or "990EZ." Please refer to the Utah PTA website for current instructions.

Conflict of Interest Policy

Members of the Board of Directors (board members) of a PTA serve in a fiduciary capacity and owe a duty of care, a duty of obedience, and a duty of loyalty to the PTA. Board members shall conduct themselves with integrity and honesty and act in the best interests of the PTA. Disclosure by a board member of any potential or actual conflict of interest is required by the standard of good faith and for the benefit of the PTA and protection of each individual. All board members must abide by the following conflict of interest policy:

- ♦ Board members and/or their families shall not use their relation to the PTA for financial, professional, business, employment, personal, and/or political gain.
- ♦ A conflict of interest exists when a board member would have to participate in the deliberation or decision of any issue of the PTA while, at the same time, the board member and/or his or her extended family has financial, professional, business, employment, personal, and/or political interests outside the PTA that could predispose or bias the board member to a particular view, goal, or decision.
- ♦ Board members shall declare to the officers of the PTA conflicts of interest (stating the nature of the conflict and pertinent information as appropriate) between their duties of the PTA and/or their extended families' financial, professional, business, employment, personal, and/or political interests.
- ♦ When a conflict of interest is declared, the board member shall not use his or her personal influence or position to affect the outcome of the vote and shall leave the room during deliberations and the vote.
- ♦ The minutes of the meeting shall reflect that a conflict of interest was declared.
- ♦ Board members shall not:
 - Use PTA's name, influence, or resources for their benefit or gain when running for any public elected office or while serving as an elected official.
 - Directly or indirectly use their current PTA position, the PTA name, or the organization for or against any specific candidate for elected office, which is contrary to federal tax laws and the guidelines and policies of the PTA. (Past PTA experience may be listed in any brochures.)

The Utah PTA Ethics/Conflict of Interest Policy is located in the Utah PTA President Handbook, in the Treasurer Handbook, and on the treasurer page of the Utah PTA website. Each PTA board should review this policy at the beginning of the year, obtain the appropriate signatures on the form, make a copy of the form for all signers, and submit the signed original to Givebacks or council/region treasurer by October 1st.

PTA Funds vs. School Funds

All PTA monies belong to the association, and decisions about the disbursement of PTA funds must be approved by the general membership. Because the PTA is a private association, PTA monies should never be commingled with the funds of any individual, the school, or another organization. All monies deposited in a PTA account, with the exception of the Utah PTA and National PTA portions of membership dues, will be considered to be PTA income by the IRS. The PTA should not allow school or other funds to "flow through" its checking account. **Joint fundraisers with the school or other organization are not allowed.**

Each PTA's approved budget includes only income and expenses that the association has approved. No other funds may be deposited into or paid out of the PTA accounts by the treasurer unless the association has authorized the transaction by amending the budget. The treasurer may be held personally responsible for unauthorized deposits or expenditures. This means that the PTA treasurer must never deposit any non-PTA funds in the PTA accounts and never deposit any PTA funds in non-PTA accounts. This particularly applies to the school's accounts. School funds are public monies and are spent in accordance with the school system's budget. PTA funds are private monies, not controlled by the school system, and are spent in accordance with the association's budget.

For an event to qualify as a PTA activity (that is, the funds generated belong to the PTA) ALL of the following criteria must be met:

- ♦ If there was a contract involved, the PTA president must have signed the contract in accordance with the provisions of the bylaws.
- ♦ The PTA must have been involved in the creation, planning, and implementation of the activity, and the PTA must have a properly structured committee for the activity and provide the majority of the staffing for the activity through volunteer PTA members.
- ♦ The activity must have been approved by the PTA membership as a part of the PTA's approved budget.

If the event does not or cannot meet these criteria, then the activity is not a PTA activity; the money raised at the activity does not belong to the PTA; and it may not be deposited in the PTA's bank account. The corollary also applies: If the event does meet these criteria, the money raised does belong to the PTA.

School District Foundation Guidelines

Foundations, in most instances, are the fundraising arm of school districts. They are organized to receive tax-deductible donations, conduct fundraising, keep an accounting of individual school contributions, and disburse funds to schools for projects.

If a PTA has identified a substantial need at its school that will take considerable funds to implement, coordination with the school district foundation is recommended before embarking on a major fundraising campaign. The PTA can work with the foundation to have parents contribute directly to the foundation for the project and, if possible, apply for matching funds from the foundation.

Remember: PTAs are not in the fundraising business. Foundations are established to fund raise for school districts. PTA funds should always be used to further PTA's Mission and Purposes. A PTA does not raise money to be diverted into other channels, such as providing support to other organizations or individuals, no matter how worthy.

- ♦ The region support committee chair or designee may serve on the school district foundation board when invited by the foundation to do so.
- ♦ The region support committee chair/designee acts as a liaison between the school district foundation and council/local PTAs:
 - Serving as a resource by providing input and direction as to community and educational needs.
 - Working with the school district foundation in the development of community-wide projects.

- ♦ Local PTAs act as a liaison between the parents and the foundation:
 - Identifying needs in their school/community (relaying this information through the region support committee chair/designee).
 - Informing parents of the function of a foundation.
 - Informing parents of current foundation projects.
 - Informing parents of current funding needs of the foundation.
- ♦ Local PTAs may select fundraising projects suggested by the foundation.
- ♦ PTAs may not raise funds for the foundation, although they may work with the foundation on specific PTA projects.

ANNUAL FINANCIAL RECONCILIATION (AFR)

Information

What?

- ♦ An AFR report is not a bank statement or bank verification. It is a statement by the officers that their records are correct, or a reconciliation carried out and signed by an "auditor."

Why?

- ♦ An AFR is required by PTA bylaws.
- ♦ An AFR of the treasurer's records is for the protection of the treasurer. It relieves the treasurer of responsibility, except in the case of fraud.
- ♦ An AFR provides for accountability to the PTA membership.

Who?

- ♦ "...by an auditor or an AFR Committee of not fewer than three members..." (Article VII, Section 6).
- ♦ "Members of the AFR Committee shall be members of PTA/PTSA" (Article VII, Section 6a).
- ♦ "...appointed by the Executive Committee" (Article VII, Section 6a).
- ♦ "...shall not be any officer who may sign the checks or be related to, by blood or by marriage, or reside in the same household with, any of the officers who may sign the checks..." (Article VII, Section 6b).
- ♦ An AFR committee would perform an Internal AFR following Utah PTA's recommended AFR procedure (see AFR sections of this handbook). An outside auditor is not required to perform an AFR "in accordance with generally accepted auditing standards." Agreed-upon procedures (based on the recommended internal AFR procedure) or a review is sufficient to fulfill this requirement. A professional auditor who is a member of PTA could perform an Internal AFR such would be performed by an AFR committee.
- ♦ The qualifications of an auditor (in lieu of an AFR committee) are not specified by the bylaws. Consider the following in selecting auditors:
 - Familiarity with PTA and its activities
 - Accounting and/or auditing experience, preferably with non-profit organizations
 - Diligence and commitment
 - Honesty and fairness
 - Availability
 - Does NOT have to be a member of the PTA being audited

When?

- ♦ Financial records should be put in order for the AFR process shortly before the end of the fiscal year.
 - The fiscal year is July 1st to June 30th.
 - The outgoing treasurer should strive to have all transactions completed as early in June as possible. For local PTAs on a traditional calendar, this should be fairly easy. Those on a year-round calendar will have more difficulty, but adequate planning can minimize the number of last minute transactions.
 - Once the books are closed for the AFR, the outgoing treasurer may not complete additional transactions. In no case should the outgoing treasurer make deposits or write checks after June 30!
 - Outstanding bills are common and can be paid by the incoming treasurer on or after July 1. By way of summary, no transactions should occur between the time the books are closed for AFR, which will be no later than June 30th, and the time the incoming treasurer begins transactions, which will be no earlier than July 1st.

How?

- ♦ Once the financial records are put in order—including the preparation of a Year-End Financial Statement—the treasurer shall deliver them to the AFR Committee.
- ♦ The following items are needed to conduct the audit:
 - 1) Copy of last audit report
 - 2) Year-End Financial Statement
 - 3) Monthly Treasurer's Reports
 - 4) Bank statements and reconciliation reports—including June 30th
 - 5) General ledger, or transaction report, organized by category
 - 6) Check register
 - 7) Funds Received forms, with supporting documentation
 - 8) Check Request forms, with supporting documentation
 - 9) Copies of meeting minutes, including the approved annual budget, as well as any amendments that were approved during the year
 - 10) Current membership list
 - 11) Current bylaws (and standing rules, if any)
 - 12) Any other information requested by the auditor/AFR Committee
- ♦ The June 30th bank statement and reconciliation must be included in the materials given to the auditor/AFR Committee.
- ♦ "The auditor or AFR Committee shall submit its report to the new Executive Committee no later than August 1" (Article VII, Section 6d).
 - Make sure that the AFR report has been signed and dated by the auditor/AFR Committee.
 - Include AFR "working papers" (such as an AFR procedure checklist and suggestions for improving financial policies and procedures) with the records audited.
 - The Year-End Financial Statement and the AFR report should be submitted via Givebacks no later than August 1.

- ♦ "The [AFR] report shall be presented for adoption at the first general membership meeting of the new school year" (Article VII, Section 6d). The Year-End Financial Statement should be presented at the same time. The motion to adopt the AFR report is made as follow:
 - The treasurer could make the motion: "I move that the AFR report be adopted as presented." If the motion comes from the budget or finance committee, no second is required. Otherwise, there needs to be a second.
 - The president asks: "Are there any (further) questions about the AFR report?"
 - After questions, if any, the president calls for the vote: "If there are no (further) questions, we will take the vote on the motion to adopt the AFR report as presented. All in favor, please say aye. All opposed, say nay."
 - The president then reports on the result of the vote: "The motion to adopt the AFR report has passed (failed)."
- ♦ The AFR should be filed with the PTA's permanent records, with a copy placed in the subsequent year's file.



TREASURER
THE PROCESSES

TRANSITION PERIOD

The treasurer's term of office begins on July 1, but he or she should start "transitioning" right after being elected to serve. Both the outgoing and incoming officers are responsible for an effective and efficient transition between fiscal years.

According to Article VIII, Section 3 of Local PTA/PTSA Bylaws, during the transition period between their election and June 30th, the incoming officers shall meet as needed to coordinate with the outgoing officers, prepare for their term of office, formulate their tentative plans and proposed budget, schedule their calendar, coordinate with the principal, and, if applicable, select commissioner and committee chairs, and shall attend the Utah PTA convention in May. The incoming officers shall assume no financial responsibilities nor obligations until July 1st.

The Outgoing Treasurer is Responsible For...

Preparing a Year-end Financial Report and seeing that an Annual Financial Reconciliation (AFR) of that statement and the related records is completed.

- ♦ The books should be closed no later than June 30. No transactions should occur between the time the books are closed for AFR, which will be no later than June 30, and the time the incoming treasurer begins making transactions, which will be no earlier than July 1.
- ♦ Both the financial statement and the AFR report are to be submitted to the new Executive Committee and to the council/region no later than August 1. Each council/region will set its own procedures for submission of these reports, possibly involving transition training before or during the transition period and/or small group meetings with outgoing and incoming presidents and treasurers.
- ♦ The financial statement and AFR should be presented for adoption at the first general membership meeting of the new school year.

Preparing and submitting a Sales Tax Refund Request for the fiscal year July 1 to June 30 by August 1. The Sales Tax Refund Request is submitted via utahpta.org.

Preparing the applicable IRS filing—either Form 990EZ and related schedules, if required, or Form 990N.

- ♦ All PTAs in Utah are required to make an annual filing with the IRS.
- ♦ PTAs that have gross receipts (all funds received from all sources, except dues forwarded to Utah PTA and National PTA, including gross income from fundraisers) that are more than \$50,000 (for a three year rolling average) are required to file "Form 990EZ" (including the applicable schedules).
- ♦ All other PTA units (local, council, and region) will file Form 990N, also known as the e-Postcard.
- ♦ A PTA may complete its IRS filing any time following the completion of the AFR after July 1st.
- ♦ Form 990EZ and related schedules are filed electronically at irs.gov. A copy of the efile confirmation needs to be submitted to Givebacks or council/region treasurer by August 1
- ♦ Form 990N (the e-Postcard) is filed electronically at irs.gov/990N. Only basic information is required on the form. **You must sign in again after seven minutes to receive the "Accepted" status before printing the acceptance form.** A copy of the accepted "990N" from the IRS needs to be submitted via Givebacks.

An Incoming Treasurer's Checklist: Have I ...

- ♦ Received the training I need to fulfill my responsibilities as treasurer? Utah PTA's Leadership Convention is held in May. Council and/or regions will schedule post-convention training and/or field service training subsequent to the convention.
- ♦ **Made note of the duties of the treasurer and other financial requirements per the PTA Bylaws?** The bylaws should be reviewed by the Executive Committee at the beginning of each year. The treasurer should keep a copy of the bylaws in the current year's financial file and/or binder.
- ♦ **Begun my responsibilities as chair of the Budget Committee?** Sources of information to create the proposed budget include needs assessments, input from each commissioner and/or chairperson, and prior years' financial records. Once the proposed budget is approved by the board, it must be approved by the membership at the first general membership meeting (prior to October 1st).
- ♦ **Taken custody of the checkbook by July 1st and the prior year's financial records by August 1st?** The incoming treasurer can begin writing checks and making deposits on July 1st, even if the AFR has not been completed. Expenditures should be limited to those of a routine or emergency nature until the budget is approved by the general membership.
- ♦ **Had the signature card at the bank changed, effective July 1st?** At least three unrelated, elected officers should be authorized to sign on the account: the treasurer, the president, and generally the secretary and/or the president-elect. (Note: The bank may require an outgoing officer to initiate this change.)
- ♦ **Set up a current year's financial file and/or binder?**
- ♦ **Made sure that a ten-year file and a permanent file of financial records are retained and stored in a safe place, at the school if possible?** (To find what is included in these files, see "What to File" section.)

WHAT TO FILE

Current Year Files

Each treasurer should set up and maintain a current year's financial file or binder. This file should contain the following items:

- ♦ Copy of current bylaws
- ♦ Copies of prior year information
 - Year-End Financial Statement
 - AFR (Annual Financial Reconciliation) report
 - IRS filing
- ♦ Minutes of meetings
- ♦ Budget information
- ♦ Copies of Utah PTA signature documents
 - Basic Fiscal Management Procedures
 - Ethics/Conflict of Interest Policy
- ♦ Treasurer's reports
- ♦ Bank statements with related reconciliation reports
- ♦ General ledger and check register
 - Organized by budget categories (and subcategories, as appropriate)
 - Maintained manually or using computer software
 - Used to track detail of transactions and to facilitate preparation of treasurer's reports
- ♦ Supporting documents for all financial transactions
 - Funds received, organized chronologically
 - Disbursements, organized chronologically—in check number order
- ♦ Membership records
- ♦ Sales Tax Refund Request forms
- ♦ Grant agreements, if applicable

Ten-Year Files

It is important that certain records be kept beyond the current year. It is strongly recommended that the treasurer establish a record retention policy and maintain a ten-year file and a permanent file that could be kept at the school, with the permission of the principal. Here are some items that should be retained. Each treasurer should review the files annually and shred those records no longer needed.

For Ten Years

- ♦ Budgets
- ♦ Treasurer reports
- ♦ Check Register and General Ledger organized by budget categories
- ♦ Cash receipts records, including Funds Received forms
- ♦ Bank statements
- ♦ Disbursement records, including Check Request forms with invoices, receipts, etc., including sales tax information
- ♦ Contracts and leases (expired)
- ♦ Grant award letters of agreement
- ♦ Sales Tax Refund Request forms

Permanent Files

In the Permanent File

- ♦ AFR (Annual Financial Reconciliation) reports and related Year-End Financial Statements
- ♦ Bylaws, including all amendments
- ♦ Contracts and leases still in effect
- ♦ Legal correspondence
- ♦ Insurance records, accident reports, claims, policies, certificates
- ♦ National PTA unit identification number
- ♦ Minutes of board and committee meetings
- ♦ Standing rules (current)
- ♦ Tax-exempt status documents
 - Letter from IRS assigning EIN
 - Determination letter
 - Form 990EZ and related schedules, if required, or Form 990N
 - Form 990T, if applicable, for unrelated business income
 - Correspondence with IRS

BANKING

The PTA should maintain one checking account with one checkbook for PTA funds. The checking account may be an interest-bearing account. The Employer Identification Number (EIN) issued by the IRS must be given to the bank and listed on the PTA checking account. The EIN assignment letter should be part of the PTA's permanent records. An individual's social security number should never be used on a PTA checking account except to verify the identity of a signer. When the PTA updates the signature card, the EIN should be verified. If there is any discrepancy, contact the Utah PTA office. Utah PTA will furnish a letter, if needed, to the bank to make necessary changes in the EIN.

Two signatures are required on all PTA checks. No authorized signer may sign their own check. There must be at least three people authorized to sign on the checking account: the treasurer, the president, and generally the secretary and/or the president-elect. These people should not be related by blood or marriage, or reside in the same household. If the treasurer is related to one of the other officers, the treasurer is always on the signature card and another officer, unrelated, would be added. If the president and treasurer are related, the president should not be on the signature card but should sign all Check Request forms before the treasurer issues a check. The Admin VP and Teacher Rep VP (or other school district employees) cannot be signers on the PTA bank account. This could be considered a conflict of interest if they had jurisdiction over school district funds.

A PTA is permitted to have a savings account for its reserve funds. If the balance in the savings account becomes too large, it may become necessary to look closely at the purpose of the PTA's fundraising. In addition, a PTA may not invest reserve funds in funding tools such as CDs, stocks, bonds, etc.

The purpose of the PTA is never to become the fundraising arm of any organization or to accumulate large sums of money.

Banking services should be reviewed every fiscal year. It is permissible for a PTA to bank with a traditional bank or a credit union. Services vary at each institution and factors involved in the decision where to bank should include the proximity to the school, the bank's hours, after hours deposit policy, and banking fees. The decision to move from one institution to another should be a board decision and documented in the minutes of the board meeting.

In recent years, banking services have changed. Bank accounts are being accessed by debit cards as well as via the internet. Because of the volunteer nature of PTA, the turnover of officers, and the necessity of maintaining an accurate paper trail, PTAs must not use debit cards and limit internet banking services to "read only" options only.

Utah PTA and National PTA advise that if your PTA's current environment has weak business processes resulting in poor internal controls, this must be addressed prior to or in conjunction with transitioning to an electronic environment. **Taking weak and ineffective business processes and moving them to an electronic environment will only make matters worse quickly.** The need for complete and accurate documentation is more important in an electronic environment. The need to recognize, research, respond to, and correct a problem is time sensitive in the electronic realm. Documentation regarding the change should be filed with your financial records and the changes should be approved by the PTA membership.

PayPal/Square

Many PTAs are now considering using other electronic conveniences such as PayPal or Square. A few items to think about:

1. Is the benefit worth the cost? There is a cost in the time involved in setting up the account as well as transaction fees. If you think that using PayPal/Square would result in substantial increased donations then it is worth the cost. If it will bring in one or two more than you would have received via check or cash, then probably not.
2. A PTA PayPal/Square account should be directly linked to the PTA bank account. A PTA must never use someone's personal or business account for PTA Purposes.
3. PayPal/Square transactions require the same documentation as other monies received including the purpose and source of the money. It might be helpful if someone other than the treasurer (ex. secretary) be responsible for maintaining the paperwork and the treasurer be responsible to review the documentation and make the download from PayPal/Square if all is in order. This maintains an additional checks and balances system.

Make sure that your PTA board approves this method of accepting funds and it is documented in the minutes that it was approved so there is no appearance of one person being in charge of the money and possibly using it for personal or business purposes.

Venmo Policy

Due to Venmo's user agreement, it is not acceptable for PTA units to use Venmo as a platform for collecting monies. While Venmo now allows small businesses and non-profit organizations to use their platform (for a fee), a PTA unit that opens a Venmo account is in violation of Venmo's user agreement and is considered to be utilizing it fraudulently. One of the stipulations of Venmo's user agreement is that an owner of the bank account must initiate transfers from Venmo to the linked bank account. PTA officers are authorized signers on the PTA bank accounts and do not own them; therefore, this is not a platform designed for PTA usage.

Additionally, PTA board members must not collect funds on behalf of the PTA in their own personal Venmo account, and then remit a lump sum to the PTA. This violates PTA internal control policies and is considered a mismanagement of funds.

Givebacks Store

Givebacks provides an easy-to-use store for each PTA. You can sell memberships, school gear, tickets, donations, and fundraising items in your Givebacks store. Givebacks partners with Stripe to process transactions. Much like other credit card processing platforms, Givebacks charges fees that can either be passed on to the purchaser or absorbed by the PTA. For more information about setting up your online Givebacks store, see [Support.Givebacks.com](https://support.givebacks.com).

Bank Statements

The monthly bank statement should be mailed to the PTA at the school address. When the bank statement arrives, a designated board member (who is not a signer on the bank account) should immediately review it, initial it, and then give it to the president to review and initial. Then it will be given to the treasurer to reconcile. For bank statements that are delivered online with read-only access, a designated board member (who is not a signer on the bank account) should go online to review, download, and print the statement. This board member should initial the statement and give it to the president to review and initial. Then it is given to the treasurer to reconcile.

The bank statement must be reconciled by the treasurer in a timely manner. A sample form in Appendix 2 of this handbook outlines the reconciliation process. The bank statement usually has a form on the back that can be used for this purpose. Those PTAs using accounting programs to maintain their records should utilize the reconciliation function of the program. Once the treasurer has reconciled the bank statement, this report is then given to the president to review and sign.

Accepting Credit Cards

Many PTAs take credit cards for membership and for fundraising items. Utah PTA requires the following guidelines to be met:

1. Check with your district liaison to find out if your school district has a policy for or against PTAs taking credit cards in their school. We must always follow district guidelines since we are guests in their schools.
2. In order for a local PTA to accept credit cards there must be at least three authorized signers on the bank account and bonding insurance must be purchased. Bonding insurance can be purchased through AIM Insurance (Utah PTA sponsor) for about \$100 per year. This insurance will cover any board member who handles money for up to \$10,000. There are other insurance companies that offer the same services.
3. Local PTAs must follow proper procedures as a board by:
 - Holding monthly board meetings
 - Giving a verbal treasurer's report at each board meeting
 - Reconciling bank statements monthly
 - Taking minutes at every board meeting and distributing them for approval at the next meeting
 - Adhering to all internal controls and financial guidelines in the Treasurer Handbook
4. Collecting funds via credit card processing must be approved by the board, it can not be a decision by the president or executive committee. To begin accepting credit cards, a motion must be made at a board meeting where a quorum is present. The motion is made and seconded, then the vote can be taken. The motion and result of the vote must be recorded in the minutes.
5. Open an email account only used for the PTA (sunshinepta@gmail.com). Give access to all executive officers to check the email account at all times.
6. Open the account with the credit card company (i.e.: Square, PayPal, Intuit, etc.) Use the email that you opened for the PTA for this account.
7. Print out payment notification email or a statement and attach to a Funds Received form to account for funds transferred into the account.
8. Following the bank statement process, have a non-signing board member look over the account first, then the president, then the treasurer can reconcile.
9. A separate treasurer report for this account must be presented at every board meeting.

UTAH PTA E-COMMERCE POLICY

Definition: Spending cards are prefunded and have limited funds available and time allowed to be spent. They are linked directly to your PTA/PTSA checking account.

NO DEBIT or CREDIT CARDS ALLOWED

PTA/PTSA units may adopt the use of online banking systems by board decision including; but not limited to, online banking with their primary banking provider, and/or online accounting tools such as QuickBooks.

The following are requirements that are consistent with non-profit laws and best practices. Also, check with your insurance company which holds your local PTA/PTSA unit policy to assure compliance.

- ♦ PTA/PTSAs must have a bank account
- ♦ Online accounts can only be opened and managed by the executive officers (president, vice president, secretary, and treasurer)
- ♦ PTA/PTSA accounts cannot link to any individual accounts

Online Statement Review

Upon adoption of the e-Commerce Policy by a local unit, bank statements may be delivered online (read-only not required). A designated board member (who is not a signer on the bank account) should go online to review, download, and print the statement. This board member should initial the statement and give it to the president to review and initial. Then it is given to the treasurer to reconcile. The review by a non-signer is crucial as most insurance companies will require this in order to be eligible for any possible fraud claims.

Use of Prefunded Spending Cards

Cards are issued to the PTA/PTSA unit and the name of the user. Prior to use of the prefunded spending card, a budget for the funds must be approved by the membership. Following the purchase, the itemized receipt must be given to the treasurer and attached to the "Prefunded Spending Card" form.

- ♦ Prefunded spending cards are not to be used for recurring payments or fund transfers
- ♦ No cash transactions will be allowed (ATM, cash back, etc.)
- ♦ If card is lost or stolen, the account must be reconciled immediately

Online Account Access

The password for online accounts must be changed at least once a year when there is a change in signer or when there is a financial reconciliation.

The PTA/PTSA needs to determine who has online access to the account. The treasurer and president should have full access, and if possible, the additional authorized signers and a designated non-signer bank statement reviewer should have read-only access.

PTA/PTSA PREFUNDED SPENDING CARD AGREEMENT

We, _____ (name of PTA/PTSA), hereby authorize
_____ (name of person receiving prefunded spending card)
to use the card for pre-approved budgeted items for _____ PTA/PTSA business.
By accepting the card, _____ (individual's name), agrees to the following:

1. The card will be used for pre-approved budgeted items only.
2. No cash or store credit will be received back from any transaction.
3. All receipts will be saved and submitted with the Prefunded Spending Card Form.
4. The card will not be given to non-PTA/PTSA board members.
5. The card will not be used for non-PTA/PTSA related items.
6. The card will not be used to purchase alcoholic beverages.
7. Each time the card is used, the receipt will be attached to a completed Prefunded Spending Card form and immediately given to the treasurer.
8. Any charges for which a Prefunded Spending Card form has not been submitted within 30 days will be considered the personal responsibility of the card holder and will be repaid to the PTA/PTSA.
9. All Prefunded Spending Card forms for volunteers will be reviewed and approved by the president and treasurer.
10. All Prefunded Spending Card forms for the president will be reviewed and approved by the treasurer and vice versa.
11. All completed Prefunded Spending Card forms will be reviewed monthly by a non-signer on the checking account.
12. If fraudulent activity is suspected, it will be investigated, referred to the proper authorities and criminally prosecuted as deemed appropriate.

All Prefunded Spending Card forms will be reviewed and signed by the president, treasurer, and school principal.

I agree to all items set out above and hereby accept the prefunded spending card for
_____ PTA/PTSA. I understand the card must be returned immediately upon
my resignation, termination, at the end of my term of office from this PTA/PTSA board, upon completion of the program/event for
which I have been given authority to use the card or upon written request of the _____ PTA/PTSA.

AUTHORIZED USER		
Print Name	Signature	Date
Expense Card #		Expiration Date
Date Card Issued		

INTERNAL CONTROL SYSTEMS

It is an unfortunate fact that non-profit organizations are susceptible to fraud. One of the most important things that you can do for the well-being of your PTA unit is to implement and follow a system of internal controls. Good internal controls guard against both errors (unintentional mistakes) and irregularities (deliberate attempts to misuse or misappropriate the assets of the PTA.)

Basic Internal Controls for Your PTA:

- ♦ The treasurer maintains custody of the checkbook at all times. The president must never have custody of the checkbook. If the treasurer becomes unavailable for a short period of time checkbooks should be given to the third signer who is not the president.
- ♦ Supporting documentation is required for every disbursement made.
- ♦ Checks are issued in number sequence order.
- ♦ All checks have two signatures: the treasurer (except in an emergency) and one additional signer, preferably the president. No authorized signer may sign their own check.
- ♦ There are no blank checks with a signature(s)!
- ♦ Under no circumstances should a check ever be written to cash.
- ♦ Detailed supporting documentation is maintained for every deposit made.
- ♦ Three people are present for all counting of cash (membership drive, book fair, fundraiser, etc.).
- ♦ All money received is deposited the same day, using the bank's night depository for events concluded after banking hours.
- ♦ Bank statements (and other bank correspondence) are mailed to the school address in care of the PTA (unless the e-Commerce Policy is adopted, then online statements are acceptable).
- ♦ Bank statements are reconciled to check registers in a timely manner.
- ♦ There are no ATM, debit cards, or credit cards connected with PTA accounts.
- ♦ The treasurer prepares and presents a treasurer's report at each meeting of the board and general membership.

A PTA/PTSA Basic Fiscal Management Procedures form is located in this handbook. It can also be found in the Utah PTA President Handbook and the treasurers page at utahpta.org. Each PTA board should review these procedures at the beginning of the year, obtain the appropriate signatures on the form, make a copy of the form for all signers, and submit the signed original through Givebacks by October 1.

BUDGETING

One of the duties of the treasurer is to develop, with the Executive Committee, an annual budget to be approved by the local PTA membership at the first general membership meeting of the year. The budget is the PTA's road map for the year. The budgeting process should be taken seriously. However, it does not need to be complicated.

The treasurer is the **chair** of the **Budget Committee**. The president is a member of the Budget Committee, as are other elected officers or general members as either elected or appointed by the president. The Budget Committee will develop the budget and then propose it **to the entire Executive Committee** for their approval, after which it will be presented to **the general membership** for their approval.

Developing the Budget

The Budget Committee should begin the budgeting process during the transition period, after the new officers have been elected. The goals of the PTA for the year should be established first, and then decisions can be made about how to raise the needed funds. To create a budget proposal, the following information should be considered:

- ♦ Prior year financial records
- ♦ Needs assessment results
- ♦ Input from each commissioner and/or program chair

Sample PTA Budget Proposed Budget 20__ - 20__	
Current Balance Forward from 20__	\$7,059.00
INCOME	
Fundraiser	\$10,250.00
Membership dues	\$525.00
School t-shirts	\$200.00
Box Tops	\$600.00
Donations	\$1,000.00
Sales Tax	\$250.00
TOTAL INCOME	\$19,884.00
EXPENDITURES	
Community Involvement	
Teacher Appreciation Week	\$750.00
PTC Dinners	\$575.00
Volunteer Luncheons	\$100.00
Education	
Kindergarten Orientation	\$50.00
AR Program	\$950.00
Reading awards	\$1,000.00
Family Life	
Father-Son night	\$600.00
Mother-Daughter night	\$600.00
Fall Carnival	\$1,200.00
Grandparents Day	\$250.00
Health	
Maturation	\$200.00
Physical Fitness Awards	\$800.00
Health Fair	\$200.00
Individual Development	
Reflections	\$600.00
Safety	
Ribbon Weeks	\$800.00
DARE	\$250.00
General and Administrative	
Leadership Training	\$400.00
Valentine Treats	\$250.00
Bank Charges	\$120.00
Membership Drive	\$100.00
Supplies	\$450.00
TOTAL EXPENDITURES	\$10,245.00
BALANCE TO MOVE FORWARD	\$9,639.00

Sample PTA Budget Proposed Budget 20__ - 20__	
Current Balance Forward from 20__	\$7,059.00
INCOME	
Fundraiser	\$10,250.00
Membership dues	\$525.00
School t-shirts	\$200.00
Box Tops	\$600.00
Donations	\$1,000.00
Sales Tax	\$250.00
TOTAL INCOME	\$19,884.00
EXPENDITURES	
Community Involvement	\$1,425.00
Education	\$2,000.00
Family Life	\$2,650.00
Individual Development	\$600.00
Health	\$1,200.00
Safety	\$1,050.00
General and Administrative	\$1,320.00
TOTAL EXPENDITURES	\$10,245.00
BALANCE TO MOVE FORWARD	\$10,239.00

The estimated expenses of every program, project, and activity should be determined, along with any anticipated related revenue (for example, with a book fair). The budget should also include general and administrative costs, especially for leadership training (such as the Utah PTA Leadership Convention). Sources of revenue will include membership dues (local portion only) and contributions, as well as fundraising projects. Both the funds carried over from the previous year and the amount of money to be carried over to the subsequent year should be identified.

A Proposed Budget Worksheet, located in Appendix Two: Tools, may be helpful in this process.

The budget should be general and flexible enough to meet the changing needs of the PTA. Establishing categories for both revenue and expenses is recommended. Budget categories can be organized by commission, with more detailed information for Executive Committee use only. The PTA may consider including a phrase such as "Revenues received in excess of budgeted amounts will be carried over to the subsequent year" on the budget.

Approving the Budget

Once the proposed budget is approved by the Executive Committee, it **must** be approved by a **majority vote of a quorum** of the membership at the first general membership meeting (such as Back-to-School Night). The number needed for a quorum can be found in your bylaws and is usually at least ten members. The treasurer might present the budget item by item, either by distributing a copy of the proposed budget to each member or projecting it on an overhead or via computer at the meeting. Members should have the opportunity and the time to ask questions before voting on the proposed budget.

The motion to approve the budget is made as follows:

- ♦ The treasurer could make the motion: "I move that the budget be approved as proposed."
- ♦ If the motion comes from the Budget Committee, no second is required.
- ♦ The president asks: "Are there any (further) questions or discussion?"
- ♦ After discussion and questions, the president calls for the vote: "If there is no further discussion, we will take the vote on the motion to approve the budget as proposed. All in favor, please say aye. All opposed, say nay."
- ♦ The president then reports on the result of the vote: "The motion to approve the proposed budget has passed (failed)."

A **majority vote** of the general membership is required for approval, with at least a **quorum in attendance** as specified in the bylaws. (Most local PTA bylaws specify that ten members constitutes a quorum; see Article X, Section 2.) The secretary must take minutes at this meeting to document the approval of the budget. A copy of the approved budget and the minutes is submitted as a compliance document via Givebacks by October 1.

The approved budget gives the Board of Directors authorization to spend the PTA's funds in accordance with that budget. Committees and committee chairs receive authorization to proceed with a project or to spend funds from the Board of Directors. No committee or committee chair should ever obligate the PTA to a program, project, or activity—or any obligation, financial or otherwise—without the approval of the Board of Directors. No officer is authorized to spend funds that have not been approved by the membership. **All expenditures must have been approved through the budgeting process.**

Amending the Budget

Because the budget is only an estimate or approximation, it is likely that changes will be necessary during the year. (For example, if a fundraiser is more or less successful than anticipated or if a situation or opportunity arises that had not been considered when the original budget was created.)

Changes or amendments to the budget during the year must be approved by a vote of the membership. PTA funds belong to the membership. No other group or individual—including the president, the treasurer, the Executive Committee, the school principal, and the school community council—may make financial decisions alone.

Any **substantial change** (10%) to the budget must be approved by a **two-thirds vote of a quorum** of the membership.

- ♦ The amendment must occur prior to any additional funds being disbursed.
- ♦ The vote may be taken at any regular general membership meeting or at a special meeting called for that purpose.
- ♦ The number of members required for a quorum is defined in the bylaws.

The motion to amend the budget is made as follows:

- ♦ The treasurer could make the motion: I move that the budget be amended to... " (e.g., add \$100 to Health and Safety; transfer \$175 from Education to Individual Development; provide that the \$3000 in fundraising revenue received in excess of the budgeted amount be carried forward to the next fiscal year).
- ♦ Unless the motion comes from committee, a second is required: "I second the motion."
- ♦ The president asks: "Are there any questions or discussion?"
- ♦ After discussion and questions, the president calls for the vote: "If there are no further questions, we will take the vote on the amendment to [read the original motion]. All in favor, please say aye. All opposed, say nay."
- ♦ The president then reports on the result of the vote: "The proposed amendment to the budget has passed (failed)."

Carryover or Reserve Funds

Emergency reserve funds are considered an integral part of each PTA's planning and budgeting process. An emergency reserve fund is intended to serve as a means to retain financial stability in the event of unforeseen developments. Maintaining a small savings account and/or carryover balance will allow for efficient management of funds as well as provide funds to carry on programs until the next opportunity for revenue.

The amount of the carryover or reserve funds will vary according to each PTA's size and needs. National PTA and Utah PTA have suggested that the reserve be at least one-half to one full year of a PTA's budget for an average year, but each PTA can establish its own policy. No IRS regulation or other federal law specifies a carryover limit.

If the revenue sources for one year bring in more money than was anticipated, it can readily be carried forward, giving the next year's officers the opportunity to have limited fundraising or even no fundraising at all. No one has the authority to write a check to the school or anyone else for unbudgeted items to "clean out" the PTA account. The purpose of fundraising is to run PTA programs; the PTA is not the fundraising arm of the school.

PTAs without a sufficient carryover or reserve fund should work to build one over time.

Board Designated Funds

PTAs will sometimes identify projects for which it is necessary to accumulate funds over a period of time, or for which it wants to allocate funds in order to maintain the project. In such cases, the board should vote to designate a specified amount of carryover money be set aside for a specific purpose. For example, a motion could be made that "Sample High PTSA set aside \$_____ of carryover funds to finance the continuation of the _____ project next year." It is highly recommended that the motion approving the designation also be voted on by the general membership.

Generally, such a designation will only be effective when there is continuity in the leadership. The future board(s) will decide whether or not to continue the designation. There is no time limit on how many years funds can be carried forward, as long as the membership approves raising funds for the project each year.

RECEIVING AND DISBURSING FUNDS

The treasurer has the responsibility to ensure that all funds going in and out of the PTA's bank accounts are accurately recorded on the PTA's books. Funds Received Forms and Check Request Forms should be used to maintain adequate documentation of all transactions.

Receipts

Detailed supporting documentation should be maintained for every deposit.

- ♦ Use of the Funds Received form provides this documentation. (See a sample form in Appendix 2.) The source(s) of revenue (e.g., memberships, t-shirt sales, fundraiser, sales tax refund) and any other pertinent information should be noted on the form, and any supporting documentation available should be attached to the form.
- ♦ The person, often an event or program chair, who completes the Funds Received form should give it promptly to the treasurer, who will prepare the deposit. A copy of the completed deposit slip (which will show the date and the total amount of the deposit) and the checks to be deposited should also be attached to the form.
- ♦ Deposits should be numbered, and deposit receipts (from the bank) should be attached to the Funds Received forms.
- ♦ Funds Received forms should be maintained with the financial records.

Three people must be present for all counting of cash (membership dues, book fair receipts, fundraising activities, etc.). The treasurer should be one of the three people, whenever possible. The others can be members of the Executive Committee, event or program chairs, or other PTA volunteers who have been trained on proper procedures. Any board member or PTA volunteer must sign the PTA Basic Fiscal Management Procedures form before handling the money of the PTA.

- ♦ Money Counting Sheets, with three signatures, should be used. (See a sample form in Appendix 2.)
- ♦ Money Counting Sheets should be attached to Funds Received forms, utilizing one set of counting sheets per deposit so that the count agrees to the amount of the deposit.

All money received should be deposited the same day.

- ♦ Two people should take the deposit to the bank.
- ♦ Money should never be taken home or left at the school overnight.
- ♦ The bank's night depository should be used for events concluded after banking hours. (A key can be obtained from the bank or the bank bag picked up the next day.)
- ♦ Preparing daily deposits throughout a lengthy event, such as a book fair, will minimize the time required at the conclusion of the event.

Disbursements

- ♦ A PTA check should never be written without a completed Check Request form.
- ♦ The form should include the date, the payee of the check, the amount, the purpose, as well as a place for the check number.
- ♦ The form should also include a place to track the amount of sales tax paid. This will provide the documentation necessary to submit a Sales Tax Refund Request at the end-of-year reporting period.
- ♦ A sample Check Request form is located in Appendix 2.

- ♦ Receipts and/or an invoice (or other supporting documentation) must be attached to the form. All receipts or invoices must be itemized to provide detail of the transaction.
- ♦ The person submitting the request should sign it, and the president and the treasurer will also sign the form, indicating their approval of the disbursement.
- ♦ The principal signs each check request. They are not approving the check request, but acknowledging that he or she is aware of each transaction.

All PTA expenses must be paid with a PTA check (or Prefunded Debit Card, if the e-Commerce Policy has been adopted by your PTA), either issued for the original expenditure or as a reimbursement to an individual for expenses he or she has personally paid. Sales tax refund requests can only be made for expenses paid by a PTA check. The use of Petty Cash systems is prohibited in PTAs. The following rules govern issuance of PTA checks:

- ♦ All PTA checks must be signed by two authorized officers: the treasurer, except in an emergency, and preferably the president. The signers may not be related by blood or marriage, nor reside in the same household.
- ♦ Neither the Principal nor the Teacher Vice Presidents should sign PTA checks to avoid any possible conflict of interest.
- ♦ Checks should only be issued after a Check Request form is completed.
- ♦ Itemized Receipts must be attached to Check Request forms.
- ♦ A blank, signed check should never be given to anyone.
- ♦ When the PTA membership approves funds to be given to the school, a grant agreement must be used. A written grant agreement between the PTA and the school should be signed by the PTA president, PTA treasurer, and the school principal. The agreement should specify the amount of money to be granted, the purpose for which it is to be used, the date by which it is to be spent, and statements that the school will provide an accounting of the funds to the PTA and that unused funds will be returned to the PTA. (See Appendix 2 for a Sample Grant Agreement.)
- ♦ The grant may be funded by direct purchase by the PTA, reimbursement to the school for their purchases made, or upfront funding to the school. Upfront funding to the school should only be utilized when direct purchase by the PTA or reimbursement to the school is not possible as this method results in greater risk for lack of documentation and funds being used for unintended purposes. Grant agreements must be reconciled each fiscal year before closing the PTA books. In the case where the PTA has prefunded a school grant, any remaining funds must be repaid to the PTA and may not be used by the school for another purpose.

All transactions should be recorded in the check register in a timely manner. A ledger system should also be established whereby a written record is maintained of revenue and expenses by category, as outlined on the budget. Samples of a manual ledger system are located in Appendix 2. Computer programs may also be used to record transactions and are generally easier and quicker to use after the initial set-up time.

CASH BOX INSTRUCTIONS

1. Complete a Check Request form for the beginning cash box amount (to document check).
2. Write a check out to the chair person of the event for the beginning cash box balance.
3. Give the check to the chair person, instruct them to cash the check at their bank and bring the cash to the event. Have chair person give you the check's cashed receipt from bank, if the bank provides one. Attach the receipt to the Check Request form.
4. Have someone other than the chair person verify and document the beginning cash box balance on the Money Counting Sheet.
5. Before depositing the proceeds from the event, make sure the cash box start balance is removed from the income of the event and, when deposited, document it as Cash Box Re-deposit and not as actual income from your event.

The "Beginning Cash Box Balance" form
is in Appendix 2 of this handbook.

It can also be found at utahpta.org/treasurer

REPORTING

The treasurer is responsible for making regular financial reports to the PTA officers and to the membership of the PTA.

- ♦ The PTA officers have a fiduciary responsibility to know the current financial status compared to the budget approved by the membership.
- ♦ The PTA membership needs to know how their money is being handled compared to the budget they approved.
- ♦ The PTA officers and members need to know if there are sufficient funds available to meet the goals set.

Treasurer's Report Information

At each meeting of the Board of Directors and at each general membership meeting, the treasurer should present a report giving the financial status of the unit. This report should include at least the following items:

- ♦ Balance from the last report
- ♦ Income since the last report, e.g., dues, fundraising event, book fair
- ♦ Expenses since the last report
- ♦ Current account balance

This report should be made available for any interested officer or member to see where the PTA money is coming from and how it is being spent. Remember that the budget was approved by the PTA membership and they have the right to see whether the board is spending within those guidelines. When the membership can see that the PTA board is trying to follow the budget guidelines, there will be fewer complaints about the handling of the PTA money. More information about the treasurer's report can be found in Appendix 2. Three copies of the Treasurer's Reports should be made: one for the president, one for the secretary to be filed with meeting minutes, and one for the treasurer to keep on file for the AFR (Annual Financial Reconciliation).

A budget analysis can be a very useful form of the treasurer's report. This report shows a comparison of what was budgeted, the actual expenses and income, and the difference between the two. It gives, at a glance, a detailed accounting of how the PTA is using the money and can show where there are any problem areas in the budget.

Year-End Financial Statement Information

The Year-End Financial Statement is prepared by the treasurer at the end of the PTA fiscal year (June 30). It is a detailed report of actual income and actual expenses for the entire PTA year (July 1 - June 30). This report is the means by which the PTA members are informed of the financial situation of the PTA for the past year. This information should be easily obtained from the ledgers for the year or from the Monthly Treasurer's Reports. This Year-End Financial Statement must be given to the incoming PTA officers by August 1 and is submitted with all the treasurer's records for AFR. The new officers will present the Year-End Financial Statement with the AFR report to the membership at the first general membership meeting of the new PTA year (usually Back-to-School Night).

Samples and report forms are in Appendix 2 of this handbook as is a Year-End Financial Statement form.

They can also be found at utahpta.org/treasurer

ANNUAL FINANCIAL RECONCILIATION (AFR)

Procedure

The AFR Procedure Is As Follows:

1. Agree beginning balance (July 1) to ending balance (June 30) on previous audit report and on June 30 Bank Reconciliation.
2. Check Year-End Financial Statement and Monthly Treasurer's Reports for accuracy.
3. Review final Bank Reconciliation (June 30), noting deposits pending and checks outstanding.
4. Verify that all income and expenses listed on the Year-End Financial Statement were included in the approved budget.
5. Perform a sample test of transactions. The size of this sample should be based on the size of the organization. If discrepancies are found, the sample should be broadened to take in more transactions. At some point, it may be deemed necessary to audit all the transactions of a PTA. Testing should include the following areas:
 - Tracing entries in general ledger and/or check register to treasurer's reports.
 - Reviewing monthly Bank Reconciliations, investigating any unusual or unexplained reconciling items.
 - Examining canceled checks for two signatures and, if possible, appropriate endorsements.
 - Tracing deposits made to cash counting sheets and deposit slips, noting timeliness of deposits based on known dates of events.
 - Tracing checks paid to Check Request forms, noting appropriate authorizations and supporting documentation.
6. Reconcile membership dues income to membership reports by agreeing number of members to amount recorded as income (number of members multiplied by local portion of membership dues amount). Make certain that Utah PTA and National PTA portions of membership dues receipts (amounts not belonging to the unit) have been remitted through Givebacks or via check with Dues Remittance form in a timely manner.
7. Verify that any money collected for a specific purpose has been disbursed for that purpose.
8. Check that refunds have been requested through Utah PTA for all sales tax paid during the year.

AFR Report

The auditor/AFR Committee must issue a written report once they are satisfied that the records are accurate. Any errors found should be corrected. (Samples and forms are located in Appendix 1.) To be meaningful, the report should include three parts:

1. A summary of beginning balance to ending balance for the fiscal year showing gross receipts and gross disbursements.
2. A reconciliation to the bank statement balance as of June 30.
3. A statement of the results, signed by the auditor/AFR Committee.

The auditor/AFR Committee must also issue a report in the event that there are not adequate records to conduct appropriate AFR procedures. A sample statement might read, "The AFR Committee has examined the records of the treasurer of _____ PTA and found that more adequate accounting procedures need to be followed so a more complete AFR report can be issued." The AFR Committee should indicate the information that is needed.

At any time during the AFR process, your council president, treasurer, or region support committee chair may be contacted for information or assistance.

ANNUAL FINANCIAL RECONCILIATION (AFR) Procedure Checklist	
This checklist must be filed with the Annual Financial Reconciliation (AFR) in the permanent file.	
<input type="checkbox"/> Agree beginning balance (July 1) to ending balance (June 30) on previous audit report and on June 30 "Bank Reconciliation."	
<input type="checkbox"/> Check "Year-End Financial Statement" and "Monthly Treasurer's Reports" for accuracy.	
<input type="checkbox"/> Review final "Bank Reconciliation" (June 30), noting deposits pending and checks outstanding.	
<input type="checkbox"/> Verify that all income and expenses listed on the "Year-End Financial Statement" were included in the approved budget.	
Perform a sample test of transactions:	
<input type="checkbox"/> Review monthly "Bank Reconciliations."	
<input type="checkbox"/> Trace deposits made to cash counting sheets and deposit slips.	
<input type="checkbox"/> Trace checks paid to "Check Request" form, noting appropriate authorizations and supporting documentation.	
Reconcile membership dues income to membership reports:	
<input type="checkbox"/> Reconcile number of members to amount recorded as income (# of members x local portion of membership dues amount).	
<input type="checkbox"/> Make certain that Utah PTA and National PTA portions of membership dues receipts (amounts not belonging to the unit) have been recorded separately from other receipts and remitted to Utah PTA in a timely manner.	
<input type="checkbox"/> If appropriate, make certain that council PTA membership dues have also been remitted to the Council PTA in a timely manner.	
<input type="checkbox"/> Determine whether refunds have been requested through Utah PTA for all sales tax paid during the year.	
Note: A copy of the AFR report must be submitted to through Givebacks no later than August 1. The AFR report must be officially adopted by the PTA's membership at the first general meeting of the new fiscal year and filed in the unit's permanent file.	
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ANNUAL FINANCIAL RECONCILIATION (AFR) Report for Fiscal Year: 20__ - 20__	
Name of PTA/PTSA: _____	Date: _____
Council: _____	Region: _____
Balance on hand as of July 1 (should agree to prior year report) \$ _____ (1)	
Receipts (total deposits from July 1 to June 30) \$ + _____ (2)	
Total (add lines 1 and 2) \$ = _____ (3)	
Disbursements (total checks written from July 1 to June 30) \$ - _____ (4)	
Balance on hand as of June 30 (checkbook or ledger balance) \$ = _____ (5)	
This balance should agree with line 9.	
Bank balance as of _____ (date of most recent bank statement) \$ _____ (6)	
Checks outstanding (subtract from line 6) \$ - _____ (7)	
List:	
Deposits pending (add to line 6) \$ + _____ (8)	
List:	
Adjusted bank balance \$ = _____ (9)	
This balance should agree with line 5.	
We have examined the books of the treasurer of the _____ PTA/PTSA in accordance with procedures outlined by Utah PTA and find them to be (choose one of the following):	
<input type="checkbox"/> Correct	
<input type="checkbox"/> Incorrect	
<input type="checkbox"/> Incomplete for the following reasons:	
Date AFR completed: _____	
Signature(s) of auditor or AFR Committee: _____	
Signature of AFR Committee Member _____ Printed Name _____	
Signature of AFR Committee Member _____ Printed Name _____	
Signature of AFR Committee Member _____ Printed Name _____	
Please attach the AFR Procedure Checklist to this form when submitting.	
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The AFR Procedure Checklist and Report Form are in Appendix 1 of this handbook.

They can also be found at utahpta.org/treasurer

MEMBERSHIP DUES

Instructions for Submission

State and National Dues

Membership dues should be paid by a PTA check and mailed to Utah PTA office with a Dues Remittance form, or an ACH eCheck through Givebacks. A \$2.00 ACH fee for each eCheck transaction will apply. For more information on submitting dues, see the Utah PTA website or Support.Givebacks.com. No cash or personal checks will be accepted.

- ♦ Dues should be submitted by the 25th of each month.

SALES TAX REFUND REQUEST FORMS

Instructions for Submitting

Keep these errors in mind as you read through the instructions for your PTA.

Most Common Errors

- ♦ Wrong period covered. Check to make sure that the appropriate period is covered by the specified deadline. Also, do not include any items outside of the period to be covered.
- ♦ All necessary information is not included on the detailed list of sales tax transactions.
- ♦ **Including book fair sales tax on the refund request. Sales tax collected on behalf of third-party vendors, such as the book fair, will not be refunded by the Utah State Tax Commission.**

Submission Instructions

1. Unit requests for sales tax refunds are due by August 1 for the fiscal year just ended (July 1 through June 30).
2. To receive a refund from the State of Utah, a PTA making a refund request must be a PTA in good standing. This means that it must have an EIN, current bylaws, and all state and national dues must have been paid to Utah PTA.
3. There is no minimum for which refund request may be made. A \$2.00 processing fee will be assessed by Utah PTA for refunds over \$20.00
4. Make a copy of all pages for document retention by the PTA.
5. Sales Tax Refund requests should be submitted online at utahpta.org.
6. Local and council PTA units will submit annual requests by August 1 for the previous fiscal year. Due to the size of the refund request for all units within the organization, Utah PTA will submit the state-wide reimbursement requests in 4 increments to the Utah State Tax Commission. Local and council units should receive the prior year refund request no later than May each year.
7. Refund checks will be mailed to the school address. Checks should be deposited promptly upon receipt.
8. Completing a Sales Tax Refund Request should not be viewed as an optional activity. These funds can and should be requested according to the established procedure so that they can be used to further the work of PTA.

Book Fair Sales and Sales Tax

- ♦ In 2017 the Utah State Tax Commission issued clarification on PTA book fairs and sales tax. Book fair companies are now classified as "3rd party sales" companies.
- ♦ This means they bring books, etc. to your school for the sale. Then they pick up the leftover books, etc. to resell at the next book fair.
- ♦ You must charge sales tax to all customers.
- ♦ If the school wants to use their tax exempt number to purchase books, please see that the book fair company knows the amount and gets the tax exempt number for their records.
- ♦ When accounting is finished at the end of the book fair, you will send all the taxes plus what sales you owe them. The book fair company will be responsible to pay Utah State Tax Commission the appropriate taxes.

- ♦ Sales tax paid to 3rd party sales companies (such as Scholastic Books, for book fairs) can not be request as a refund on a PTA Sales Tax Refund request. Per the Utah State Tax Commission, this event is not exempt from sales tax.

Sales Tax Refund Request forms are in Appendix 1 of this handbook.

They can also be found at utahpta.org/treasurer



TREASURER
SPECIFIC ISSUES

EXEMPT-ORGANIZATION ISSUES

501(c)(3) Group Exemption

Utah PTA has secured a 501(c)(3) exemption ruling from the Internal Revenue Service (IRS), recognizing it as a public charity under Section 509(a)(2). Each PTA unit in Utah that is in good standing is covered under Utah PTA's group exemption. (Utah PTA's group exemption number is 7212.) The IRS requires Utah PTA, as a central organization, to submit annually a list of its subordinate units (local, council, and region PTAs) in good standing. If a unit chooses to no longer be affiliated with Utah PTA, it no longer has the benefits of tax-exempt status under Utah PTA.

Sales Tax Exemption

- Utah law requires every PTA to pay sales tax on purchases under \$1,000. That sales tax is refunded upon request.
- For purchases over \$1000, the tax exempt number 12510060-002-STC may be used.
- A vendor may request an Exemption Certificate from a PTA to verify the tax exempt number. This certificate can be obtained from the Utah PTA office through kids@utahpta.org.
- Utah PTA has established, within the guidelines of the State of Utah, a procedure whereby PTA units may request a refund of the sales tax paid.
- All PTA sales tax refund requests must be made through the Utah PTA.

Fundraising and Sales Tax

Local and council PTAs are not required to collect or pay sales tax on fundraising events where the items sold are not available to the general public. We must collect sales tax on books sold at book fairs, since we are selling a third party's product for them. When a PTA does a fundraising event, if the money is collected by the vendor and not by the PTA, sales tax must be collected by the vendor.

Utah State Tax Commission • 210 N 1950 W • Salt Lake City, UT 84137		TC-721 Rev. 4/13
Exemption Certificate (Sales, Use, Tourism and Motor Vehicle Rental Tax)		
Name of business or institution claiming exemption (purchaser)	Business number	
Street address	City	State
Authorized signature	Name (please print)	Title
Name of Seller or Supplier		Date
The signer of this certificate MUST check the box showing the basis for which the exemption is being claimed.		
DO NOT SEND THIS CERTIFICATE TO THE TAX COMMISSION Keep it with your records in case of an audit.		
For purchases by government, Native American tribes and public schools, use form TC-721G.		
<input type="checkbox"/> RESALE OR RELEASE Sales Tax License No. _____ I certify I am a dealer in tangible personal property or services that are for resale or release. If used or consumed any tangible personal property or services (purchase tax free for resale, or if my sales are of food, beverages, dairy products and similar commodities dispensed from vending machines (see Rule R805-105-74), I will report and pay sales tax directly to the Tax Commission on my next sales and use tax return.	<input type="checkbox"/> MUNICIPALITY OR PUBLIC SCHOOL Sales Tax License No. _____ I certify the natural gas or electricity purchased is for resale; is prohibited from taxation by federal law, the U.S. Constitution, or the Utah Constitution; is for use in compounding or producing taxable energy; is subject to tax under the Motor and Special Fuel Tax Act; is used for a purpose other than as a fuel; is used by an entity exempted by municipal ordinance; or is for use outside a municipality imposing a municipal energy sales and use tax. The normal sales tax exemptions under Utah Code §56-12-104 do not apply to the Municipality Energy Sales and Use Tax.	
<input type="checkbox"/> LEASEBACKS I certify the tangible personal property leased satisfies the following conditions: (1) the property is part of a sale-leaseback transaction; (2) sales or use tax was paid on the initial purchase of the property; and (3) the leased property will be capitalized and the lease payments will be accounted for as payments made under a financing arrangement.	<input type="checkbox"/> POLLUTION CONTROL FACILITY Sales Tax License No. _____ I certify my company has been granted a "Certification of Pollution Control Facilities" as provided for by Utah Code §§19-2-123 through 19-2-127 and as evidenced in Tax Commission Rule R805-195-53 by either the Air Quality Board or the Water Quality Board. I further certify each item of tangible personal property purchased under this exemption is qualifying machinery or equipment for this purpose.	
<input type="checkbox"/> COMMERCIAL AIRLINES I certify the food and beverages purchased are by a commercial airline for in-flight consumption; or, any parts or equipment purchased are for use in aircraft operated by common carriers in interstate or foreign commerce.	<input type="checkbox"/> MEDICAL EQUIPMENT I certify the equipment or device checked below is prescribed by a licensed physician for human use: <input type="checkbox"/> Durable Medical Equipment primarily used to serve a medical purpose, is not worn in or on the body, and is for home use only. (Sales of spas and saunas are taxable.) <input type="checkbox"/> Mobility Enhancing Equipment primarily used to improve movement, is for use in a home or motor vehicle, and is not used by persons with normal mobility. <input type="checkbox"/> Prosthetic Device used to replace a missing body part, to prevent or correct a physical deformity, or support a weak body part. This is also exempt if purchased by a hospital or medical facility. (Sales of corrective eyeglasses and contact lenses are taxable.) <input type="checkbox"/> Disposable Home Medical Equipment or Supplies that cannot withstand repeated use and purchased by, for, or on behalf of a person other than a health care facility, health care provider or office of a health care provider. The equipment and supplies must be eligible for payment under Title XVIII, Federal Social Security Act, or the state plan for medical assistance under Title XIX, Federal Social Security Act.	
<input type="checkbox"/> COMMERCIALS, FILMS, AUDIO AND VIDEO TAPES Sales Tax License No. _____ I certify that purchases of commercials, films, prerecorded video tapes, prerecorded audio program tapes or records are for sale or distribution to motion picture exhibitors, or commercial television or radio broadcasters. If I subsequently resell items to any other customer, or use or consume any of these items, I will report any tax liability directly to the Tax Commission.	<input type="checkbox"/> RELIGIOUS OR CHARITABLE INSTITUTION Sales Tax License No. _____ I certify the tangible personal property or services purchased will be used or consumed for essential religious or charitable purposes. This exemption can only be used on purchases totaling \$1,000 or more, unless the sale is pursuant to a contract between the seller and purchaser.	
<input type="checkbox"/> FLM, TELEVISION, VIDEO I certify that purchases, leases or rentals of machinery or equipment will be used by a motion picture or video production company for the production of media for commercial distribution.	<input type="checkbox"/> DIRECT MAIL Sales Tax License No. _____ I certify I will report and pay the sales tax for direct mail purchases on my next Utah Sales and Use Tax Return.	
<input type="checkbox"/> ALTERNATIVE ENERGY Sales Tax License No. _____ I certify the tangible personal property meets the requirements of Utah Code §§19-2-104 and is leased or purchased by or for an alternative energy electricity production facility, a waste energy production facility, or a facility that produces fuel from alternative energy.		
<input type="checkbox"/> FUELS, GAS, ELECTRICITY Sales Tax License No. _____ I certify all natural gas, electricity, coal, coke, and other fuel purchased will be used for hospital use only and not for residential or commercial purposes.		
<input type="checkbox"/> STEEL MILL Sales Tax License No. _____ I certify the rolls, rollers, refractory brick, electric motor or other replacement parts will be used in the furnaces, mills or ovens of a steel mill as described in Standard Industrial Classification (SIC) 3312.		

Employer Identification Number (EIN)

SS-4 Application for Employer Identification Number
OMB No. 1545-0047

1. Legal name of entity (or individual) for whom the EIN is being requested
2. Trade name of business (if different from name on line 1)
3. Mailing address (street, apt., suite, no. and street, or P.O. box)
4. City, state, and ZIP code (if foreign, see instructions)
5. County and state where principal business is located
6. Name of responsible party
7. Is the applicant for a limited liability company (LLC) or a foreign partnership?
8. If "Yes" to line 7, enter the number of LLC members
9. If "Yes" to line 7, was the LLC organized in the United States?
10. Type of entity (check only one box). If "Yes" to line 9, use the instructions for the United States to obtain.
11. If "Yes" to line 9, check the type of entity.
12. If "Yes" to line 9, check the type of entity.
13. If "Yes" to line 9, check the type of entity.
14. If "Yes" to line 9, check the type of entity.
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99. If "Yes" to line 9, check the type of entity.
100. If "Yes" to line 9, check the type of entity.

Every PTA unit must have its own EIN from the IRS. This number is required for the PTA's bank account(s) and is also used in conducting business with the IRS. Neither the school's EIN nor an individual's social security number should ever be used for PTA business. The PTA must also never "loan" its EIN to another group or organization.

If a PTA unit needs an EIN, it should contact the council president or treasurer or the Utah PTA office. To obtain an EIN, an IRS "Form SS-4" must be completed. When the form is completed and signed, it must be returned to the Utah PTA Treasurer for processing. The IRS will assign an EIN to the PTA, and a letter will be sent to Utah PTA informing them of the assignment. Utah PTA will forward this letter to the unit, and this letter must be filed with the PTA's permanent records.

Determination Letter

The IRS issues a "determination letter" to organizations that have qualified for tax-exempt status. Because Utah PTA, as a central organization, determines which units are included as subordinates under its group exemption ruling, anyone seeking to verify that a PTA in Utah is tax-exempt can contact the Utah PTA office. Utah PTA can provide a letter about the group ruling and a copy of its determination letter from the IRS for potential donors, sponsors, or grantors. According to IRS Publication 4573, "donors may rely upon central organization verification with respect to deductibility of contributions to subordinates covered in a Section 501(c)(3) group exemption ruling." Email kids@utahpta.org with your school name and we will send you a letter. Since these expire as of June 30 each year, you will have to request a letter yearly.

Benefits of Tax-Exempt Status

As 501(c)(3) public charities, PTAs in Utah enjoy two substantial benefits:

- Contributions may be treated by donors as charitable contributions for income-tax purposes. Such contributions include programs like grocery store card programs and corporate sponsorships, as well as donations from individuals. PTA members who receive little or no reimbursement for their PTA-related expenses may also be allowed to deduct their out-of-pocket expenses as charitable contributions; current IRS rulings should be consulted for allowable deductions.
- Most income of the organization—income from activities that are substantially related to the exempt purpose—is exempt from federal income tax. As PTA fundraising efforts are often substantial, this exemption from paying income tax is very valuable.

Protecting Exempt Status

A Section 501(c)(3) organization will jeopardize its exemption if it ceases to be operated exclusively for exempt purposes. An organization operates exclusively for exempt purposes only if it engages primarily in activities that accomplish the exempt purposes specified in Section 501(c)(3). A 501(c)(3) organization:

- Must absolutely refrain from participating in the political campaigns of candidates for local, state, or federal office.
- Must restrict its lobbying activities to an insubstantial part of its total activities.
- Must ensure that its earnings do not inure to the benefit of any private shareholder or individual.

- ♦ Must not operate for the benefit of private interests such as those of its founder, the founder's family, its shareholders or persons controlled by such interests.
- ♦ Must not operate for the primary purpose of conducting a trade or business that is not related to its exempt purpose, such as a school's operation of a factory.
- ♦ May not provide commercial-type insurance as a substantial part of its activities.
- ♦ May not have purposes or activities that are illegal or violate fundamental public policy.

Responsibilities of Tax-Exempt Status

While conferring benefits on 501(c)(3) organizations, federal tax law also imposes responsibilities on organizations receiving that status. PTAs in Utah are required to do the following:

- ♦ Keep books and records detailing all activities, both financial and non-financial. This includes detailed information on sources of income and expenditures of funds, as well as minutes of the meetings where decisions are made about the activities of the PTA and such things as newsletters.
- ♦ File an annual information return with the IRS either "Form 990EZ," if required, or "Form 990N."
- ♦ Meet requirements for substantiation and disclosure for charitable contributions.
- ♦ File "Form 990T" if there is \$1000 or more of gross receipts from an unrelated trade or business.

Important Note: *It is the **outgoing** treasurer's responsibility to make sure that the applicable annual information return is filed with the IRS.*

The IRS suggests that organizations, like PTAs, that have frequent officer changes develop an information packet that contains the filing requirements, instructions for completing the applicable forms and for filing an extension, and any other pertinent information. The packet should be passed on to each new officer to ensure accurate and timely filing of returns and avoid penalty assessments.

Gross Receipts Test

As each local, council, and region PTA are subordinate units of Utah PTA, we are required to have a file copy of each "Form 990" filing for the current fiscal year. If a PTA has gross receipts during the year normally more than \$50,000, it is required to file "Form 990EZ, Short Form—Return of Organization Exempt from Income Tax," and the related schedules with the IRS.

The PTA's gross receipts amount is calculated by totaling all income received during the fiscal year before any costs or expenses are deducted. Carryover amounts such as savings accounts and any other funds on hand at the beginning of the fiscal year are not included. The Utah PTA and National PTA portions of membership dues should also be excluded, as these amounts do not belong to the local PTA.

The IRS's definition of "normally" is based on a three-year average, calculated by the "Gross Receipts Test." An example of this calculation for the 2025-2026 fiscal year is shown below.

If you need to file "Form 990 EZ," completed "990EZ" forms should be filed online. (In order to receive an extension of time to file, "Form 8868" must be filed by the deadline.)

Forms and instructions are available on the IRS website ([irs.gov](https://www.irs.gov)). The applicable schedules might include not only Schedule A and B (as in the past) but also Schedule C, G, and others.

National PTA's *Finance Guide*, which is available at ptakit.org, is a useful resource, and some tips can be found on the treasurer page of Utah PTA's website, utahpta.org/treasurer.

"Form 990N" (e-Postcard)

All PTA units in Utah (local, council, and region) that are not required to file IRS "Form 990EZ" are required to file an annual electronic notice, "Form 990N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required To File Form 990 or 990EZ." This requirement came from the Pension Protection Act of 2006, with the purpose of improving transparency within the non-profit sector.

"Form 990N" should be filed by August 1, following the close of the fiscal year. "Form 990N" must be filed electronically. Only basic information is required on the form. A copy of the confirmation showing "Accepted" status should be submitted through Givebacks or council/region treasurer after the IRS has indicated that the filing was accepted.

- ♦ To access the e-Postcard filing site at irs.gov/Charities-Non-Profits/Annual-Electronic-Filing-Requirement-For-Small-Exempt-Organizations-Form-990-N-E-Postcard, an account will need to be set up using the ID.me platform as required by the IRS. Detailed instructions are on the treasurers page: utahpta.org/treasurer
- ♦ The organization EIN can be found in the PTA's bylaws. Each PTA in Utah has its own EIN, assigned by the IRS.
- ♦ PTA Utah Congress in the Organization's Legal Name - Line 1. On the second page, enter your PTA's name as DBA Name. This is because Utah PTA (identified by the IRS as PTA Utah Congress) is the parent organization for all PTAs in Utah and has a group tax exemption.
- ♦ The Tax Year Period for all PTAs in Utah is July 1 to June 30.
- ♦ The mailing address for all PTAs in Utah is: 5192 S Greenpine Drive, Salt Lake City, UT 84123
- ♦ No other address, including a school or home address, should be entered as the PTA's mailing address.
- ♦ In the "Principal Officer" section, the name is the person filling out the form and the address entered should be the school address.
- ♦ When the "Form 990N" is first submitted, the status is "Pending." You must log back in approximately ten minutes later before printing the confirmation. Make sure the status says "Accepted" before printing the confirmation to submit via Givebacks.

Additional instructions on filing the "Form 990N" are available on the treasurer page of the Utah PTA website: utahpta.org/treasurer

Gross Receipts Test	
2025-2026	\$
2024-2025	\$
2023-2024	\$
Total	\$
Divide total amount by 3	
Average	\$
Is the Average greater than \$50,000? Then file Form 990EZ	
Otherwise file Form 990N e-Postcard	

Substantiation and Disclosure Requirements

IRS Publication 1771, Charitable Contributions – Substantiation and Disclosure Requirements, explains the federal tax law for charities (like PTAs) that receive tax-deductible contributions. Some of that information is summarized here; the publication in its entirety can be downloaded from the IRS website ([irs.gov](https://www.irs.gov)).

There are two general rules to meet the substantiation and disclosure requirements:

1. A donor must obtain a written acknowledgment for any single contribution of \$250 or more to claim it on his or her federal income tax return. Further, as of January 1, 2007, no charitable contribution can be claimed unless the donor has either a bank record (such as a canceled check) or a written communication from the charity (such as a receipt or a letter) to support the contribution.
2. A charitable organization must provide a written disclosure to a donor who makes a payment in excess of \$75 partly as a contribution and partly for goods and services provided by the organization.

Rule 1

Applies to any contribution received by the PTA. Although it is the donor's responsibility to obtain a written acknowledgment, the PTA can assist a donor—and hopefully encourage continued donations—by providing a timely, written statement containing the following information:

- ♦ Name of PTA
- ♦ Amount of cash contribution or description (but not the value) of non-cash contribution
- ♦ Statement that no goods or services were provided in return for the contribution, or a description and good faith estimate of the value of good or services that were provided

While donors may not expect PTAs to provide a written acknowledgment for small, cash donations given for an event like a jog-a-thon, the PTA should be prepared to issue such a receipt if it is requested. Insubstantial goods or services provided in exchange for a contribution do not have to be described in the acknowledgment. Examples might include a school calendar magnet or student directory with the PTA's logo. It is not necessary to include the donor's social security number or tax identification number on the acknowledgment.

Examples of wording for written acknowledgments is as follows:

"Thank you for your cash contribution of \$300 to Exemplary PTA, received by us on December 12, 20____. No goods or services were provided in exchange for your contribution."

"Thank you for your donation of twelve dozen muffins to Exemplary PTA for our Moms & Muffins literacy program on April 2, 20____. No goods or services were provided in exchange for your contribution."

Rule 2

Applies to PTA activities like silent auctions. In such cases, a donor may only take a contribution deduction to the extent that the contribution exceeds the fair market value of the good or services the donor receives. The required written disclosure statement must do the following:

- ♦ Inform the donor that the amount of contribution that is deductible for federal income tax purpose is limited to the excess of the contribution over the value of the goods or service provided
- ♦ Provide the donor with a good faith estimate of the fair market value of the goods or services

The disclosure must be in writing, and a penalty is imposed on charities that do not meet the written disclosure requirement.

Unrelated Business Income

Unrelated Business Income (UBI) is income that is not related to the organization's exempt purpose. If a PTA receives more than \$1000 in UBI, it must file "Form 990T."

Income is classified as UBI when three factors exist:

- ♦ A trade or business ("active")
- ♦ Regularly carried on (in contrast to only "discontinuously or periodically")
- ♦ Unrelated to the organization's tax-exempt purpose

The income from most PTA fundraising activities is exempt from federal income taxes because of the following exceptions to the general rules:

- ♦ Volunteer activities (volunteers must do "substantially all" of the work—at least 85%)
- ♦ Low-cost merchandise (items are given in conjunction with solicitation of charitable contributions)
- ♦ Donated merchandise ("substantially all" of the items sold must be donated)

Form 1099-MISC or 1099-NEC

PTAs may be required to file "Form 1099-MISC" or "Form 1099-NEC" with the IRS if they pay \$600 or more during the **calendar year** to any unincorporated business or person for services (including parts and materials), or for prizes or awards. Possible situations where this rule applies include an artist-in-residence or a performing group. The form and instructions can be obtained from the IRS website ([irs.gov](https://www.irs.gov)).

For More Information

National PTA's Finance Guide, which is available at ptakit.org, contains more information about many tax-exempt organization issues. A pamphlet on tax issues written by National PTA's attorney may be available for purchase at the Utah PTA office.

Additionally, the Internal Revenue Service (IRS) has a web-based version of its [Tax Exempt Organizations Workshop](#). These free virtual workshops cover tax compliance issues confronted by small and mid-sized tax-exempt organizations. They consist of several interactive modules on tax compliance topics for exempt organizations including:

- ♦ Maintaining 501(c)(3) Tax Exempt Status - How can you keep your 501(c)(3) exempt?
- ♦ Unrelated Business Income - Does your organization generate taxable income?
- ♦ Employment Issues - How should you treat your workers for tax purposes?
- ♦ "Form 990" Overview - Would you like to file an error-free return?
- ♦ Required Disclosures - To whom do you have to show your records?

Users can access this training program at StayExempt.IRS.gov. The modules can be completed in any order and repeated any number of times. Also, web-based courses that delve into a variety of topics of interest to exempt organizations can provide training.

FUNDRAISING

The primary emphasis in PTA should be the promotion of the PTA Mission and Purposes of the PTA. The real working capital of a PTA lies in its members, not in its treasury.

PTAs do not exist to raise money, but raise money to exist. Fundraising is NOT a primary function of PTA.

When PTAs invest their human resources in programs that improve homes, schools, and communities, they earn benefits for children and youth with very small outlays of money. PTA-sponsored programs can provide enrichment activities for families. PTAs can work with other community organizations on community-wide issues that correlate with PTA priorities.

Planning for PTA fundraising activities should occur after the planning of the programs and projects for the school year. PTA does not exist to raise large amounts of money or supplement school finances. One well-planned fundraising event will usually raise the funds needed to fulfill the goals and objectives of the PTA for the year. Any funds generated by a PTA, including the local portion of dues, should be used for definite budgeted purposes that advance the PTA Purposes, such as projects and programs, that benefit children and families, promote parent-teacher cooperation, and enhance the school environment and curriculum. In addition, PTAs can work with community organizations to promote community-wide development projects. Leadership development through PTA conventions and conferences is also an appropriate and important use of PTA funds. Please use the "PTA Event Checklist" found in Appendix 2 to make sure all financial procedures are followed for PTA events.

Standards for PTA Fundraising

PTAs are often asked to finance programs and purchase needed equipment that tight school budgets cannot provide, and each PTA must decide what it will do. Before approving proposals for material aid to the school or community, a PTA should consider whether or not the proposed equipment or service is a public responsibility. Is it something that taxes are to be used for? For example, tax revenue is already being collected to fund textbooks, salaries, computers, playground equipment, classroom materials, and so forth. PTA's role is to advocate for adequate and equitable funding for all public schools. In emergencies, PTAs may provide for the pressing needs of children and youth while they work to alert the public to its obligations.

A PTA renders a greater service by working to secure adequate funding for programs that have an enduring benefit than by purchasing equipment for schools. PTAs should not contribute to the problem of inequities within a school district by excessive funding.

The framework for how a PTA should conduct its fundraising is determined by the policies of the National PTA organization and the government regulations for 501(c)(3) tax-exempt organizations. PTA fundraising should be carried out within the framework of PTA's noncommercial policy. This policy requires that the PTA not endorse any commercial entity nor engage in business activities unrelated to the Purposes of PTA.

Donor-Advised Funds

A Donor-Advised Fund, or DAF, is a charitable giving vehicle administered by a public charity created to manage charitable donations on behalf of organizations, families, or individuals. Donor-advised funds are the fastest growing charitable giving vehicle in the United States by providing a flexible way for donors to pass money through to charities. Many individuals/businesses are choosing this method of charitable giving to support our local PTAs. Some of the more familiar giving funds are: Benevity Causes, Fidelity Charitable Giving, and YourCause.

Procedure

Every local PTA unit in good standing qualifies to receive donations through any DAF under the umbrella of Utah PTA, also known as Utah Congress of Parents & Teachers or PTA Utah Congress. Utah PTA has created and maintains accounts with every donor-advised fund. All donations processed through a DAF will be mailed to PTA Utah Congress using the Utah PTA office address of 5192 S. Greenpine Drive, Salt Lake City, UT 84123. Once donations are received in the office, Utah PTA will swiftly redistribute the donation to the intended PTA with a Utah PTA issued check. Please do not alter the address or name of any of the charitable donation accounts to ensure proper handling of current and future donations. All questions should be addressed to Utah PTA via email to kids@utahpta.org.

Description of Donor-Advised Funds

1. Benevity Causes: Causes.Benevity.org

Benevity is a global leader in online workplace giving, matching, and volunteering. Some of the world's most iconic brands rely on Benevity's award-winning solutions to power their Goodness Programs and corporate philanthropy, helping them attract, retain, and engage today's workers by connecting people personally to causes that matter to them. Donations come from single donors and employees of corporations set up with Benevity. In fact, most corporations will "match" their employee's donations when using this vehicle of giving.

Utah Congress of Parents & Teachers has an account. Donors are instructed to list in the "Notes" section the name of the local PTA to which they are donating. Also, they are required to document the EIN of the charity to which they are donating.

The donation check will come to the Utah PTA office and upon receipt, the office will deposit and reissue a check to the local unit.

2. Fidelity Charitable Gift Funds: FidelityCharitable.org

Established in 1991, Fidelity Charitable is an independent public charity that sponsors the nation's largest donor-advised fund program. Their mission has remained the same—to further the American tradition of philanthropy by providing programs that make charitable giving simple, effective, and accessible. As of 2019, they have 229,000 donors with 138,019 giving accounts available to support a non-profit/individual as they see fit. This is currently the largest giving fund through which the local PTAs are receiving outside donations.

The donation check comes to the Utah PTA office and upon receipt, the office deposits and reissues a check to the local unit.

3. YourCause : YourCause.com

Top socially responsible companies partner with YourCause to manage their employee giving, volunteering, and grants programs. Their platform flexibility meets the needs of companies of all sizes – from Fortune 500 to small businesses – driving engagement and facilitating impact within the non-profit sector. Some of the businesses who donate through YourCause are: AT&T, Best Buy, Chevron, CenturyLink, Dell, Samsung, Symantec, and many more.

Utah Congress of Parents & Teachers has an account. Donors are instructed to list in the "Notes" section the name of the local PTA they are donating to. Also, they are required to document the EIN of the charity to which they are donating.

The donation check will come to the Utah PTA office and upon receipt, the office will deposit and reissue a check to the local unit.

4. Other Corporate/DAF/Employee Funds:

- Adobe Employee/Company Giving
- Kohl's Cares Program: Volunteer events are set up and funds are disbursed through Benevity Causes. Please contact Utah PTA state office to arrange events and volunteer opportunities.
- United Way Employee Giving
- Vanguard Charitable
- Walmart Foundation: Please contact Utah PTA and notify us when you secure a donation with your local Walmart. This will help us disburse the donations quicker when the checks arrive.

Policies and Regulations Affecting Fundraising

All PTA bylaws—national, state, council, and local—include the requirement to be non-commercial. PTA's non-commercial policy prohibits the PTA from endorsing a commercial entity and from engaging in activities unrelated to the promotion of the Purposes of PTA. It also means that the name "PTA," which is a registered service mark, cannot be used in advertising or promoting of the goods and services of a commercial entity. The non-commercial policy does not preclude corporate sponsorship; see "Fundraising" section for further information.

PTA policy is also very clear that children should never be exploited or used as fundraisers. Competitive, high-pressure selling of a product is not considered an appropriate activity for a child to be engaged in on behalf of PTA. Assemblies where children or youth are "hyped up" to go out and sell items so they can "earn" prizes are discouraged. Children are never to go door-to-door selling items for PTA.

As 501(c)(3) organizations, PTAs are prohibited under federal law from engaging in substantial business activities that are unrelated to their tax-exempt purposes, which are legally defined as educational and charitable. A PTA's tax-exempt status is one of its most important assets. If that status is revoked, charges of negligence or mismanagement may be brought against the officers and directors. When considering any fundraising activity, therefore, the PTA should ask, "Will this activity adversely affect our tax-exempt status?" Further, the revenue from some fundraising activities, if not structured appropriately, may be considered to be "unrelated business income" by the Internal Revenue Service (IRS). "Unrelated business income" is taxable. (See Unrelated Business Income in "Exempt-Organization Issues" section for more information.)

School districts may have established policies and procedures for organizations to follow when doing fundraising on school property and/or using staff and students, including limits on the amount of fundraising allowed and required approval processes. PTAs should be familiar with district policy and work cooperatively with school personnel. Your district liaison is the best resource for knowing the school district's fundraising policies.

Selection of an Appropriate Fundraiser

If the fundraising event is to reflect the high principles of the association, it will have educational, social, or recreational value in itself. One well-planned fundraising event will usually raise the funds needed to fulfill the goals and objectives of the PTA for the year. The following questions should be considered in selecting and planning a fundraiser that will be both successful and worthy of the PTA:

- ♦ Does it adhere to the PTA Mission and the Purposes of PTA?
- ♦ Does it conform to the noncommercial, nonsectarian, and non-partisan policies set forth in the PTA bylaws?
- ♦ Does it preclude the exploitation of children?
- ♦ Will it create goodwill for the PTA?

- ♦ Is it a type of activity that can serve as a positive example for children and youth?
- ♦ Will it provide the revenue needed to meet the PTA's goals?
- ♦ Has a budget of required expenditures (e.g., cost of materials and publicity for the event) been provided?
- ♦ Are special permits, such as food handling permits, required?
- ♦ Are the PTA and its members protected through sufficient insurance coverage or otherwise?
- ♦ Are contracts required? If so, has the president signed contracts with vendors and/or manufacturers? (The president is the only person who can sign a contract binding the PTA, although the principal may make recommendations to the Executive Committee regarding contracts and their appropriateness with regard to school system regulations.) Do contracts for products include responsibility for spoiled, damaged, or unclaimed goods?
- ♦ Have procedures been established to safeguard the handling of products and money?
- ♦ What requirements, if any, are involved in using a facility?
- ♦ Are there applicable local, state, or federal laws, and if so, is care taken to see that no law is violated?

Contracts with Commercial Vendors

Commercial vendors involved in PTA fundraising activities that involve the selling of a product or service may require the PTA to sign a written contract. Contract guidelines are as follows:

- ♦ All contracts must be in writing.
- ♦ The length of the contract must be limited to the term of the participating officers. Like any legal document, fundraising contracts are binding on the PTA and result in legal liability if they are not fulfilled.
- ♦ All terms of the contract should be carefully read and understood. If there are any questions, consult an attorney for clarification. Do not rely on the advice of the vendor.
- ♦ The terms of the contract must be approved by the board before the contract is signed.
- ♦ The president should clearly indicate that he or she is signing for the organization, not as an individual:

_____ by _____
 (Name of PTA/PTSA) (Signature of PTA President)

Donation Fundraisers

Some PTAs have had good success with donation-type fundraising efforts, either as a "no fundraiser" direct solicitation for tax-deductible donations or in conjunction with a student jog-a-thon, read-a-thon, or similar activity. Others have run profitable auctions of donated merchandise, which may or may not result in the collection of donations.

Putting 100 percent of the funds collected into PTA programs is the primary advantage of these types of fundraisers. Psychologically, that can be a big selling point for parents. On the other hand, some PTAs end up making less money than they would if they had worked in conjunction with a commercial vendor to sell a product or service. The amount of time and energy required of PTA volunteers might be the same as or even more than (particularly in the case of auctions) it is for sales-type events.

If a PTA decides to conduct a donation fundraiser, the treasurer and event chair must be familiar with the IRS rules regarding substantiation and disclosure summarized in the "Exempt-Organization Issues" section of this handbook. When there are no goods or services provided to donors and individual donations are less than \$250, such as in a jog-a-thon event, the PTA may want to provide notification to potential donors that receipts will be provided only upon request or that the donor's canceled check will serve as his or her receipt. For an auction event, advance preparation of receipts that include the value of the goods or services to be auctioned will help facilitate compliance with the disclosure requirements.

Corporate Sponsorship

Corporate sponsorship is a funding mechanism in which a commercial entity supports a charitable or educational organization (such as a PTA) with cash, products, or services in exchange for acknowledgment or recognition of the sponsor's support. Sponsorships can relate to a specific event or to the PTA as a whole.

Corporate sponsorship is an appropriate means of funding projects and programs that promote the objectives of the PTA. Corporate sponsorship stands in contrast to endorsement, in which the PTA extols the virtues of a company's products or services. Endorsement activities are not appropriate for PTAs based on PTA's noncommercial policy.

A special provision in the Internal Revenue Code provides that 501(c)(3) organizations are exempt from paying federal income taxes on income from corporate sponsorships as long as IRS guidelines are followed. According to IRS Publication 598, qualified sponsorship payments are payments "made by a person engaged in a trade or business for which the person will receive no substantial return benefit other than the use or acknowledgment of the name, logo, or product lines in connection with the organization's activities."

As a general rule, the PTA may thank the sponsor for its support. The thank-you may be in writing or on posters, banners, or other appropriate media. It must be limited to an expression of thanks and can list identifying information of the sponsor, including name, address, phone number, website address, and logo. The sponsor's product(s) can also be distributed as part of the acknowledgment.

"Use or acknowledgment" does not include advertising, which includes the following:

- ♦ Qualitative or comparative language (such as "this is the best")
- ♦ Price information or other indications of savings or value
- ♦ Endorsement
- ♦ Other inducement to purchase, sell, or use a sponsor's products or services

Sponsorship payments that constitute advertising will be subject to federal income tax. On the other hand, qualified sponsorship payments are considered to be charitable donations, and there is no limit to the amount that can be received by the PTA.

Charitable Solicitations Act

In Utah, under the Charitable Solicitations Act, charitable organizations are required to be registered with the Utah Division of Consumer Protection before soliciting charitable donations. "Charitable solicitation" means any request, direct or indirect, for money on the representation that it will be used for a charitable purpose. (Additional information about the Charitable Solicitations Act can be found at ConsumerProtection.Utah.gov/Registrations/Charities.html).

The law provides an exemption from the registration requirement for a PTA organized within and authorized by a school in support of the operations or extracurricular activities of the school. Local PTAs do not need to submit anything. It is done by the Utah PTA Treasurer.

Commercial Co-Venturing

Commercial co-venturing is a form of fundraising in which money is paid to a business for a product or service and a portion of that money is forwarded, as a gift, to the PTA. Given PTA's noncommercial policy, the only appropriate role in any such venture is a passive one. Active promotion of the business' products or services by the PTA and its members would violate this policy. Additionally, such fundraising activities should be structured to protect PTA's tax-exempt status and avoid unrelated business income. The funds received by PTAs from such agreements should be accounted for as contributions on their financial records.

Games of Chance

Under Utah law, it is illegal to operate a scheme under which a person gives something of value in order to obtain a chance to get something of value. A raffle which requires purchase of a ticket is, therefore, illegal. A prize drawing may be conducted, however, if one of the following conditions is met:

- ♦ Payments are considered to be donations and anyone can have a ticket whether a donation is made or not.
- ♦ The payment is for an article with a value reasonably related to the amount of the required payment, and the ticket is given to the purchaser without additional charge.

Accounting for Funds

Because the treasurer's duties are time-consuming and require attention to detail, he or she will likely not have a great deal of time to actively participate in the mechanics of PTA fundraisers. The involvement of the treasurer in fundraising activities should focus on ensuring compliance with IRS regulations and PTA and district policies and on maintaining copies of contracts and other documentation. Additionally, as with other financial transactions of the PTA, the treasurer is required to keep complete financial records of income and expenditures associated with the fundraiser:

- ♦ At the fundraising event or when the funds are received, the treasurer, the chair of the event, and a third person should count the monies received. All three should sign a "Money Counting Sheet" (see sample in Appendix 2) verifying the amount; this form should be attached to a "Funds Received" form (see sample in Appendix 2).
- ♦ All monies received should be deposited the same day. Arrangements should be made for the bank's night depository if the deposit must be made after banking hours. Funds should never be deposited in a personal bank account or in the account of another organization (e.g., the school). Funds must never be taken home or left at the school overnight. Preparing deposits periodically throughout a lengthy event, such as a book fair, will minimize the time required at the conclusion of the event.
- ♦ When change is needed for a cash box, a "Check Request" form (see sample in Appendix 2) should be submitted by the event chair. The treasurer issues a check to the individual for the amount requested. The check should not be made payable to cash. The amount of the money in the cash box should be recorded on a signed "Beginning Cash Box Balance" form (see sample in Appendix 2), which should be kept in the cash box until the fundraising event is completed. The beginning cash balance is included in the final counting of the money from the event and deposited back into the PTA checking account. The beginning cash balance should not be included in the computation of profits from the event.
- ♦ Itemized invoices, sales receipts, etc. for expenses related to the fundraising event are given to the treasurer for payment by check. No disbursements should be made from cash collected at the event.
- ♦ Following the fundraising event, the treasurer, in conjunction with the chair, should prepare a written financial report of income and expenses associated with the event and present it to the board.

More information about receipt and disbursement of funds in the "Receiving and Disbursing Funds" section of this handbook.

INSURANCE

Coverage For All PTAs

The Utah Risk Manager of Administrative Services modified Rule R37.4 of the Utah Administrative Code adjusting the Utah Governmental Immunity Act Limitations (Tort Limits).

This adjustment requires all PTA groups have and maintain General Liability coverage with limits up to the governmental entity tort limits (i.e. - same coverage as for school districts). PTAs are not covered by their district or school insurance, they must obtain and maintain their own policy. Districts do not cover your money in case of loss, theft, embezzlement, etc. This is a broader law for anyone who uses a school/civic center facility to purchase liability insurance for events that are outside of school responsibilities. The law is designed to be adjusted each year and therefore the limits may change each year.

As of July 1, 2020, the law stipulates a liability limit of \$3,138,200; however, we have been assured that due to the size of our local PTA units and the nature of our activities a policy with a liability limit of \$2,000,000 is sufficient for our organization.

While we cannot mandate that you purchase your coverage through AIM Insurance, we can advise you that we have secured, through a partnership between Utah PTA and AIM Insurance, a discounted yearly rate. If you already have coverage in place with another carrier, we suggest you review the coverage to see if it meets the required regulations and, if necessary, increase your limits or move your coverage to AIM Insurance.

Utah PTA has selected September 1 of each year as the date of compliance for having proof of insurance coverage renewed. This date was chosen to correspond with the beginning of the traditional school year, so any unit that signs up for coverage, regardless of the date you sign up, will automatically have an expiration date of September 1. Confirmation is to be submitted through Givebacks by October 1 each year.

Different Types of Policies:

- ♦ General Liability—This insurance provides coverage for a PTA's legal liability arising from injury or property damage resulting from the PTA's activities and operations. Such coverage may be purchased either on a continuous, year-round, comprehensive coverage basis, or on a one-time basis for special events (such as carnivals). PTA events are not covered by the school district's general liability policy. Consult with your insurance agent to decide which works best for your PTA.
- ♦ Fidelity Bonding—This type of policy covers losses through fraudulent or dishonest acts committed by officers or volunteers. If someone entrusted with the PTA's money embezzles that money, this policy will replace those missing funds.
- ♦ Directors and Officers (D and O) Liability—This insurance provides protection against claims arising out of the wrongful acts of directors and officers, such as discrimination and breach of contract. The Volunteer Protection Act of 1997 provides some reduction of risk to nonprofit organizations, including PTAs, but the laws have significant limitations.
- ♦ Property—This type of policy will replace PTA property damaged or lost due to theft or natural hazard. Most local PTAs do not own personal property, but those that do should consider this coverage. This type of policy would also protect fundraising merchandise while it is in your possession.
- ♦ In making decisions about risk management, two variables should be considered: the frequency at which a loss can be expected to occur, and the severity of the loss that can be expected when one does occur. When the risk has a high frequency of occurrence, steps should be taken to reduce the risk. This risk reduction might take the form of cash counting policies that would prevent one person from having sole access to fundraising money. But when the risk has a low frequency of occurrence but a high severity of loss, such as the death of child on a carnival ride, transfer of the risk is likely the best approach. In other words, this is the type of situation in which the PTA might consider covering the risk through the purchase of an insurance policy.

MISMANAGEMENT OF FUNDS

If proper fiscal management procedures are consistently followed in an accounting system with adequate internal controls, a PTA should not have problems with embezzlement or mismanagement of funds. A summary of "Basic Fiscal Management Procedures" is located in the Utah PTA President Handbook and in this handbook. This summary should be reviewed by the elected officers and other PTA members who will be handling PTA funds during the year (e.g., fundraising chair and membership chair). Each of these officers and members should sign the form indicating that he or she understands the procedures. The signed form is to be submitted through Givebacks or council/region treasurer by October 1st.

Guidelines to Follow When Money Has Been Mismanaged or Embezzled:

1. When mismanagement or embezzlement of funds is suspected, the PTA line of communication should be followed in informing and receiving direction and assistance. The local PTA should contact the council. The council in turn will contact the region, and the region will contact with the Utah PTA Treasurer. If for some reason assistance cannot be obtained through the line of communication, contact the Utah PTA Treasurer directly.
2. When any wrongdoing is suspected, the person involved should have a hearing with the local Executive Committee and make an explanation of what has happened. If the hearing is unsatisfactory for either party, the decision may be appealed up the line of communication. Once wrongdoing is suspected, hearings should take place in a timely manner.
3. The PTA officers have a responsibility to the membership for all PTA monies. The PTA also has the responsibility to be a professional organization. The PTA officers are highly encouraged to try to protect the person's reputation by using discretion in what is said and done, especially in the preliminary stages of an investigation. It is not responsible, however, to disregard the incident.
4. If the results of the hearing warrant further action, the Executive Committee should request that an audit be done, if appropriate, and documentation gathered. They should also carefully consider whether it might be appropriate to file a police report and/or to close the bank account. If an outside investigation is warranted, the police will become involved.
5. Theft of money is breaking the law and should be handled as a serious offense. Embezzlement is the same as ordinary theft. The charges are criminal and, if deemed appropriate, are filed at the police department. The charges can range from misdemeanors to felonies, depending on the amount.
6. According to the local PTA bylaws (Article VI, Section 7b), a person who fails to perform the duties of his office should be removed from office. It is the responsibility of the local Executive Committee to meet and declare the office or position vacant. All resignations must be made in writing to the president. The local Executive Committee is to elect a replacement to fill any vacancy.
7. PTA officers should not make any public or private statements about the situation, take any action without having the approval of the Board of Directors, or say anything to anyone which could be taken as a defamation of character, slander, or other statement of guilt about someone suspected of embezzling funds.

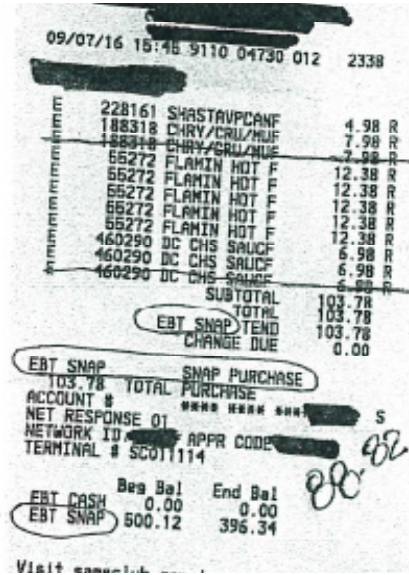
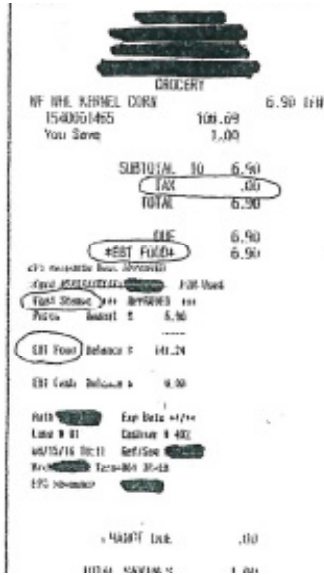
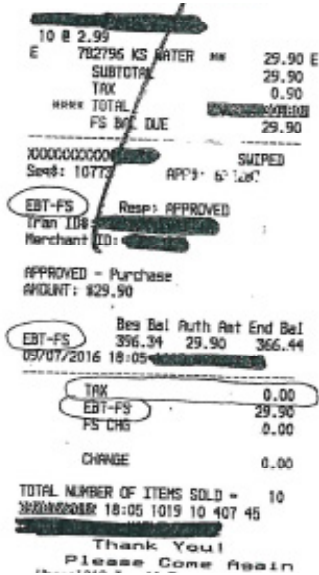
UTAH PTA FOOD STAMPS POLICY

PTAs cannot reimburse anyone who has purchased PTA supplies with government-issued or non-personal funds like food stamps or SNAP funds. It is against the law.

DWS Financial/Food Stamp Rule 825-3: *Food Stamp Trafficking Policy*, effective March 1, 2016. Food Stamp Trafficking is defined as: ... #5. Intentionally purchasing products originally purchased with Food Stamps in exchange for cash or consideration other than eligible food.

How to identify receipts that are not eligible for reimbursements.

1. It will say “EBT-FS”, “Food Stamps” or “EBT SNAP”.
2. The receipt will often show a Beginning and Ending Balance (Beg Bal & End Bal)
3. These receipts will most often show no sales tax.



- If a person attempts to turn in these types of receipts, remind them that PTA is unable to reimburse them because doing so, would be committing food stamp fraud.
- All presidents and treasurers look carefully at every receipt turned in to see if the purchases were paid for with Food Stamp (SNAP) funds. Remember both the president and treasurer must review receipts and sign the Check Request Form before a reimbursement check is written.

UTAH PTA VOLUNTEER COMPENSATION POLICY

A volunteer is defined as a person who serves an association without being paid. In accordance with the IRS Rules of Compliance governing non-profit organizations, volunteers should not expect gifts or discounts from vendors, parents, or school administration for volunteering. PTA shall not advertise that volunteers will receive gifts or discounts for volunteering. In working with outside vendors in providing services for the students and their families in the school, volunteers should not receive coupons, discounts, or gift cards from PTA in payment for their hours of volunteering at an event.

THE USE OF GIFT CARDS

The gift card industry is growing with nearly \$325 billion dollars in annual sales. Many PTAs in Utah have recognized the benefits that gift cards offer and are purchasing them for use in their programs. Inherent with the use of gift cards, however, is the potential for misuse, and occurrences of such problems are increasing around the state. This section will review some of the problems that can occur with the use of gift cards and outline recommended policies and procedures for their use. For the purposes of this section, the term "gift cards" includes gift certificates.

What Are Some of the Ways PTAs Are Currently Using Gift Cards?

- ♦ As prizes or incentives for students in Reflections, Battle of the Bands, and other programs
- ♦ As membership incentives
- ♦ In conjunction with teacher appreciation activities
- ♦ As donated merchandise for "silent auction" fundraising events
- ♦ As thank you gifts for volunteers

What Are the Potential Problems with Using Gift Cards in These Ways?

- ♦ Loss of accountability—Gift cards, like cash, can be used by anyone. Without adequate documentation of the purchase and distribution of gift cards, no one is accountable for those items and there is no "audit trail." For example, students who do not attend their Reflections award night might never receive the gift cards purchased as prizes because they can readily be slipped into a purse and forgotten. Similarly, a PTA officer who accepted a donated gift card from a local business might use it for a purpose other than that approved by the board or even for a personal purchase. Unfortunately, PTAs, like all non-profit organizations, are susceptible to fraud. The policies and procedures in place for control of cash transactions—such as two signatures on checks, prompt reconciliation of bank accounts, and detailed documentation—are sometimes nonexistent or easily circumvented with gift cards, resulting in an even greater possibility for the perpetuation of fraud.
- ♦ Turning volunteers into employees—When cash, gift cards, or gift items of more than nominal value are given to PTA volunteers, the PTA runs the risk of turning the volunteer into an employee in the eyes of the IRS. While the work of PTA volunteers is invaluable, if a PTA attempts to "compensate" a volunteer for his/her services, then he/she is no longer a volunteer. As an employee, he/she becomes liable for paying taxes on her income, and the PTA, as an employer, becomes subject to payroll filings and taxes.

How Can These Problems Be Avoided?

- ♦ Treat gift cards as cash.
- ♦ Institute the use of a log for disbursement of gift cards (or cash) used for prizes or incentives for students so that there is documentation of who received each award. (That log, signed by each prize recipient, would be attached to the "Check Request" form used for the purchase of the gift cards.)
- ♦ Limit use of gift cards for PTA purchases to items in the approved budget, and maintain, to the extent possible, the same controls that should be in place for cash purchases (including having two people coordinate gift card use and retaining receipts for purchases made). (See Appendix 2 for sample.)
- ♦ Eliminate use of gift cards (or cash) for teacher "stipends" since this creates an employer-employee relationship.
- ♦ Maintain an "accountable plan" for reimbursement of legitimate PTA expenses. (Such a plan—which is accomplished by following PTA's recommended basic fiscal management procedures—includes the timely submission of documentation of the expenses incurred through invoices, receipts, etc.)
- ♦ Eliminate use of gift cards (or cash) as "thank you" gifts for volunteers, since this creates an employer-employee relationship.

References

"Stay Exempt: Tax Basics for Exempt Organizations. Course 3: Employment Issues." Internal Revenue Service. stayexempt.irs.gov

"Exempt Organizations: Compensation of Officers." Internal Revenue Service. irs.gov/charities-and-nonprofits

Disclaimer

The information, suggestions, and recommendations in this document are provided for educational and informational purposes only. They are not intended to, and do not constitute, legal or tax advice. PTAs and their members should consult their own attorneys or accounting professionals for relevant laws and regulations.

A "Confirmation of Receipt Sheet" can be found in Appendix 2 of this handbook.

It can also be found at utahpta.org/treasurer

FAQ

Where can I find a list of what our PTA can or cannot spend money on?

There is no published list from either National PTA or the IRS of acceptable expenditures. PTA's Mission and tax-exempt status should guide your decisions. All expenditures in the PTA budget must support the Mission of PTA. If there is a questionable expenditure, a good rule of thumb is to authorize the expenditure only if you could defend the expense to the IRS in case of an audit.

Utah PTA takes no official position on the appropriateness of specific expenditures of its affiliated local PTAs, except as follows:

- ♦ All activities should be in accordance with the Mission and Purposes of PTA, as outlined in the bylaws and as required by our status with the IRS as a 501(c)(3) public charity.
- ♦ A needs assessment should direct the work of the local PTA and its annual goals and objectives.
- ♦ All expenditures must be made within the budget categories and amounts approved by the general membership.

Local PTAs should comply with the guidelines of the school district in which they operate.

When do we need to amend our budget?

Any substantial change to the budget must be approved by a 2/3 vote of a quorum of the membership. The amendment must occur prior to any additional funds being disbursed. The vote may be taken at any regular general membership meeting or at a special meeting called for that purpose. The number of members required for a quorum is defined in the bylaws. For PTA purposes, a change of 10% or more is considered to be substantial.

How do we get a 501(c)(3) or determination letter to give to a potential donor?

Donors to your PTA may request a "determination letter" or 501(c)(3) letter as proof that their donation is tax-deductible. Corporate giving programs like Smith's Community Rewards will generally require this documentation. It will probably also be required for any grant application your PTA may be completing. Contact the Utah PTA office at kids@utahpta.org to get a letter about Utah PTA's group exemption ruling from the IRS for your potential donors, sponsors, or grantors.

What information should the treasurer be reporting to the Executive Committee and the board?

The treasurer should provide a written treasurer's report to the Executive Committee and board on a regular basis, preferably at each of the regular meetings. It is the responsibility of the entire Executive Committee to ensure that proper financial procedures are being followed. The specific format of the treasurer's report is less important than the fact that reports are made. (See Appendix 2.)

Are local PTAs covered by insurance provided by Utah PTA?

Utah PTA does not provide insurance coverage for any local PTA. It is the responsibility of each PTA to determine their needs for insurance.

When would our PTA be required to issue a 1099-MISC or 1099-NEC?

PTAs are required to issue IRS Forms "1099-MISC" and "1099-NEC" by January 31 to any unincorporated business or individual they paid \$600 or more in the calendar year for services rendered or in payment for a prize or award. Forms "1099-MISC" and "1099-NEC" are not required for payments to corporations.

What should our PTA do about an NSF (non-sufficient funds) check?

Contact, either by telephone or in writing, the maker of the check, and explain that the check was returned by the PTA's bank. Ask the maker to replace the check immediately, preferably in cash, and also let him/her know about fees, if any, the bank has charged you for the transaction. Some units have had success with sending a letter signed by the school principal in addition to the PTA president or treasurer.

At any PTA function where checks are accepted, it is advisable to post a notice clearly outlining your PTA's policy regarding returned checks (e.g., \$10 fee will be assessed on all returned checks). It is also acceptable to discreetly let those collecting payments at PTA events know that checks will not be accepted from certain individuals.

I've heard that our PTA cannot carry over more than \$2000 from one year to the next. Is that true?

Absolutely not! Good financial management would suggest that your unit maintain an emergency reserve to retain financial stability in the event of an unforeseen development, such as an economic downturn, unexpected expenses, or a fundraiser that is less successful than anticipated. No law or regulation dictates the amount of the carryover from year to year. Depending on the timing of your unit's cash flow, a carryover of one-half to one full year's expenses would not be unreasonable.

Can we donate PTA funds to help students?

The home of some of the students in our school was involved in a fire, or one of our students needs an organ transplant, or we've noticed that several students need winter coats.

No matter how worthy the cause, **IRS regulations prohibit PTAs from making distributions to private individuals or families.** The PTA Mission focuses on all children. (Of course, this does not preclude an individual from setting up a fund for such purposes, but the funds should never be run through the PTA account.)

Your PTA can include in its **approved budget a donation to another nonprofit organization.** The recipient must be a 501(c)(3) charity and must have a mission similar to PTA's (school or child-related).

A new school is being built and some of our students will be attending it. How much of our funds do we have to give the new school's PTA?

While not required, it is considered a beneficial act for the existing PTA membership to pass a motion giving the new PTA some start-up funds. One reasonable amount for that donation could be determined by prorating the expected year-end balance based on the number of students moving to the new school. In some areas, all PTA units in the council donate a set amount to the new PTA. Consult with your council about what they recommend. Please remember that the new group must be a valid PTA affiliated with Utah PTA and National PTA before any funds may be given.

Our PTA is going to end the year with more money than we thought we would. How do we gift the excess money to the school?

Your PTA is not limited to a certain amount of money in its bank account from year-to-year, so it is perfectly acceptable to just carry this "excess" money forward to next year. But if the PTA wants to provide some funds to the school for a specific purpose, it must include this item in the approved budget (amending the budget, if necessary) and should distribute the money in the form of a grant (located in Appendix 2). A written grant agreement should include the specific purpose of the grant and require that the funds be used within a specified time period and that a written accounting be given to the PTA from the school.

What should happen if someone loses a receipt for reimbursement?

For audit purposes, you must have receipts showing that each check was written for a specific item(s) for a specific purpose. If a receipt is lost, the request for reimbursement should come to your PTA board and they can determine how to document an expense so that the person can be reimbursed. It is acceptable, as a one-time courtesy, to accept a bank or credit card statement (with private information redacted) to substantiate the expense incurred. This should be accompanied by a statement that recreates the itemization of items purchased to the best of the person's recollection.

Can we reimburse board members for mileage for attending Leadership Convention?

Travel is a legitimate PTA expense. The rate at which to reimburse mileage is something that should be set and voted upon by your local PTA board. The policy should be included in your standing rules. If you don't currently have an established rate you can consider the IRS's reimbursement for charitable miles driven is \$0.14. Utah PTA reimburses for mileage at a rate of \$0.35.



TREASURER

APPENDIX 1A

Beginning-of-Year Compliance Forms

PTA BASIC FISCAL MANAGEMENT PROCEDURES

PTA Funds

PTA funds are used to help fulfill the three Utah PTA goals:

- ♦ Advocate for children
- ♦ Involve parents in the schools
- ♦ Engage leadership and parenting skills

Do you have these basic controls in place?

- ☐ The treasurer maintains custody of the checkbook at all times.
- ☐ Supporting documentation is required for every disbursement made.
- ☐ Payments are made from original invoices whenever feasible.
- ☐ Checks are issued in number sequence order.
- ☐ All checks have two signatures, the treasurer and the president, except in emergencies, when any two of the following may sign: president, president-elect, secretary, or treasurer (none of these officers may be related by blood or marriage or reside in the same household).
- ☐ There are no blank checks with a signature(s)!
- ☐ Checks are never made out to "cash."
- ☐ Detailed supporting documentation is maintained for every deposit made.
- ☐ Three people are present for all counting of cash (membership drive, book fair, fundraiser, etc.).
- ☐ All money received is deposited the same day, using the bank's night depository for events concluded after banking hours.
- ☐ The monthly bank statement should be mailed to the PTA at the school address. When the bank statement arrives, a designated board member (who is not a signer on the bank account) should immediately review it, initial it, and then give it to the president to review and initial. Then it will be given to the treasurer to reconcile.
- ☐ Bank statements are reconciled to check registers in a timely manner.
- ☐ There are no ATM, debit cards, or credit cards in connection with PTA accounts.
- ☐ The treasurer prepares and presents a treasurer's report at each general membership meeting and at Executive Committee and board meetings as deemed appropriate.

PTAs must have money to operate. They do not exist to raise money but rather raise money to exist. Without realizing the problems inherent in the management of an organization's finances, some PTA members or officers have found themselves in difficult situations. These situations can be avoided by following the above-mentioned basic fiscal management procedures.

Each PTA should recognize that the treasurer is the legally responsible, authorized custodian, elected by the members to have charge of the funds of the PTA unit. He should receive and disburse all moneys as prescribed in the local bylaws or as authorized by action of the PTA's Board of Directors. He should keep a full account of receipts and expenditures.

It is essential that the president, who bears full responsibility for the total affairs of the PTA unit, work closely with the treasurer at all times and have a complete understanding of all financial matters. All persons signing on a PTA checking account are liable for the use or misuse of those funds.

Other officers or members may be required to occasionally handle PTA money (for example, dues from membership enrollment or revenue from a fundraising project). In these cases, great care should be taken

in counting and recording funds received in accordance with established procedures. Money thus collected should be turned over to the treasurer without delay, and the treasurer should bank that money immediately. PTA money should never be stored in the school or in the homes of PTA officers or members. If large sums are handled by the treasurer, it is advisable to bond him or her as a protection both to the treasurer and to the PTA.

If any volunteer involved in a local/council PTA has been included in/or part of fraudulent charges or mishandling of funds, he or she will not be allowed to serve in any position on your board that deals with handling money.

Local PTAs should maintain one checking account with one checkbook. Two signatures should be required for all checks. None of those authorized to sign checks may be related by blood or marriage nor reside in the same household. The checking account should be maintained in a bank approved by the Board of Directors. PTA monies should not be deposited in the personal account of any officer nor commingled with school accounts.

It is an unfortunate fact that non-profit organizations are susceptible to fraud. PTAs are run by volunteers who want to trust one another, but the trusting environment of the PTA is exactly what a dishonest individual exploits.

PTA cannot reimburse anyone who has purchased PTA supplies with government issued or non-personal funds. It is against the law.

One of the most important things that you can do for the well-being of your PTA is to implement and follow a system of internal controls. Good internal controls are reasonable rules that are consistently applied. They guard against both errors (unintentional mistakes) and deliberate attempts to misuse or misappropriate the assets of PTA.

Guidelines to Follow When Money Has Been Mismanaged or Embezzled

1. When mismanagement or embezzlement of funds is suspected, the PTA line of communication should be followed in informing and receiving direction and assistance. The local PTA should contact the council. The council in turn will contact the region, and the region will make contact with the Utah PTA Treasurer. If for some reason assistance cannot be obtained through the line of communication, contact the Utah PTA Treasurer directly.
2. When any wrongdoing is suspected, the person involved should have a meeting with the local Executive Committee and make an explanation of what has happened. If the meeting is unsatisfactory for either party, the decision may be appealed up the line of communication. If the issue involves a president or president-elect, council/region leadership must facilitate the meeting. Once wrongdoing is suspected, meetings should take place in a timely manner. If an outside investigation is warranted, authorities may become involved.
3. The PTA officers have a responsibility to the membership for all PTA monies. The PTA also has the responsibility to be a professional organization. The PTA officers are highly encouraged to try to protect the person's reputation by using discretion in what is said and done, especially in the preliminary stages of an investigation. It is not responsible, however, to disregard the incident.
4. If the results of the meeting warrant further action, the Executive Committee should request that an AFR be done, if appropriate, and documentation gathered. They should also carefully consider whether it might be appropriate to file a police report and/or to close the bank account. If an outside investigation is warranted, the police will become involved.
5. Theft of money is breaking the law and should be handled as a serious offense. Embezzlement is the same as ordinary theft. The charges are criminal and, if deemed appropriate, are filed at the police department. Depending on the amount it could be a misdemeanor up to a felony.
6. According to the local PTA bylaws (Article VI, Section 7b), a person who fails to perform the duties of his office should be removed from office. It is the responsibility of the local Executive Committee to meet and declare the office or position vacant. All resignations must be made in writing to the president. The local Executive Committee is to elect a replacement to fill any vacancy, except the president or president-elect (local PTA Bylaws Article VI, Section 7a).

PTA BASIC FISCAL MANAGEMENT PROCEDURES: Signature Page

Fiscal Year: 20__ - 20__

We have read, understand, and agree to abide by the Basic PTA Fiscal Management Procedures.

Region	Council		
Local PTA/PTSA			
Position	Print Name	Signature	Date
President			
Treasurer			

ALL OTHER ELECTED PTA OFFICERS' SIGNATURES

Position	Print Name	Signature	Date
Membership Chair			
Fundraising Chair 1			
Fundraising Chair 2			

Each local PTA shall obtain the appropriate signatures on this form, make a copy of the form for all signers, and submit the signed page through Givebacks by October 1.

**When submitting, only send this page.
You do not need to include the information pages.**

PTA ETHICS/CONFLICT OF INTEREST POLICY

Information

Members of the Board of Directors (board members) of this PTA/PTSA serve in a fiduciary capacity and owe a duty of care, a duty of obedience, and a duty of loyalty to this PTA/PTSA. Board members shall conduct themselves with integrity and honesty and act in the best interests of this PTA /PTSA. Disclosure by a board member of any potential or actual conflict of interest is required by the standard of good faith and for the benefit of the PTA and protection of each individual.

In consideration of our local PTA/PTSA affiliation with the Utah Congress of Parents and Teachers (Utah PTA), for the protection of its integrity and its 501(c)(3) status and for our protection, we, the undersigned officers, individually, during our term of office, shall:

1. Abide by and represent our PTA/PTSA bylaws, Utah PTA policies, positions, procedures, and National PTA Purposes and Mission Statement
2. Discharge the duties and responsibilities of our individual offices with fidelity, integrity, and honesty and declare any and all personal and/or extended family conflicts of interest when PTA issues, decisions, and funds are involved
3. Not misuse the PTA's federal tax-exempt status or exemption from sales tax for personal or unauthorized purposes nor disburse funds for any purpose other than authorized, budgeted PTA programs, projects, and activities
4. Refrain from making slanderous or defamatory comments regarding any individual or organization
 - Refrain from having disruptive arguments around children and on school property.
5. Follow Utah PTA and school district guidelines for fundraising
6. Abide by the following conflict of interest policy:
 - Board members and/or their families shall not use their relation to this PTA/PTSA for financial, professional, business, employment, personal, and/or political gain.
 - A conflict of interest exists when a board member would have to participate in the deliberation or decision of any issue of this PTA/PTSA while, at the same time, the board member and/or his/her extended family has financial, professional, business, employment, personal, and/or political interests outside the PTA that could predispose or bias the board member to a particular view, goal, or decision.
 - Board members shall declare to the officers of this PTA/PTSA conflicts of interest (stating the nature of the conflict and pertinent information as appropriate) between their duties of this PTA/PTSA and their and/or their extended families' financial, professional, business, employment, personal, and/or political interests.
 - When a conflict of interest is declared, the board member shall not use his or her personal influence or position to affect the outcome of the vote and shall leave the room during deliberations and the vote.
 - The minutes of the meeting shall reflect that a conflict of interest was declared.
 - Board members shall not:
 - » Use PTA's name, influence, or resources for their benefit or gain when running for any public elected office or while serving as an elected official.
 - » Directly or indirectly use their current PTA position, the PTA name, or the association for or against any specific candidate for elected office, which is contrary to federal tax laws and the guidelines and policies of the PTA. (Past PTA experience may be listed in any brochures.)

- Be in violation of nor be in the act of violating any state or federal laws and/or court orders, including, but not limited to misdemeanors, felonies (e.g., trespass, possession or use of any illegal substances, public intoxication) and/or protective/restraining orders, while conducting any PTA/PTSA business and/or while participating in any PTA/PTSA sponsored activity or event, including, but not limited to activities for students, PTA/PTSA board meetings and/or conventions, nor while transporting themselves or others to any PTA/PTSA sponsored activity or event.
7. PTA does not recognize co-elected positions. Refer to PTA/PTSA bylaws information in the Utah PTA President Handbook (refer to officer's section bylaws)

Guidelines to follow when there has been mismanagement or a conflict of interest

1. When mismanagement and/or conflict of interest is suspected, the following PTA lines of communication of informing, receiving direction and assistance should be followed: The local PTA should contact the council. The council in turn should contact the region, and the region will contact Utah PTA. If for some reason assistance cannot be obtained through this line of communication, contact Utah PTA directly.
2. When any wrongdoing is suspected those involved should have a meeting with the local Executive Committee with notification given to the council/region representative. If the outcome of the meeting is unsatisfactory for either party, the decision may be appealed up the lines of communication. If the issue involves a president or president-elect, council/region leadership must facilitate the meeting. Once wrongdoing is suspected, a meeting should take place in a timely manner. If an outside investigation is warranted, authorities may become involved.
3. The PTA officers and/or board members have a responsibility to the membership and to act in a professional manner. Refer to local PTA bylaws (Article VI, Section 1), "The officers of this PTA/PTSA shall abide by, promote, and represent the Purposes, Mission, bylaws, policies, and procedures of PTA." The PTA officers and/or board members should protect the person's reputation by using discretion in what is said and done, especially in the preliminary stages of an investigation. However, it is not acceptable to disregard the incident.
4. Refer to local PTA bylaws (Article VI):
 - 7b "If an officer or appointee fails... to perform the duties of his office the members of the Executive Committee shall meet and declare the office or position vacant."
 - 8a. "All resignations must be made in writing to the president." If the office of president is declared vacant, the letter of resignation must be made to the council/region/Utah PTA.
 - 8b. A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the president-elect, who shall then cease to be president-elect. A vacancy occurring in the office of president-elect shall be filled by a vote of the general membership at a special election meeting called by the president, all members having been notified.
 - 8c. A vacancy occurring in any other office shall be filled for the remainder of the unexpired term by a person elected by a majority vote of the remaining members of the Executive Committee, all members of the committee having been notified."
5. When necessary, the council president and/or Utah PTA may declare the office or position vacant.

PTA ETHICS/CONFLICT OF INTEREST POLICY

Signature Page

Fiscal Year: 20__ - 20__

Region	Council
Local PTA/PTSA	
President	

We, the undersigned officers, commissioners, and board members have read and agree to abide by this policy and understand that the failure to adhere to the above guidelines may result in the termination of the undersigned as officers, commissioners, and board members will require the immediate return of all funds belonging to this PTA/PTSA in the possession of the undersigned together with all PTA documents and materials.

Position	Print Name	Signature	Date

Each local PTA shall obtain the appropriate signatures on this form, make a copy of the form for all signers, and submit the signature page through Givebacks by October 1.

**When submitting, only send this page.
You do not need to include the information pages.**

REPORT OF TRAININGS ATTENDED

Due October 1

Local Bylaws Article IV, Section 1 ... A Local PTA/PTSA in good standing is one which...

Has at least two (2) officers attend one PTA leadership training session annually;

TRAINING OPPORTUNITIES INCLUDE:

Utah PTA Leadership Convention | National PTA Convention | Council training
utahpta.org/university/archive | pta.org/home/run-your-pta/elearning

Year 20____ to 20____	PTA Unit ID (8 digits)
Region	Council
Local PTA/PTSA	
Two training sessions required per year. Others are optional.	

	NAME	POSITION	NAME OF TRAINING	LOCATION	DATE
1					
2					
3					
4					
5					
6					
7					
8					



TREASURER
APPENDIX 1B

End-of-Year Compliance Forms

YEAR-END FINANCIAL STATEMENT

PTA/PTSA

Region

Council

Fiscal Year: July 1, 20____ to June 30, 20____

BALANCE CARRIED FORWARD	\$
-------------------------	----

ACTUAL REVENUE

Membership Dues _____(# of members) x \$_____(amount in bylaws)	\$
	\$
	\$
	\$
	\$
TOTAL REVENUE	\$

ACTUAL EXPENDITURES

	\$
	\$
	\$
	\$
	\$
	\$
TOTAL EXPENDITURES	\$
BALANCE TO CARRY FORWARD	\$

DISBURSEMENT OF MONIES COLLECTED BUT NOT BELONGING TO UNIT

National PTA _____(# of members) x \$2.25	\$
Utah PTA _____(# of members) x \$1.75	\$
Council PTA _____(# of members) x \$_____	\$

ANNUAL FINANCIAL RECONCILIATION (AFR) Procedure Checklist

This checklist must be filed with the Annual Financial Reconciliation (AFR) in the permanent file.

- ☐ Agree beginning balance (July 1) to ending balance (June 30) on previous audit report and on June 30 "Bank Reconciliation."
- ☐ Check "Year-End Financial Statement" and "Monthly Treasurer's Reports" for accuracy.
- ☐ Review final "Bank Reconciliation" (June 30), noting deposits pending and checks outstanding.
- ☐ Verify that all income and expenses listed on the "Year-End Financial Statement" were included in the approved budget.

Perform a sample test of transactions:

- ☐ Review monthly "Bank Reconciliations."
- ☐ Trace deposits made to cash counting sheets and deposit slips.
- ☐ Trace checks paid to "Check Request" form, noting appropriate authorizations and supporting documentation.

Reconcile membership dues income to membership reports:

- ☐ Reconcile number of members to amount recorded as income (# of members x local portion of membership dues amount).
- ☐ Make certain that Utah PTA and National PTA portions of membership dues receipts (amounts not belonging to the unit) have been recorded separately from other receipts and remitted to Utah PTA in a timely manner.
- ☐ If appropriate, make certain that council PTA membership dues have also been remitted to the Council PTA in a timely manner.
- ☐ Determine whether refunds have been requested through Utah PTA for all sales tax paid during the year.

Note: A copy of the AFR report must be submitted to through Givebacks no later than August 1. The AFR report must be officially adopted by the PTA's membership at the first general meeting of the new fiscal year and filed in the unit's permanent file.

ANNUAL FINANCIAL RECONCILIATION (AFR)

Report for Fiscal Year: 20__ - 20__

Name of PTA/PTSA: _____ Date: _____

Council: _____ Region: _____

Balance on hand as of July 1 (should agree to prior year report) \$ _____ (1)

Receipts (total deposits from July 1 to June 30) \$ + _____ (2)

Total (add lines 1 and 2) \$ = _____ (3)

Disbursements (total checks written from July 1 to June 30) \$ - _____ (4)

Balance on hand as of June 30 (checkbook or ledger balance) \$ = _____ (5)

This balance should agree with line 9.

Bank balance as of _____ (date of most recent bank statement). \$ _____ (6)

Checks outstanding (subtract from line 6 \$ - _____ (7)

List:

Deposits pending (add to line 6 \$ + _____ (8)

List:

Adjusted bank balance \$ = _____ (9)

This balance should agree with line 5.

We have examined the books of the treasurer of the _____ PTA/PTSA in accordance with procedures outlined by Utah PTA and find them to be (choose one of the following):

- ☐ Correct
- ☐ Incorrect
- ☐ Incomplete for the following reasons:

Date AFR completed: _____

Signature(s) of auditor or AFR Committee:

Auditor Name _____

Address _____

Signature _____

Signature of AFR Committee Member

Printed Name

Signature of AFR Committee Member

Printed Name

Signature of AFR Committee Member

Printed Name

Please attach the AFR Procedure Checklist to this form when submitting.

SALES TAX REFUND REQUEST - DETAIL

PTA/PTSA

Region

Council

Fiscal Year: July 1, 20_____to June 30, 20_____

[illegible]



TREASURER
APPENDIX 2
Tools

PROPOSED BUDGET WORKSHEET

PTA/PTSA

Fiscal Year: July 1, 20____ to June 30, 20____

	Previous Year Budget	Previous Year Actual	Proposed Budget
Balance Carried Forward			
Anticipated Income:			
TOTAL RECEIPTS			
Anticipated Expenditures:			
TOTAL DISBURSEMENTS			
Balance to Carry Over:			

PTA EVENT CHECKLIST

When holding an event, there are several things to consider:

- ☐ What is the fundraising goal?
- ☐ What is our budget for expenses?
- ☐ Do we need extra insurance?
- ☐ If applicable, has the event/fundraising company been approved by our school district?
- ☐ Did I get cash box cash? (See "Cash Box Instructions")
- ☐ Do I have three people assigned to collect money?
- ☐ Do I have three people assigned to count money?
- ☐ Who are two people assigned to deposit money at the bank?
- ☐ If after hours, have I made arrangements for a night deposit?

FUNDS RECEIVED FORM

PTA/PTSA _____

Fiscal Year: July 1, 20____ to June 30, 20____

Date		Deposit #	
Budget Category	Description	Payment Type (cash, check, credit)	Amount
Total amount deposited			\$

Funds received by _____
signature

Deposit prepared by _____
signature

Taken to the bank by (2) _____
signature

signature

**Attach money counting form(s) and/or other supporting documentation
to back of form.**

Money Counting Sheet

PTA/PTSA

Function:

Date:

LOOSE CHANGE	x \$0.01 (pennies)	= \$
	x \$0.05 (nickles)	= \$
	x \$0.10 (dimes)	= \$
	x \$0.25 (quarteres)	= \$
	x \$0.50 (fifty cents)	= \$
	x \$1.00 (one dollar)	= \$
ROLLED COINS	x \$0.50 (pennies)	= \$
	x \$2.00 (nickles)	= \$
	x \$5.00 (dimes)	= \$
	x \$10.00 (quarteres)	= \$
TOTAL COINS		= \$
BILLS	x \$1.00 (ones)	= \$
	x \$5.00 (fives)	= \$
	x \$10.00 (tens)	= \$
	x \$20.00 (twenties)	= \$
	x \$50.00 (fifties)	= \$
	x 100.00 (hundreds)	= \$
TOTAL CURRENCY (bills)		= \$
Number of Checks		
TOTAL CHECKS AMOUNT		= \$
GRAND TOTAL		= \$

SIGNATURES

Verified by

Verified by

Verified by

Money Counting Sheet

PTA/PTSA

Function:

Date:

LOOSE CHANGE	x \$0.01 (pennies)	= \$
	x \$0.05 (nickles)	= \$
	x \$0.10 (dimes)	= \$
	x \$0.25 (quarteres)	= \$
	x \$0.50 (fifty cents)	= \$
	x \$1.00 (one dollar)	= \$
ROLLED COINS	x \$0.50 (pennies)	= \$
	x \$2.00 (nickles)	= \$
	x \$5.00 (dimes)	= \$
	x \$10.00 (quarteres)	= \$
TOTAL COINS		= \$
BILLS	x \$1.00 (ones)	= \$
	x \$5.00 (fives)	= \$
	x \$10.00 (tens)	= \$
	x \$20.00 (twenties)	= \$
	x \$50.00 (fifties)	= \$
	x 100.00 (hundreds)	= \$
TOTAL CURRENCY (bills)		= \$
Number of Checks		
TOTAL CHECKS AMOUNT		= \$
GRAND TOTAL		= \$

SIGNATURES

Verified by

Verified by

Verified by

CHECK REQUEST/EXPENDITURES FORM

PTA/PTSA _____

Fiscal Year: July 1, 20____ to June 30, 20____

Date Submitted _____

Check Payable to: _____

Street Address: _____

City, State, Zip _____

Email address: _____

Phone Number _____

For Office use only

Check # _____

Date of Check _____

Pretax Amount _____

Sales Tax _____

Total _____

Budget Category	Description	Pretax Amount	Sales Tax	Total
Total		\$	\$	\$

Submitted by _____
signature

President Approval _____
signature

Treasurer Approval _____
signature

Principal Acknowledgement _____
signature

ATTACH RECEIPTS HERE

Beginning Cash Box Balance

PTA/PTSA

Function:

Date:

LOOSE CHANGE	x \$0.01 (pennies)	= \$
	x \$0.05 (nickles)	= \$
	x \$0.10 (dimes)	= \$
	x \$0.25 (quarteres)	= \$
ROLLED COINS	x \$0.50 (pennies)	= \$
	x \$2.00 (nickles)	= \$
	x \$5.00 (dimes)	= \$
	x \$10.00 (quarteres)	= \$
TOTAL COINS		= \$
BILLS	x \$1.00 (ones)	= \$
	x \$5.00 (fives)	= \$
	x \$10.00 (tens)	= \$
	x \$20.00 (twenties)	= \$
TOTAL CURRENCY (bills)		= \$
BEGINNING CASH BOX TOTAL		= \$

SIGNATURES

Treasurer

Event Chairman

Verified by

Beginning Cash Box Balance

PTA/PTSA

Function:

Date:

LOOSE CHANGE	x \$0.01 (pennies)	= \$
	x \$0.05 (nickles)	= \$
	x \$0.10 (dimes)	= \$
	x \$0.25 (quarteres)	= \$
ROLLED COINS	x \$0.50 (pennies)	= \$
	x \$2.00 (nickles)	= \$
	x \$5.00 (dimes)	= \$
	x \$10.00 (quarteres)	= \$
TOTAL COINS		= \$
BILLS	x \$1.00 (ones)	= \$
	x \$5.00 (fives)	= \$
	x \$10.00 (tens)	= \$
	x \$20.00 (twenties)	= \$
TOTAL CURRENCY (bills)		= \$
BEGINNING CASH BOX TOTAL		= \$

SIGNATURES

Treasurer

Event Chairman

Verified by

CONFIRMATION OF RECEIPT

To Who	For What	Amount	Date	Signature

BANK RECONCILIATION

PTA/PTSA

Date of bank statement _____.

ENDING STATEMENT BALANCE:

\$ _____

ADD DEPOSITS IN TRANSIT (if any),
Not yet showing on bank statement:

Date	Amount
TOTAL	

Subtotal \$ _____

SUBTRACT OUTSTANDING CHECKS
(those not yet showing on bank statement):

Date	Check	Amount
TOTAL		

BALANCE \$ _____

ENDING CHECKBOOK BALANCE:

\$ _____

ADD interest received and other credits
not yet recorded in checkbook:

Date	Amount
TOTAL	

Subtotal \$ _____

SUBTRACT service charges and other debits
not yet recorded in checkbook:

Date	Amount
TOTAL	

BALANCE \$ _____

These two balances should be the same.

Reconciliation prepared by: _____

Reconciliation reviewed by: _____

Note: Be sure to record any amounts for interest received, service charges, etc. in your checkbook.
This "Bank Reconciliation" should be retained with the bank statement.

SAMPLES OF TREASURER'S REPORTS

The treasurer should prepare and present a written treasurer's report at each general membership meeting and at Executive Committee and board meetings as deemed appropriate. In addition to ensuring that the treasurer's books are up-to-date, the treasurer's report is important for the following reasons:

- ♦ The president needs to have a complete understanding of all financial matters.
- ♦ All officers and commissioners need to know the financial position of the PTA on a regular basis.
- ♦ The membership has the right to know how their money is being handled.

Here are two very different treasurer's reports:

Somebody's Elementary PTA SAMPLE TREASURER'S REPORT For the Month of March 20__			
BALANCE AS OF MARCH 1, 2013			\$18,904.06
INCOME			
Fundraising Activities:			
Candy Bar/Soda Sales			
Total Receipts	\$76.00		\$76.00
Related Costs	\$0.00	\$76.00	
Business Contributions (Grocery Store Cards)		\$385.83	
Book Fairs			
Total Receipts	\$5,398.22		
Related Costs	(\$3,024.78)	\$2,373.44	
Membership Dues			
Total Receipts	\$25.00		
Remittance of Council, State & National Portions	(\$16.25)	\$8.75	
Interest Income			
Other			
Contributions Received	\$25.00		
School T-Shirts			
Total Receipts	\$240.80		
Related Costs	(\$166.48)	\$74.32	\$99.32
TOTAL INCOME			\$2,943.34
EXPENDITURES			
Community Involvement			
Spirit Week	\$22.32		
SEP Conferences - Dinners for teachers	\$110.12	\$132.44	
Education			
Accelerated Reader Awards	\$267.51		
Field Trips	\$987.50		
Science Programs/Equipment	\$405.00	\$1,660.01	
Health			
Maturation		\$177.70	
Individual Development			
Birthday Table		\$54.47	
TOTAL COMMISSIONS			\$2,024.62
General And Administrative			
Other (checks, film, postage, paper, etc.)		\$74.10	
Sales Tax Paid		\$55.51	
TOTAL EXPENDITURES			\$2,154.23
BALANCE AS OF MARCH 1, 2000			\$19,693.17
Checking Account Balance		\$4,162.31	
Savings Account Balance		\$15,530.86	
			\$19,693.17
Submitted by: _____, Treasurer			
Date: April 20, 20__			

Sample Elementary PTA SAMPLE TREASURER'S REPORT 3/1/20__			
BEGINNING BALANCE			\$16,904.09
INCOME			
CANDY SALES			
Candy Sales	\$76.00		\$76.00
DONATION	\$365.85		\$365.85
BOOK FAIR			
Book Fair Income	\$5,398.22		\$5,398.22
INTEREST INCOME	\$72.25		\$72.25
MEMBERSHIP			
Total Income	\$25.00		
State/National Council	-\$20.00		
Council	-\$0.50		\$4.50
TOTAL INCOME			\$5,916.82
EXPENDITURES			
COMMUNITY INVOLVEMENT			
Spirit Week	\$22.32		\$22.32
EDUCATION			
Reading Rewards	\$267.51		
Science Fair	\$522.10		\$789.61
HEALTH	\$50.00		\$50.00
INDIVIDUAL DEVELOPMENT	\$0.00		\$0.00
BOOKFAIR COSTS	\$3,624.78		\$3,624.78
GENERAL & ADMINISTRATIVE	\$74.10		\$74.10
SALES TAX PAID	\$55.10		\$55.10
TOTAL EXPENDITURES	\$4,615.91		\$4,615.91
BALANCE AS OF FEBRUARY 28, 2013			\$18,205.00
CHECKING	\$4,162.31		
SAVINGS	\$13,970.44		
			\$18,132.75
SUBMITTED BY: _____, Treasurer			
Date: April 13, 20__			

The treasurer can make decisions about report formats based on the frequency of reporting, the amount of activity during the period, and the needs or wants of the Executive Committee and the membership. It is recommended that a budget-to-actual analysis be presented at least quarterly to facilitate the budget amendment process. A treasurer keeping his/her records manually may find the report forms in Appendix 2 useful. Those using computerized record-keeping systems (such as QuickBooks, Google Sheets, or Excel) should utilize the capabilities of the program used.

MONTHLY TREASURER'S REPORT

MONTH/YEAR _____

PTA/PTSA _____

BALANCE ON HAND AS OF _____ (beginning of month/year)	\$ _____
---	----------

INCOME (by category)

	\$ _____
	\$ _____
	\$ _____
	\$ _____
TOTAL INCOME	\$ _____
SUBTOTAL	\$ _____

EXPENDITURES (by category)

	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
TOTAL EXPENDITURES	\$ _____

SUBTOTAL - EXPENDITURES - BALANCE FORWARD

BALANCE ON HAND AS OF _____ (end of month/year)	\$ _____
---	----------

*This amount is
"balance on hand"
on next report*

DISBURSEMENT OF MONIES COLLECTED BUT NOT BELONGING TO UNIT

National PTA _____ (# of members) x \$2.25	\$ _____
Utah PTA _____ (# of members) x \$1.75	\$ _____
Council PTA _____ (# of members) x \$ _____	\$ _____

BUDGET ANALYSIS REPORT

PTA/PTSA.

BUDGET TO ACTUAL COMPARISON AS OF _____ (Date)

	Budgeted Amount	Actual Amount	Difference
Income:			
TOTAL INCOME			
Expenditures:			
TOTAL RECEIPTS:			

IN-KIND DONATION FORM

Event:

Date of Event

City:

County

Description of Item (including quantities)

Estimated Fair Market Value: \$

Donation

Fair Market Value of any goods or services given to donor in return: \$

Individual donor or company name

Name of person to be thanked:

Address:

City

State

ZIP

Phone

Email

Date Received:

By (PTA Representative)

Local PTA Name:

Local PTA Address:

City

State

ZIP

[Local PTA Letterhead]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, State Zipcode]

[Charitable EIN#]

Dear [Recipient Name]:

[Your school name] PTA is a local based service organization serving the needs of children in [Your school district]. We are seeking a donation for **explain what the request is for**. [Name of event] will be held on [date of event].

Your company can help us by providing funds in the form of a grant or by donating goods and services. The **[your PTA name]** is covered under the Utah PTA, which is a 501(c)(3) corporation so all donations can be tax deductible. This tax number can be provided upon request.

I will contact you on **[date]**, to answer any questions that you might have in regards to this donation. If there are any questions that you need addressed sooner, I can be contacted at **[your phone number and/or email]**.

Thank you in advance for your support.

Sincerely,

[Your Name]

[Title]

[Contact phone]

[Email address]

[Local PTA Letterhead]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, State Zipcode]

[Charitable EIN#]

Dear [Recipient Name]:

[Your school name] PTA wants to thank you for your donation of **[add name and amount of donation]** for **[name of event]** which was held on **[date of event]**.

Your company's help made our **[name of event]** a great success. (Add in some details of how their contribution was used and the children that it affected.)

Sincerely,

[Your Name]

[Title]

[Contact phone]

[Email address]

[Local PTA Letterhead]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, State Zipcode]

[Charitable EIN#]

Dear [Recipient Name]:

Thank you for your cash donation in the amount of **[\$xxxx.xx]**; received on **[date]**. This generous donation will allow our PTA to carry out its mission for the children in our school.

[Your school name] PTA is a 501c3 nonprofit corporation. Your contribution is tax-deductible to the extent allowed by law. No goods or services were provided in exchange for this donation.

Sincerely,

[Your Name]

[Title]

[Contact phone]

[Email address]

FINANCIAL GRANT AGREEMENT

_____ PTA/PTSA hereby gives to _____ School
a monetary grant in the amount of \$ _____ (check # _____).

This grant is for the sole and express purpose of : _____

It is agreed between the PTA/PTSA and the school that the grant will be spent for its intended purpose
on or before _____, 20_____.
Date

Any unused portion of the grant will be returned to the PTA/PTSA. It is further agreed that failure by the school to fulfill the terms of this grant as specified herein and by the dates stated herein will result in the grant being returned in full to the PTA/PTSA. When the terms of this grant have been met, the school will present a written report to the PTA/PTSA with full disclosure of expenses incurred.

All financial grant agreements between the PTA/PTSA and the School must be reconciled and closed by the end of the fiscal year in which the funds were granted. The terms of this grant may not be changed verbally. Any changes to the grant agreement will require the parties to enter into and sign a new financial grant agreement.

School Principal

Date

PTA/PTSA President

Date

PTA/PTSA Treasurer

Date

TEACHER GRANT AGREEMENT

_____ PTA/PTSA hereby gives to _____ teacher
a monetary grant in the amount of \$ _____ (check # _____).

This grant is for the sole and express purpose of : _____

It is agreed between the PTA/PTSA and the teacher that the grant will be spent for its intended purpose
on or before _____, 20_____.
Date

Any unused portion of the grant will be returned to the PTA/PTSA. It is further agreed that failure by the teacher to fulfill the terms of this grant as specified herein and by the dates stated herein will result in the grant being returned in full to the PTA/PTSA. When the terms of this grant have been met, the school will present a written report to the PTA/PTSA with full disclosure of expenses incurred.

All financial grant agreements between the PTA/PTSA and the School must be reconciled and closed by the end of the fiscal year in which the funds were granted. The terms of this grant may not be changed verbally. Any changes to the grant agreement will require the parties to enter into and sign a new financial grant agreement.

_____ School Principal	_____ Date
_____ PTA/PTSA President	_____ Date
_____ PTA/PTSA Treasurser	_____ Date

STATE AND NATIONAL MEMBERSHIP DUES

Remittance Form 20__ - 20__

Date	PTA Unit ID (8 digits)
Region	Council
Local PTA/PTSA	
Local PTA President	
Phone number	
Email address	
Local PTA Treasurer	
Phone number	
Email Address	

☐ ELEMENTARY
 ☐ MIDDLE
 ☐ JR.HIGH
 ☐ HIGH SCHOOL
 ☐ OTHER

National PTA _____ (# of members) x \$2.25	\$
Utah PTA _____ (# of members) x \$1.75	\$
TOTAL REMITTANCE	\$

Membership dues should be remitted by the 25th of each month.
Please make one check payable to Utah PTA for total remittance amount above.
Membership dues should be paid by a PTA check. No cash or personal checks.

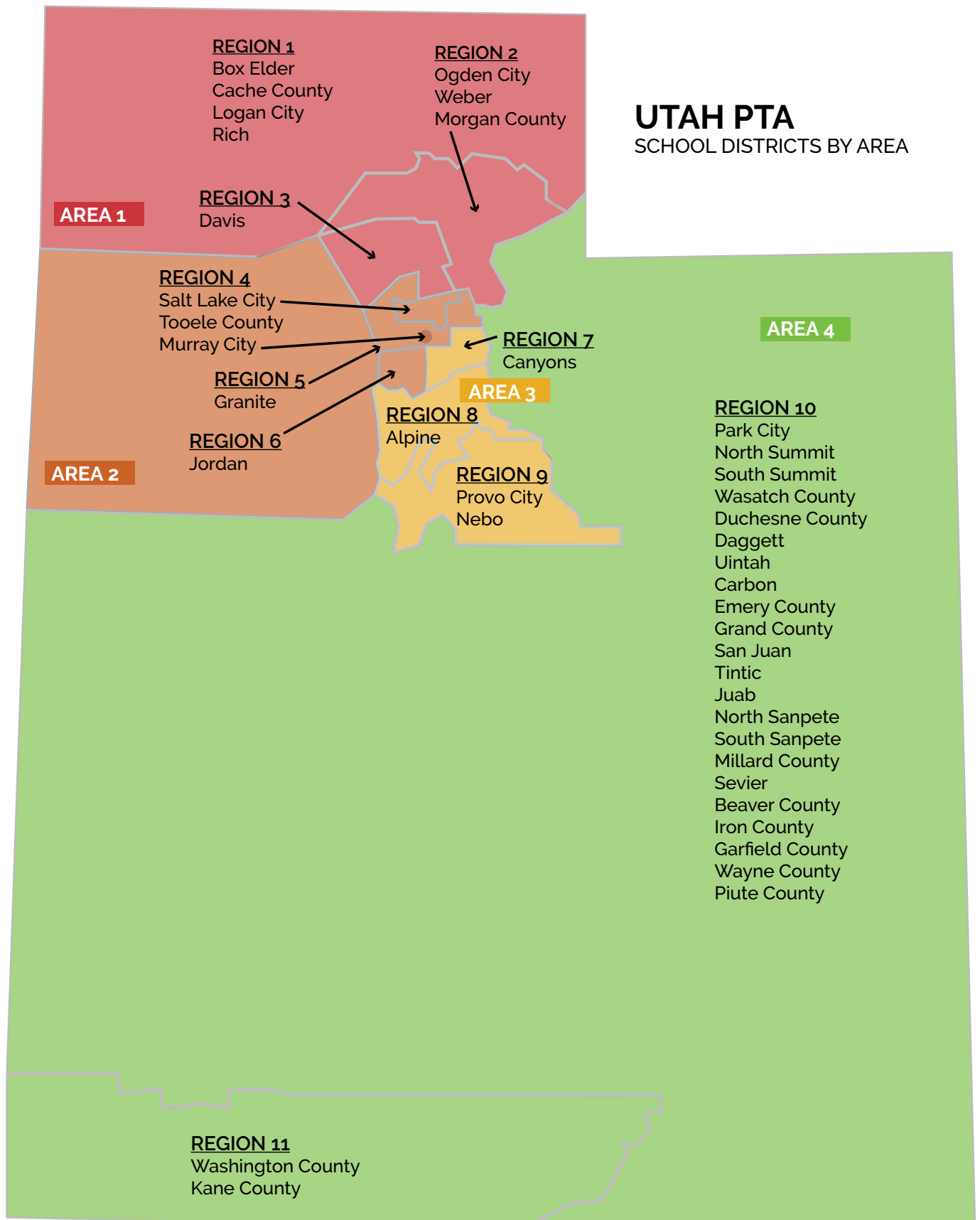
Mail completed form to:

Utah PTA, 5192 S. Greenpine Drive, Murray, UT 84123-4606

The enclosed dues cover the period from _____ to _____

Remitted on _____ (date) By check number _____

UTAH PTA SCHOOL DISTRICTS BY AREA





STAY CONNECTED TO UTAH PTA ALL YEAR

UTAH PTA

5192 S. Greenpine Drive
Salt Lake City, UT 84123

Phone: (801) 261-3100

Fax: (801) 261-3110

Email: kids@utahpta.org

Website: utahpta.org

Office Hours

Monday - Thursday

9:00 am - 3:00 pm

Closed Friday | Closed holidays

Please call before you come
to ensure office is open.



@UTAHPTA

Facebook Groups that you can join:

Utah PTA Advocacy

Utah PTA Super Secondary

Utah PTA Excellent Elementary

Utah PTA Treasurers

Utah PTA Reflections

Utah School Community Councils

Utah PTA Teachers

Utah PTA Battle of the Bands

NATIONAL PTA

1250 N. Pitt Street, Alexandria, VA 22314

Phone: (703) 518-1200 | Toll Free: (800) 307-4PTA (4782)

Fax: (703) 836-0942 | Email: info@pta.org | Website: pta.org