

TREASURER'S MONTH TO MONTH REQUIRED REPORTS & RECORDS

July 1, ____ to June 30, ____

Monthly:

- ☐ Monthly Financial Statement
- ☐ Bank Statement/Reconsiliation Form
- ☐ Check Request Forms, receipts, and cancelled checks
- ☐ Funds Received Forms with money counters and receipts
- ☐ Local remittance statement for membership dues
or Givebacks ACH Statements
- ☐ Copy of meeting minutes

Yearly:

- ☐ Approved Budget
- ☐ Year-End Financial Statement
- ☐ AFR (formally Audit)
- ☐ IRS 990N or 990ex epostcard
- ☐ Sales Tax Refund Form

Additional materials to leave in and update each year:

- ☐ Ledger
- ☐ EIN #
- ☐ Bylaws
- ☐ Budget and month approved minutes
- ☐ Membership list
- ☐ Signed contracts
- ☐ Ethics/Conflict of Interest
- ☐ Basic Fiscal Management forms
- ☐ IRS correspondence



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EIN NUMBER:

Please contact kids@utahpta.org for the following forms

- ☐ Letter of Good Standing/Letter of Determination
- ☐ Exemption Certificate (for purchases over \$1,000)
- ☐ W9

PAST DOCUMENTS

Copy of:

- ☐ Previous Year's Year-End Financial Statement
- ☐ Previous Year's Budget
- ☐ Previous Year's AFR (Annual Financial Reconciliation Report)



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CURRENT DOCUMENTS

Copy of:

- ☐ Budget
- ☐ Minutes from general meeting where budget was approved
- ☐ Minutes of general meeting where any changes greater than 10% were made to the budget
- ☐ Ethics/Conflict of Interest
- ☐ Basic Fiscal Management Forms



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GOVERNING DOCUMENTS

Copy of:

- ☐ Bylaws (current version with red stamp)
Find on utahpta.org/bylaws/search
- ☐ Standing Rules



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TREASURER'S HANDBOOK

Include official handbook



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JULY

(beginning of fiscal year)
20__

- ☐ Monthly Financial Statement
- ☐ Bank Statement
- ☐ Check Request Forms, receipts and cancelled checks
- ☐ Funds Received Forms with money counters and receipts
- ☐ Local Remittance Statement (membership dues by 25th)
or Givebacks ACH Statement
- ☐ Copy of meeting minutes



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AUGUST

20__

- ☐ Monthly Financial Statement
- ☐ Bank Statement
- ☐ Check Request Forms, receipts and cancelled checks
- ☐ Funds Received Forms with money counters and receipts
- ☐ Local Remittance Statement (membership dues by 25th)
or Givebacks ACH Statement
- ☐ Copy of meeting minutes

Submit in Givebacks and keep copy

- ☐ Sales Tax Refund Form Aug. 1.
Whole previous year July ____ - June ____
- ☐ Previous Year-End Financial Statement and AFR (Audit)
- ☐ IRS 990N epostcard or 990 EZ



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SEPTEMBER

20__

- ☐ Monthly Financial Statement
- ☐ Bank Statement
- ☐ Check Request Forms, receipts and cancelled checks
- ☐ Funds Received Forms with money counters and receipts
- ☐ Local Remittance Statement (membership dues by 25th)
or Givebacks ACH Statement
- ☐ Copy of meeting minutes

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OCTOBER

20__

- ☐ Monthly Financial Statement
- ☐ Bank Statement
- ☐ Check Request Forms, receipts and cancelled checks
- ☐ Funds Received Forms with money counters and receipts
- ☐ Local Remittance Statement (membership dues by 25th)
or Givebacks ACH Statement
- ☐ Copy of meeting minutes

Submit in Givebacks

- ☐ Budget and minutes of general meeting
- ☐ Conflict of Interest and Basic Fiscal Management
- ☐ Board List



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NOVEMBER

20__

- ☐ Monthly Financial Statement
- ☐ Bank Statement
- ☐ Check Request Forms, receipts and cancelled checks
- ☐ Funds Received Forms with money counters and receipts
- ☐ Local Remittance Statement (membership dues by 25th)
or Givebacks ACH Statement
- ☐ Copy of meeting minutes



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DECEMBER

20__

- ☐ Monthly Financial Statement
- ☐ Bank Statement
- ☐ Check Request Forms, receipts and cancelled checks
- ☐ Funds Received Forms with money counters and receipts
- ☐ Local Remittance Statement (membership dues by 25th)
or Givebacks ACH Statement
- ☐ Copy of meeting minutes



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JANUARY

20__

- ☐ Monthly Financial Statement
- ☐ Bank Statement
- ☐ Check Request Forms, receipts and cancelled checks
- ☐ Funds Received Forms with money counters and receipts
- ☐ Local Remittance Statement (membership dues by 25th)
or Givebacks ACH Statement
- ☐ Copy of meeting minutes



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FEBRUARY

20__

- ☐ Monthly Financial Statement
- ☐ Bank Statement
- ☐ Check Request Forms, receipts and cancelled checks
- ☐ Funds Received Forms with money counters and receipts
- ☐ Local Remittance Statement (membership dues by 25th)
or Givebacks ACH Statement
- ☐ Copy of meeting minutes

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MARCH

20__

- ☐ Monthly Financial Statement
- ☐ Bank Statement
- ☐ Check Request Forms, receipts and cancelled checks
- ☐ Funds Received Forms with money counters and receipts
- ☐ Local Remittance Statement (membership dues by 25th)
or Givebacks ACH Statement
- ☐ Copy of meeting minutes

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APRIL

20__

- ☐ Monthly Financial Statement
- ☐ Bank Statement
- ☐ Check Request Forms, receipts and cancelled checks
- ☐ Funds Received Forms with money counters and receipts
- ☐ Local Remittance Statement (membership dues by 25th)
or Givebacks ACH Statement
- ☐ Copy of meeting minutes

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MAY

20__

- ☐ Monthly Financial Statement
- ☐ Bank Statement
- ☐ Check Request Forms, receipts and cancelled checks
- ☐ Funds Received Forms with money counters and receipts
- ☐ Local Remittance Statement (membership dues by 25th)
or Givebacks ACH Statement
- ☐ Copy of meeting minutes

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JUNE

(End of Fiscal Year)

20__

- ☐ Monthly Financial Statement
- ☐ Bank Statement
- ☐ Check Request Forms, receipts and cancelled checks
- ☐ Funds Received Forms with money counters and receipts
- ☐ Local Remittance Statement (membership dues by 25th)
or Givebacks ACH Statement
- ☐ Copy of meeting minutes
- ☐ Books closed June 30

To be completed by current or outgoing treasurer after July 1.
Due August 1 via Givebacks.

- ☐ Sales Tax Refund Form (July 1-June 30)
- ☐ Year-End Financial Report for year
- ☐ AFR (Audit) for year
- ☐ Copy of year's budget
- ☐ IRS 990N epostcard or 990 EZ and Schedule (after July 1)



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