Leadership Resources: www.wastatepta.org/leadership

In the “resources” section of the Washington State PTA website you will find resources available exclusively to PTA members. This page contains PTA and the Law resources, leadership packet materials, Money Matters and a variety of resources for PTA officers and members. To access the resources site, the user name is “diversity” and password is “means.” The user name and password to leadership resources are subject to change, but every effort will be made to notify PTA leaders in a timely fashion.
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1. INTRODUCTION

Washington State PTA’s Money Matters is written for PTA/PTSA elected officers, boards of directors, and PTA/PTSA treasurers. Its purpose is to provide guidelines for responsible financial management. The entire board of directors—not just the treasurer—is responsible for the financial well-being of the PTA.

Money Matters outlines basic financial procedures which will help ensure funds are properly administered and safeguarded.

This publication should be used in conjunction with Washington State PTA’s publications PTA and the Law and the Washington State PTA Uniform Bylaws.

All members of a PTA board of directors should read and study the contents of this publication. This handbook will help board members develop a basic understanding of the procedures and processes which should be in place to help assure the proper, prudent and diligent management of the PTA’s financial resources.

1.1 Board of Directors

A PTA’s board of directors is made up of those individuals, either elected or appointed, who are defined by the local unit’s standing rules as members of the board of directors. As a member of the PTA board of directors, each board member has the individual responsibility to make sure that the PTA is operating in a sound legal and fiscal manner.

This is not only a requirement of the Washington State PTA Uniform Bylaws, but it is state and federal law.

When an individual becomes a board member, that person becomes legally obligated to exercise reasonable care and diligence to assure that the best interests of the PTA and its members are protected and preserved.

If an individual, as a member of a board of directors, fails to exercise this reasonable care and caution, that person is subject not only to criticism, but to potential personal liability for losses or damage to the PTA. This is known as fiduciary duty or fiduciary responsibility.
One way the board can exercise reasonable care is in its consideration of the monthly treasurer’s reports. The board should take time at each meeting to carefully review all bank statements and treasurer’s reports that have been provided to them since the last meeting. As part of that review they should:

- Insist that bank statements and current treasurer’s reports be provided each and every month.
- Compare the beginning balance of a treasurer’s report to the ending balance of the report just previous to assure that they are the same.
- Compare the balance shown on the report to the bank statement balance to be sure it is reasonably close.
- Be sure that income and expenses related to recent events are reflected in the payments and deposits shown on the treasurer’s report.
- Check to see that the beginning balance, plus all income, minus all expenses, equals the ending balance.

1.2 PTA and the Law
To increase the awareness of the legal responsibilities of your PTA’s elected officers and board of directors, WSPTA presents an important and comprehensive workshop titled PTA and the Law. All PTA board members, whether elected or appointed, should attend. The WSPTA Uniform Bylaws require the attendance of at least one elected officer each year.

2. THE TREASURER

2.1 The Treasurer as a PTA Officer
As an elected officer, the treasurer is a representative of the PTA and has the ability to affect the image and reputation of the PTA. Some of the characteristics a treasurer should display include:

- Devoting adequate time to the position
- Working as a team member with the other officers and board of directors

DEADLINE DATES TO REMEMBER

October 25
First payment of membership service fees - page 11

November 10
Insurance payment due – page 18

November 15
990/990EZ/990N due to IRS - page 14

January
Mid-year financial review (recommended) – page 26

January 25
Payment of membership service fees – page 11

January 31
1099 MISC due to IRS – page 15

Combined Excise Tax Return due to State Department of Revenue – page 19

May 25
Final payment of membership service fees – page 11

May 31
Charitable Solicitations*— Renewal due to Secretary of State Charities Program – page 16

June 30
Turn books in for financial review – page 26

*Note: Incorporation renewal deadline varies according to anniversary month. – page 15
• Exercising good judgment
• Setting aside personal views and agendas to act in the best interests of the PTA
• Modeling good leadership qualities for other board members and for those who may be elected or appointed in the future
• Maintaining honesty and a high level of integrity

2.2 Duties and Responsibilities

The treasurer is elected by the members to be the authorized custodian to manage the funds of the PTA on behalf of the membership and the board of directors. The funds, as well as the books and record-keeping materials, are the property of the PTA. The treasurer shall serve as an active participant on the board of directors and executive committee and attend all meetings of each body. The treasurer should serve as chair of the budget committee and present the budget to the board and membership.

The treasurer should read and understand all references to finances and membership service fees that can be found in the *WSPTA Uniform Bylaws*, the PTA’s standing rules, and state PTA materials.

The specific duties and responsibilities of the treasurer include:

• Assuring all PTA funds are promptly deposited into one or more bank accounts where PTA funds are maintained separate from funds of any other organization
• Keeping an accurate and very detailed account of all funds received and all funds disbursed
• Paying all authorized financial obligations of the PTA, including membership service fees due to the council (if any) or the state PTA, in a timely manner
• Preparing and filing the appropriate federal tax forms (990N, 990EZ or 990), state sales tax forms, incorporation report and charitable organization report in a timely manner
• Preserving all receipts, invoices, bank statements, canceled checks, and other financial records as specified in the [records retention timetable](#) (page 17)
• Submitting a detailed, written monthly financial report at each meeting of the PTA membership and each meeting of the board of directors
• Submitting written reports by mail or email to the board during months when no meetings are held
• Developing and presenting, with support of the budget committee, the budget for the following year
• Submitting a final annual report prior to the end of the fiscal year
• Prior to delivering the books to the successor treasurer, submitting the current year’s records to a financial review committee

Each of these duties is discussed in more detail later in this booklet. In addition, a list of [financial management best practices](#) can be found on page 30.

2.3 Upon Taking Office

• Make sure the books and records of your predecessor have been subjected to a financial review. If not, ask the president to appoint a financial review committee. **Do not accept the books until a financial review has taken place.**
• You may request to participate in the financial review if you were not on the bank account’s signature card during the period covered in the financial review. If you were a signer on the account, you may request to participate in the review as an observer only; however, the committee may decide whether this will be allowed.

• Once the financial review has been completed, ask the financial review committee chair about any recommendations made by the committee.

• Review the books/records received from your predecessor and verify they are complete. Ask about any items that were identified in the financial review or otherwise as missing, whether they are from the prior year or from earlier years. Report any missing records at the next board meeting.

• Verify that a new bank signature card has been signed by the current officers and that you have a copy for the treasurer’s records.

• If the PTA has a bank account with online access (see below about the risks of such an arrangement), make sure the passwords are changed so that only current officers have access.

• Carefully review this publication, *PTA and the Law, Washington State PTA Uniform Bylaws*, and your PTA’s current budget and standing rules.

• Review and update existing protocols regarding how funds are handled at events; if no written protocols exist, develop one consistent with best practices and propose it for board adoption.

### 2.4 Handling PTA Funds

PTAs should have clear written guidelines that provide assurance that all funds intended for the PTA are, in fact, received and used by the PTA. Receipts should be given for all donations or other funds received by the PTA, whether in the form of a receipt, a letter, an acknowledgment or other written form, and a copy should be maintained as part of the PTA’s financial records.

Procedures should be established at PTA events to make sure that all funds received are properly accounted for. For example, if there is an admission charge, use numbered tickets, and make a note of the starting and ending ticket on the roll, and then compare the result with the amount of funds received in admission fees.

At PTA events, if there is a cash box, it’s perfectly permissible to use PTA funds to “stock” the cash box at the beginning of an event. This can be done with a PTA check signed by two authorized signers payable to an individual who then takes the check to the bank and cashes it, and brings the cash to the event. At the beginning of the event, the funds should be counted using a form similar to the sample on page 41 labeled “cash box starting inventory.” The starting inventory form should be confirmed by two individuals (other than the one(s) providing the funds) and if a PTA check was used, the amount of cash in the box should be the same amount as the check.

At the end of the event, a tally sheet should be completed showing all cash in the cash box at the end of the event, before repaying the source of the initial cash. As indicated on the sample “money receipt/tally sheet” also on page 41, the total amount of cash on hand at the end of the event should be verified by two persons, and then delivered to the treasurer for deposit, with the treasurer signing to acknowledge the
s/he has received the funds. If the cash box was stocked using individual funds, repayment should be by PTA check, or if necessary, by cash with the individual signing a receipt confirming that s/he received the money. Of course, the amount repaid should be the same as the amount reflected on the cash box starting inventory. If the cash box was stocked using PTA funds, that should be noted because the total income from the event reported in the financial records would be less than the total cash on hand by the amount initially placed in the cash box.

Similar procedures should be instituted in connection with other PTA fundraising activities, such as commodity sales, book fairs, etc. There should be adequate documentation at each step in the process to enable the PTA to answer any concerns or questions that may arise. This protects both the PTA’s treasurer and other volunteers who handle the funds, as well as assuring your PTA’s members that the funds they provide are being used for the benefit of the children in the community.

2.5 Bank Accounts

Each PTA must have at least one bank account into which it can deposit funds. PTA funds should never be commingled with personal funds or the funds of any other organization. Care should be taken to make sure that all funds on deposit are covered by federal deposit insurance. The board should approve the opening of any bank account.

Checking accounts

A checking account is the most common form of bank account. Checks should be sequentially numbered and have the PTA’s name printed on them. Interest-earning checking accounts are acceptable.

Savings accounts

Savings accounts are an option for some PTAs. Investing PTA’s funds is a way to earn interest and is prudent financial management.

Certificates of deposit

Certificates of deposit (CDs) are another manner in which PTAs may manage their funds. These are the same as savings accounts except that they usually pay a higher rate of interest. However, the PTA must pledge to leave its money in the account for a specified period of time or pay a penalty. Therefore, care must be exercised to be sure the PTA will not need that money during the time period; otherwise the PTA may incur a financial penalty in case of early withdrawal.

Online accounts

Some PTAs may believe that having an online account, such as PayPal or a similar service, would make it convenient for their members to make donations or other payments. Washington State PTA cautions against using such services for several reasons. First, the account may not be insured, unlike accounts in “bricks and mortar” institutions such as banks and credit unions. Second, there is a risk that access to the account could be compromised, resulting in loss of the PTA funds. Third, such accounts do not lend themselves to the kinds of controls that most businesses impose on the handling of their funds to assure
that the funds are properly accounted for. For example, the person who opened the account may have the ability to completely prevent anyone else from the PTA having access to the PTA funds.

If a PTA chooses to use an online account despite these risks, WSPTA recommends several protections be instituted. First, the account should be set up so that funds are transferred out of the account into a regular bank or credit union account on a frequent and consistent basis, so that the online account does not contain a large amount of PTA funds at any one time. Second, several officers of the PTA should have at least “read only” if not full access to the online account and should review the account’s activities frequently (at least monthly, but WSPTA recommends more often). This would mean that any inappropriate access would be recognized promptly. Also, the passwords for the account should be changed yearly so that only current officers have access. Third, payments for supplies or reimbursements should NOT be paid from such an account. All payments should be made by check signed by two officers in accordance with the WSPTA Uniform Bylaws. Some banks or other firms offer online payment systems that require action by two separate individuals before each payment is made: this is the electronic equivalent of the two-signature requirement. PTAs should weigh the costs of such plans and make a business judgment about whether the convenience offered justifies the additional expense.

2.6 Depositing Funds

As stated earlier in this section, two of the treasurer’s primary duties are:
1. Depositing PTA funds in a proper and timely manner; and
2. Accurately recording deposits in the PTA books

Funds received at events should be counted simultaneously by two members with each one receiving a copy of the count. This eliminates any questions about whether all receipts were properly accounted for.

All checks that are being deposited should be endorsed. If the bank doesn’t provide an endorsement stamp, one can be purchased. Here’s an example of what an endorsement stamp might look like:

For Deposit Only
Sample PTA
Account # 123456789

Make a list of all checks included in a deposit—this allows easy reconciliation between funds received and deposits.

All funds should be promptly deposited into a PTA bank account. When making a night deposit another person in a separate vehicle should accompany the person making the deposit for safety and security purposes.

PTA funds must:
• Never be deposited into the personal account of the treasurer or anyone else
• Never be deposited into a school bank account
Never be deposited into the bank account of another organization
Never be placed into a safe belonging to a school
Never be kept in someone’s home

2.7 Accepting Payment by Credit Cards

Accepting credit card payment from members raises some issues for PTAs to consider thoughtfully. First is the cost—banks and other financial institutions will charge a percentage of the amount paid as a fee, which means that the PTA will actually earn slightly less than the amount charged. On the other hand, accepting credit cards—especially online—has become quite common and many of your members appreciate the convenience, so the PTA must make a business judgment whether the convenience – and potential increased participation – outweighs the costs. If you decide to proceed, you should research and get the best deal for your members.

If your PTA accepts credit cards, be sure that your accounting records reflect both the actual revenue and the fee you pay to the credit card processor. The entire charge should be recorded as income, and the fee as an expense. For example, if the PTA’s membership service fee is $15.00, and the bank charges a 5% fee, the full $15.00 should be recorded as revenue, and the fee ($15 x 5% = $.75) recorded as an expense.

2.8 Disbursing Funds

When a PTA incurs a financial obligation that has been approved by the board of directors or the membership, it is the treasurer’s responsibility to pay that obligation on behalf of the PTA.

All obligations and/or liabilities should be paid by check. Never use cash for this purpose.

As part of the record keeping, a receipt or invoice from the company or person who was paid must be retained by the PTA. This receipt, or invoice, will provide proof that the disbursement of funds was proper and legitimate. Note that some store receipts fade quickly, so it may be better to have a copy of such a receipt rather than the original.

According to the WSPTA Uniform Bylaws: “All financial matters and binding agreements shall require two (2) signatures; only elected officers shall have the authority to sign.” (Article 5, Sec. 7 (2) and Article 6, Sec. 7 (2).) Though two signatures are required on financial matters and binding agreements (this includes checks), it is possible to have more than two officers’ names on the bank signature card. This allows other elected officers to sign if one is not available. There should always be at least two signatories available so that a PTA can meet its financial obligations.

2.9 Other Considerations

Blank checks. Never sign a blank check. Signing a blank check could lead to problems. As convenient as it might appear, if the check is found it can be filled in and the funds diverted to unauthorized purposes. Signing a blank check is not a sound business practice.
Credit cards, debit cards, or online checks. The WSPTA Uniform Bylaws provides that “Use of a PTA debit card, credit card, ATM card and online banking to disburse PTA funds is not permitted.” (Article 5, Sec. 7, (3) and Article 6, Sec. 7 (3).) This provision is intended to reduce the risk of identity theft or unauthorized use of PTA funds. For the same reason, we recommend against paying for goods or services using the PTA’s checking account information, frequently referred to as an “online check.” When a credit card is needed for an authorized transaction, the best practice is to have a member make the purchase, then submit a reimbursement request with the receipt to the PTA treasurer.

To further minimize the risk of identity theft or the unauthorized use of PTA funds, we recommend the following additional steps:

Independent review of bank statements. All bank statements should be reviewed before being sent to the treasurer by a board member who is not an authorized signer on the account. (If your PTA purchases fidelity bond coverage from AIM, failure to follow this practice will void the coverage!) This can be accomplished by having the statement sent to the president or another officer who provides it unopened to the reviewer, or having the president make a copy for her or his records and then providing the original to the reviewer, assuming the president is not a signer on the account. Alternatively, one or more non-signing board members could be given “read-only” online access to the account, with the expectation that transactions be reviewed online at least monthly if not more frequently and the results of the review reported to the board.

Copies of all PTA checks. Many banks will no longer provide the actual checks, and some will not even provide photocopies. However, most will provide “read-only” online access to allow copies of checks to be downloaded for free; this is an acceptable alternative if someone who is not an authorized signer is given such access and is expected to make the downloads at least monthly, and after review provides the copies to the treasurer for her or his records.

2.10 Monthly Reports

A detailed, written financial report must be provided every month, either at a meeting of the board of directors or the membership. This regular financial report may be given more frequently than once a month, but it is never to be given less than once a month. If the board or membership does not meet in a given month, a report should be delivered to each board member. This report should be written in sufficient detail to clearly show how the PTA received its income and how it spent its funds. It should be prepared in the same format as the annual budget.

The report should include a line for each budget item that details:

- The financial figures for the month
- The year-to-date financial figures
- The budgeted amounts
Additionally, the report must show the cash balance of all funds at the beginning of the fiscal year, at the beginning of the current reporting period, and at the end of the reporting period in the PTA bank account(s) separated into restricted and unrestricted amounts (see below for discussion of restricted accounts).

The treasurer should have the financial records available at each meeting in order to be able to respond to questions. Financial report samples can be found on pages 35-36 of this publication.

2.11 Annual Reports

At the end of the fiscal year (June 30), the treasurer should prepare an annual financial report. The report should show:

- The cash balance of funds at the beginning of the fiscal year, including all PTA accounts, separated into restricted and unrestricted accounts
- All the actual income for the entire year (grouped by line items in the budget)
- All the actual expenses for the entire year (grouped by line items in the budget)
- The year’s budgeted income and expense amounts for each line item
- The variance between the actual amounts and the budgeted amounts
- The cash balance of funds at the end of the fiscal year, including all PTA accounts, separated into restricted and unrestricted accounts

The annual financial report is important for several reasons:
1. It provides the PTA’s financial review committee with important information to help it complete its task.
2. It provides the PTA leaders with data to evaluate the actual performance of the PTA against the plan (the budget) that was developed.
3. It provides a valuable tool for developing future budgets.
4. It provides the basis for completing the PTA’s 990N, 990EZ or 990 for the current year.

Annual financial report samples can be found in the appendix of this publication on pages 37-38.

While the annual report serves to provide financial information, it can also be used as a marketing tool to demonstrate to your members how hard the PTA has worked and the good things it has accomplished for children in the school or community.

2.12 Special Funds

Matching gifts. Some employers will match donations to nonprofits made by their employees. Members should be encouraged to inquire whether they are eligible to receive the match from their employer, and follow the employer’s donor procedures for documenting or obtaining the funds.

Restricted funds. This term is used to describe funds that have been set aside because of limitations in their use placed upon them by individuals or agencies outside of the membership or board of the PTA who donated the funds. Legally, the funds must be used in accordance with the wishes of the donor or the advertised purpose of the special event that brought in the associated income. The board has the authority
to accept or reject the conditions, but if the conditions are rejected, any funds received must be returned unless the donor agrees to changes requested by the PTA.

**Designated funds.** This term is used to describe when the PTA’s membership adopts/approves a motion to set aside funds for a specific purpose. Many PTAs identify projects necessitating accumulation of funds over a period of time in order to pay for the project, usually extending beyond two years (for example, a scholarship program or a major playground improvement), or to enable the PTA to make an expensive purchase (for example, new software or hardware). This is done by establishing a “designated fund.” To establish a designated fund, the board of your PTA should pass a motion that defines how revenue into the fund will be generated and the manner in which the funds may be spent. The motion should then be approved at a general membership meeting. Proper wording of the motion should include a statement on how those funds will be raised and how they will be spent.

Example 1: “I move that the sample PTA designate and accumulate funds to be used for ____________________________.”

Example 2: “I move that the sample PTA designate and accumulate funds to be used for _____________________________. An annual activity shall be dedicated to the purpose of raising these funds.”

Example 3: “I move that the sample PTA designate and accumulate funds to be used for ____________________________. Fifty percent (50%) of the year-end carry forward shall be used for this purpose.”

Example 4: “I move that the sample PTA designate funds to be used for ____________________________. The board of directors shall annually establish an amount to be transferred from the general fund for this purpose.”

**Caution:** Funds that are “designated” for a specific purpose can be directed to another legitimate purpose by the entity that created the designation, typically by a vote of the membership. However, when a designated fund has been created, individuals who make donations to the fund may be considered to have made a “restricted” donation, i.e., one that they intended only be used for that designated purpose. To avoid such confusion, we recommend that the designation leave an “out” in case there is a subsequent change.

For example, “I move that the sample PTA designate and accumulate funds for the purpose of purchasing playground equipment for sample elementary school, with the understanding that any funds not needed for such purpose may be used for other projects as determined by a vote of the members.”

Modifications or eliminations to a designated fund must be voted on by the same group that created it. Because the membership created it, the membership must vote on any modification or elimination to a designated fund.
Any income to or expenditures from designated and restricted funds and current balances are reported as part of the monthly and annual financial reports. A designated funds report could appear as follows:

<table>
<thead>
<tr>
<th>Designated Fund for (Project Name)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BALANCE ON HAND</td>
</tr>
<tr>
<td>3/31/__</td>
</tr>
<tr>
<td>INCOME</td>
</tr>
<tr>
<td>Book Sale</td>
</tr>
<tr>
<td>Donations</td>
</tr>
<tr>
<td>Interest Earned</td>
</tr>
<tr>
<td>TOTAL INCOME</td>
</tr>
<tr>
<td>EXPENSES:</td>
</tr>
<tr>
<td>TOTAL EXPENSES</td>
</tr>
<tr>
<td>BALANCE ON HAND</td>
</tr>
<tr>
<td>4/30/__</td>
</tr>
</tbody>
</table>

Established by Sample PTA membership on 10/27/__

2.13 Membership Service Fees

Membership service fees collected by a PTA local unit and must include Washington State PTA’s membership service fee and the National PTA’s affiliation fee (sent to the Washington State PTA). If the local unit belongs to a council, it must also remit a separate council service fee directly to the council.

The official membership count for a local unit is determined by the number of member service fees received and recorded in the WSPTA office.

The membership chair is responsible for maintaining the membership database of all members’ contact information. The treasurer should work with the membership chair to reconcile the number of members enrolled with the membership service fees paid. These service fees do not belong to the local unit, but to the Washington State PTA and the National PTA (and PTA council, if applicable).

At the end of each fiscal year, memberships entered online must balance with memberships paid by the local unit. If they don’t reconcile, the local unit will be billed for the balance.

The official deadline dates for payment of membership service fees are:

- **October 25** (to remain a local unit in good standing)
- **January 25** (determines number of convention voting delegates)
- **May 25** (final submittal and determines number of legislative assembly voting delegates)
Be aware, however, that overpayments cannot be refunded once fees have been forwarded to NPTA, so be very careful that the fees are paid correctly.

2.14 Council Local Units
Local units which are members of a council now pay their membership service fees directly to the Washington State PTA office. (A separate council service fee is remitted directly to the council.)

2.15 Non-Council Local Units
Non-council local units pay their membership service fees directly to the WSPTA office.

3. INTERNAL REVENUE SERVICE
Even though your PTA is a non-profit corporation under Washington law, federal tax laws exist that must be followed. In addition, your PTA may still be subject to federal corporate income tax unless it qualifies as a tax-exempt organization under the internal revenue code.

3.1 Employer Identification Number (EIN)
Each corporate entity—including non-profit corporations—must obtain an Employer Identification Number, or EIN, from the Internal Revenue Service (IRS), by filing a SS-4 form. It functions in much the same way as an individual’s Social Security Number, and will be required to open a bank account. This number is extremely important and must be part of the PTA’s permanent records, as well as on file with the Washington State PTA office. Like an individual’s Social Security Number, the EIN must be protected and no other person or organization should be allowed to use it in place of their own.

3.2 Tax-Exempt Status
PTAs qualify for exemption from federal income tax (for income related to their exempt purpose) if the proper application form is filed with and approved by the IRS. Once granted, tax-exempt status continues until revoked by the IRS. The application process is complex but once completed will be of great benefit to the PTA. The Washington State PTA office has all the forms and PTA-specific instructions. Each PTA that has a total income over $5,000 must apply for one of the following IRS tax-exempt categories or pay federal corporate tax on any income it receives.

501(c)(3) - 501(c)(4) tax-exempt status
PTAs that are organized and operate primarily for charitable purposes can qualify under section 501(c)(3) of the Federal Tax Code. When a PTA qualifies under this section, not only is its income tax exempt, but also donations (including dues) made to the PTA are tax-deductible by the individual donor. However, the PTA cannot engage in significant amounts of lobbying, as that term is defined under federal law.

If a PTA is exempt under section 501(c)(3), it must give a written receipt for any donation worth more than $250, whether received in cash or in property. To avoid making the PTA responsible for proving the value of donated property, we recommend giving a receipt for any donated goods regardless of their value.
If a person makes a donation in excess of $75 and receives goods or services in return, only the difference between the price paid and the current value of the goods or services received in exchange is deductible. For example, if someone buys two hours of house-painting at an auction and pays $500, and the painting normally costs $150 per hour or a total of $300, the purchaser would be able to deduct only $200, the difference between what s/he paid and what the services that s/he will receive. In such a situation, PTAs must give donors a written receipt disclosing both the amount paid to the PTA and a description and good faith estimate of the value of the goods and services provided in exchange for the payment. If the goods or services were donated, the person making the donation should be requested to provide a good faith estimate of the value, and that figure should be used by the PTA when giving the purchaser a receipt.

Sample receipts for the two kinds of donations are shown:

**Contributions of $250 and Over**

**No Goods or Services Returned to Donor**

This acknowledges receipt of the following described property from you as a charitable contribution made on __________, 20___. (Describe the cash or property given.)

We have not provided you with goods or services in exchange for this contribution. Please retain this document for your records. It is an important document necessary for any available federal income tax deduction for this contribution.

___________________________________________________________ (Name of PTA)

___________________________________________________________

Authorized signature _____________________________ Date ___________

**Goods or Services Returned to Donor**

This acknowledges receipt of $________ on __________, 20__ in return for the following goods or services (describe goods or services.) The estimated fair market value of these goods or services is $____. This means the net amount of your contribution, which may be a charitable contribution for federal income tax purposes, is $____. We are required by law to provide this information to you. The charitable deduction is limited to the excess, if any, of your contribution over the value of the goods or services provided to you. Please retain this document for your records. It is an important document necessary for any available federal income tax deduction for this contribution.

___________________________________________________________ (Name of PTA)

_________________________ (Name of PTA)

Authorized signature _____________________________ Date ___________
PTAs can also qualify under section 501(c)(4) of the Federal Tax Code. While this allows PTAs to participate in more extensive lobbying activities, donations to a 501(c)(4) nonprofit are not tax-deductible. However, the PTA’s income is not subject to federal corporate income tax. Neither a 501(c)(3) nor a 501(c)(4) organization can endorse any candidate for any public office.

3.3 From 990/990EZ and 990-N (e-postcard)

Tax-exempt PTAs are required to file an annual report with the IRS. This is only an information return; it is not a tax return. The report for the fiscal year must be filed by the November 15 following the end of your fiscal year. The form that is used to file the return is determined by your PTA’s “normal” total income. To determine your PTA’s “normal” income for purposes of the fiscal year 2012-2013 return, average in the previous two years’ income with the income your PTA received during the 2012-2013 fiscal year (July 1-June 30). When determining which IRS tax return to file, deduct the membership service fees sent to a council or WSPTA from total income, and report total income in the same manner when completing the return.

For the July 1, 2012 – June 30, 2013 fiscal year:

- 990-N (E-postcard) is to be filed if the PTA’s “normal” total income is less than $50,000. The 990-N must be filed electronically by going to http://epostcard.form990.org/. If you aren’t sure whether your PTA’s 990-N (e-postcard) has been filed you can conduct a search by going to http://www.irs.gov/app/ePostcard.
- When the 990-N is filed electronically, the system generates a document acknowledging the filing, and that should be printed and a copy kept in the financial records.
- 990EZ is to be filed if the PTA’s income is $50,000 or more.
- 990 is filed if the PTA has a total income of more than $200,000 during the 2012-2013 fiscal year.

Failure to file a 990N/990/990 EZ form on time may result in penalties of up to $20 per day, up to $10,000 or 5% of the PTA’s annual total income, whichever is less.

Regardless of which form is to be filed, the PTA’s return for the 2012-2013 fiscal year is due no later than November 15, 2013. Each PTA should be sure to file an annual report every single year to avoid having its tax-exempt status revoked by the IRS.

3.4 Public Inspection of Records

The IRS requires that certain records of tax-exempt PTAs be available for inspection by members of the public, including non-members of your PTA. These records include:

- The PTA’s application for tax-exempt status (Form 1023 or 1024)
- The IRS letter of determination of tax-exempt status
- All 990, 990EZ or 990-N Forms that have been filed for the past three years
Failure to make this information available for public inspection can result in the IRS imposing fines and penalties on the PTA, and could lead to the loss of the PTA’s tax-exempt status.

3.5 Payments to Contractors

IRS forms 1099 and W-9
Regardless of its tax-exempt status, a PTA may have to complete an IRS 1099-MISC Form if it made payments of $600 or more in a calendar year (January-December) to any individual or unincorporated business as payments for services. The PTA should have all independent contractors (individuals) or businesses complete an IRS W-9 Form. The W-9 will indicate if a PTA needs to file a 1099-MISC and will also provide the information to complete the form. The completed 1099-MISC Form must be sent to the individual or business by January 31 for the preceding year. By February 28, a PTA will need to complete an IRS 1096 Transmittal Form and submit copies of all 1099s to the IRS. More information is available on the IRS website [www.irs.org](http://www.irs.org).

Generally speaking, a 1099-Misc must be filled out if the person or business you paid is an independent contractor. This means your PTA contracted for a particular outcome, but did not supervise the manner and means by which it was achieved. If the person was directly supervised by the PTA, then he or she was an employee, and other requirements apply. You can obtain more information from the IRS website [www.irs.gov](http://www.irs.gov).

4. OTHER LEGAL REQUIREMENTS

4.1 Incorporation Annual Report
In order to maintain its nonprofit status, each PTA must file an annual report with the Corporations Division of Washington’s Secretary of State in the anniversary month of the PTA’s incorporation. The Secretary of State mails the renewal postcard to the registered agent. If the Washington State PTA is the registered agent, the renewal postcard will be forwarded to the state PTA who will then email it to the current officers of the local PTA unit. The corporate division has a $10 filing fee. A PTA may be administratively dissolved by the Secretary of State if the annual report is not filed in a timely manner. When this happens, the PTA is no longer a nonprofit corporation and will lose its tax-exempt status with the IRS. To reinstate your corporate status, contact the state PTA office for assistance. For more information go to: [www.sos.wa.gov/corps/](http://www.sos.wa.gov/corps/).

4.2 Charitable Solicitations Act
The Washington Charitable Solicitations Act requires certain charities be registered with the charities program of the Secretary of State’s office. Because PTAs are tax-exempt organizations, these requirements apply to them. The type and cost of registration depends on the total income received by the PTA during a fiscal year. When determining whether the PTA is required to register under the Charitable Solicitation Act, all membership service fees are included, including the portion forwarded to a council or to WSPTA. If registration is required, use the same method for reporting total income to the charities program.
For PTAs with total income of $50,000* or more in a fiscal year:
Registration is required, as is the annual renewal that must be filed every year no later than May 31 following the end of the fiscal year (i.e. May 31, 2014 for the 2012-2013 fiscal year). The cost of registration is $60 and the annual renewal fee is $40. A late fee of $50 is charged if the annual renewal is not filed on time.**

For PTAs receiving total income* of less than $50,000:
Even though PTAs with a total income of less than $50,000 are no longer required to register, WSPTA encourages them to file the optional registration form, which can be completed online and is free. This is especially important for PTAs already registered under the previous lower limits. By filing the optional statement, the PTA will notify the Secretary of State’s office that they are no longer required to file. Otherwise they may be the subject of a regulatory enforcement action by the charities program. The optional registration/annual renewal form is available online at: http://www.sos.wa.gov/assets/charities/OptionalRegistration.pdf.

Please note that those PTAs with total income* of less than $50,000 who hire an independent contractor to assist with fundraising activity are required to complete a registration form.

The Secretary of State’s office has discontinued its practice of sending a reminder with the renewal form when renewal is required and instead sends a postcard reminder. If the Washington State PTA is the registered agent for a PTA, WSPTA will send an electronic reminder that the form is due. For more information about the requirements of the Charitable Solicitations Act, go to http://www.sos.wa.gov/charities/. For more information about WSPTA’s registered agent service, see the separate sheet “Registered Agent – Frequently Asked Questions” included in the PTA’s leadership packet.

*Total income: All income from every source before any deductions for expenses. (For Charities Program this includes dues paid by your members.)

** The renewal must be filed by May 31 if gross income exceeds $50,000 whether or not a renewal form has been received from the Secretary of State. A PTA/PTSA may complete its Charitable Solicitations Renewal when it has completed its 990/990EZ Form.

4.3 Registered Agent

Every corporation, including PTAs, must have a “registered agent.” This is the person or entity to which the State of Washington and the Internal Revenue Service send all reports, forms, and notices to the corporation. It is the responsibility of the registered agent to send that information and material to the appropriate officer of the organization. It is recommended that each PTA select Washington State PTA as its registered agent, a service provided by the WSPTA. Doing so minimizes the risk that important notices will not receive appropriate attention. For more information see the separate sheet “Registered Agent – Frequently Asked Questions” included in the PTA’s leadership packet.
5. **RECORDS**

In addition to the financial records, the treasurer should maintain copies of many other important documents. Some of these documents should be included in a legal documents notebook. Consult *PTA and the Law* for a list of the contents of a legal documents notebook.

### 5.1 Records Retention Timetable

Certain pieces of the PTA’s historic records and documents must be maintained as indicated in the schedule below.

#### Current copies of:
- Contracts in effect
- Documentation of equipment owned by PTA (asset list with depreciation of 20% per year)
- *WSPTA Uniform Bylaws*
- Standing rules, policies, written procedures
- Reseller’s Permit

#### Permanent:
- Conformed Articles of Incorporation/Amendments/Restatements
- Certificate of Incorporation
- Legal correspondence
- Minutes (board & membership meetings)*
- PTA charter
- Letter of determination of tax-exempt status from IRS
- Letter assigning Employer Identification Number (EIN)
- Correspondence with IRS
- Forms 990/990N/990EZ and 990-T (to report unrelated business income if applicable) with IRS
- Membership/board roster
- Completed Form 1023 or 1024 (application for tax exemption and all documents submitted in support of application)
- Golden Acorn and other award recipients

#### Ten years:
- Annual Incorporation renewals to Secretary of State

*Minutes are maintained in a separate notebook and kept on a permanent basis.

#### Seven years:
- Accounts payable records
- Budgets
- Canceled checks
- Check register
- Monthly financial reports
- Income records
- Receipts/invoices
- Restricted donation forms (grant agreements)
- Contracts signed during previous six years but no longer in effect

#### Five years:
- Washington State Department of Revenue filings

#### Three years:
- Correspondence (general)
- Insurance certificates
- Financial and insurance matters
6. OTHER CONCERNS

6.1 Insurance

A PTA may obtain insurance through any reputable company. The Washington State PTA has negotiated with Association Insurance Management (AIM) to offer PTAs a variety of insurance policies for a reduced cost.

Renew your PTA’s insurance. Mail your application for insurance with the appropriate fee(s) to the AIM insurance office by November 10. An insurance summary and forms are included in each PTA’s leadership packet.

General liability coverage
One of the legal duties of a PTA is to protect its membership and the general public from accident or injury at a PTA activity. General liability insurance covers the PTA in the following ways:

- It covers PTA members against claims by third parties for damage to property or personal injury incurred at a PTA-sponsored activity.
- General liability does not include coverage for ski schools; Boy Scout or Cub Scout sponsorship; automotive, aircraft, watercraft and other forms of transportation; organized sports events; intentional acts; damage to property owned by or under the control of the PTA; mechanical rides at carnivals and fairs; or damage caused by fireworks.

*Purchasing general liability insurance is one of the strongest recommendations of the WSPTA.*

Accident medical (medical coverage)
The accident medical policy is designed to complement your general liability policy. This policy provides medical coverage for activities that are excluded from the general liability policy such as automobile, mechanical rides, watercraft and fireworks coverage. It also provides additional medical payment coverage for covered events without any proof that the PTA was at fault in causing the injury. This does not replace your general liability policy. The accident medical limits are $10,000, $25,000, and $50,000 with no deductible.

Fidelity bond coverage (sometimes called “Commercial Crime and Fidelity Bond”)
Fidelity bonding protects the PTA from dishonest acts by PTA officers or members who handle PTA funds. If an officer or member embezzles PTA funds, the fidelity bond may be used to repay those funds (less the deductible). A requirement of this AIM policy is that the monthly bank statement must be reviewed by someone who does not have authorization to sign checks. Also required is an annual review of the PTA’s books. Failing to comply with these requirements will void the coverage.

Directors and officers liability
Directors and officers insurance can protect the personal assets of the PTA’s directors and officers, as well as the assets of the PTA in the event a member (or nonmember) files a lawsuit claiming that an officer or director was negligent in the management or operation of the PTA.
Property coverage (business personal property)
Property insurance protects any personal property owned or under the care, custody or control of the PTA against damage or loss. The insurance covers the cost of replacing the damaged item.

6.2 Sales Tax Paid by PTAs When Purchasing Items
Washington State imposes retail sales tax on the sale of items of tangible personal property and retail services to consumers, but some exemptions exist. These depend on the purpose for which the items are purchased by the PTA, and the kind of event at which they are sold by the PTA.

Items purchased by PTAs for their own use
When PTAs purchase items for their own use (such as tablecloths for a banquet, supplies for cleaning, etc.) they pay sales tax in the same manner as any other individual or company.

Items sold by PTAs
PTAs are exempt from paying sales tax on items purchased for resale as long as they have a reseller permit, PTAs are required to collect sales tax and submit to the Department of Revenue, on taxable items sold that are sold at a student store or regular place of business (see below for the significance of these terms). To take advantage of this exemption, PTAs may either obtain a reseller’s permit from the Washington State Department of Revenue, or pay the tax and then apply to the Department of Revenue for a refund. More information about applying for a reseller’s permit or applying for a refund of taxes is available in a “Frequently asked Questions” (FAQ) document on the WSPTA website, www.wastatepta.org, under the “PTA and the Law resources” tab in the leadership resources section, and the Department of Revenue’s website, www.dor.wa.gov.

6.3 Sales Tax Collected by PTAs Conducting Sales
Sales at periodic fundraising activities by most PTAs are exempt from the sales tax
A PTA that qualifies as tax-exempt under federal law (as either a Section 501(c)(3) or 501 (c)(4) organization) is also exempt from paying Washington’s business and occupation and retail sales taxes on income generated through periodic nonrecurring fundraising activities. Fundraising activities include directly soliciting money or other property, or selling goods or services to further the PTA’s goals.

Regular ongoing sales activities by PTAs are not exempt from sales tax
Some PTAs conduct activities with regular hours such as student stores, concession stands at school sporting events, weekly or bi-weekly popcorn sales, or similar business activities. Under Washington law, such activities when held on a regular ongoing basis (even if the activity occurs as infrequently as once a month) constitute a “regular place of business” and are required to collect sales tax on the same basis as similar sales by a for-profit company. PTAs that engage in these activities should collect the applicable sales tax (the rate varies form on geographic area to another). The sales tax collected should be held in the PTA account and then paid to the Department of Revenue along with quarterly or annual return.
6.4 Business and Occupation Tax

Most PTA fundraising activities do not have to pay B&O Tax

Washington State imposes a business and occupation (B&O) tax on the total income generated from business activities. There are no deductions from the B&O tax for labor, materials, or other costs of doing business. The state B&O tax applies to the revenue received from regular ongoing sales activities. However, there is a small business credit that eliminates any B&O tax liability if the total annual sales are less than $89,000. A PTA with regular sales exceeding $89,000 should consult an accountant.

As explained more fully below, most PTAs will not have to pay this tax on their activities. Note: Local B&O tax is imposed and administered by some Washington cities and counties. Check with your local city or county to determine whether it has such a tax and whether the tax applies to the activities of non-profits.

6.5 Contracts

In the course of a year, a PTA will enter into a variety of contracts. The PTA assumes the responsibility and the legal obligation to comply with the terms and conditions of the contract including any payment specified by the contract.

Whether an activity is a financial success, or a PTA has insufficient funds to meet its obligations, or best practices were not followed, the legal requirements to fulfill the terms of the contract are not affected.

Best practices—for a contract to be valid, the following conditions must be met:

- The person negotiating the contract has the authority to do so.
- The board of directors has reviewed and authorized the contract.
- The terms and conditions of the contract, including the fine print, are understood and agreeable to the PTA.
- See page 15 regarding the requirements for providing an IRS 1099 MISC. Have the contractor/vendor submit a W-9 form at the time of signing the contract so you will have the information necessary to determine whether a 1099 is required, and if so, to complete it.
- The contract bears signatures of two elected PTA officers, preferably one being the president.
- The PTA has the ability to comply with all the terms of the contract.

Contracts are covered in detail in the *PTA and the Law* booklet.

All contracts should be in writing and signed by two elected officers. Include the titles of the officers in the signature lines.

For example:  
*Sally Simpson, Sample PTA President*  
*Molly Moeller, Sample PTA Treasurer*

6.6 Donations of Equipment

Donations of equipment or material to any school or school district are not recommended. Donations of this kind can make the PTA liable for any defect in the property or equipment. In addition, school districts
may have certain product standards for equipment and may not be willing to accept equipment that does not meet those standards.

### 6.7 Grants/Restricted Donations

PTAs may make a grant to a school district which directs the district to purchase equipment or material. A grant may be made for other purposes as well. When granting money to the school district, the PTA should:

1. Use a restricted donation form (a sample is included on page 43 of this publication).
2. Verify the need for the grant.
3. Clarify the terms of the grant with the school district.
4. Document the mutual understanding about the grant in a written agreement that is signed by the PTA and the school district. The restricted donation agreement should include:
   - Parties involved in the grant
   - Amount of the grant
   - Purpose of the grant
   - Date by which the grant funds must be expended
   - What to do with unused funds
   - Location where equipment will be placed and how long it will remain there

### 6.8 Raffles/Gambling

Under state law, bingo, raffles and amusement games are considered gambling activities. These are regulated by the State Gambling Commission.

**The PTA does not need a gambling license if all of the following are true:**

- PTA is a “bona fide charitable or nonprofit organization” (a 501(c)(3) or 501(c)(4) organization).
- PTA has been in existence for at least 12 calendar months before the activity is scheduled.
- Members are not paid for managing or operating the activity.
- Only two gambling events are held in a calendar year.
- Total income from the combined activities does not exceed $5,000 in any calendar year.
- Local police are notified of the activity at least 5 days prior to the event.

If the PTA does not meet these criteria, a gambling license must be obtained before conducting the activity.

**Raffle Tickets**

Special rules apply to the sale of raffle tickets, whether the raffle is licensed or not:

- Tickets must be consecutively numbered.
- Maximum price per ticket is $100.
• Tickets must be sold for the same price and only by members who are at least 18 years old, with one exception: members under the age of 18 may sell raffle tickets at an event, but only if the event is being supervised by at least three adults, and an adult member is managing the event.
• Purchaser must be 18 years or older.
• No tickets may be given away free.
• Tickets must state how much they cost, the date, time and location of the drawing, the name of the sponsor, a description of the prizes and whether persons who purchase the tickets must be present to win. As an alternative to having this information printed on the ticket, it may be prominently displayed at the point of sale.

Record keeping—use of funds
Records relating to the gambling events must be kept for at least one year. Included in these records should be the total income from each activity, an itemization of expenses and how the revenues were used by the PTA.

Prior to a gambling activity
Plan ahead. Planning should include checking local city and county laws that may apply. If gambling activities require a gambling license, applications should be submitted to the Washington State Gambling Commission at least 60 days prior to the date of the event. More information on raffles and other gambling activities is available during the PTA and the Law workshops that will be offered in every region during the fall, and by visiting the Washington State Gambling Commission website at www.wsgc.wa.gov.

Auctions
An auction is not a gambling activity. Under state law, it is generally unlawful for any person to act as an auctioneer without a license. A general exception to this law is if the auction is conducted by or on behalf of a charitable organization if the person conducting the auction receives no compensation.

If a PTA wants to auction off wine/beer then it needs to apply for a Special Occasion Liquor License from the Washington State Liquor Control Board. This application must be filed 45 days prior to the auction. For more information, see WSPTA’s PTA and the Law handbook or the Washington State Liquor Control Board’s website, http://lqc.wa.gov/licensing/special-occasion-licenses.

6.9 ASB
Many elementary and secondary schools have ASBs (Associated Student Bodies). Funds raised by an ASB belong to the school district, not the PTA. When a PTA shares a school with an ASB, the PTA must take great care that there is a clear understanding of what belongs to the PTA and what belongs to the ASB. When planning the PTA calendar for the year, it might be helpful to work together.

ASBs may come to a PTA and ask to work together to raise funds. ASBs and PTAs may work together, but the PTA must take care to properly document the nature of the activities and how the funds will be handled in a contract with the ASB.

To determine whether an activity belongs to PTA or the ASB, the event must meet the following criteria:
1. **Intent**--The activity must be consistent with the PTA’s annual plan. Any funds raised should be used to help a PTA accomplish a set of predetermined goals and objectives. Sometimes, school employees will try to involve the PTA in a fundraising activity or they will ask the PTA to administer funds in order to circumvent the rules, regulations or laws governing ASB or school district funds. Obviously, this does not constitute proper intent.

2. **Process**--The PTA must be in charge of the activity. In other words, the activity must be conducted under the direction and supervision of the PTA.
   - Contracts must be negotiated and signed by two PTA officers.
   - The activity must be initiated, created, planned and implemented by the PTA. School district employees involved in the activity should participate on their own time.
   - Approval to do the activity must come from the PTA membership or board and be part of the PTA budget.
   - Funds must be deposited into the PTA bank account.

3. **Rule of Thumb**--Knowing all the facts, if a reasonable person would conclude the activity was conducted on behalf of the ASB instead of the PTA, it is not a PTA activity.

### 6.10 Leaving Office

Upon leaving the office of treasurer, several things can be done to help with the transition for the incoming treasurer.

- Participate in the development of the budget for the next year.
- Verify that all membership service fees have been paid.
- Complete the June 30 monthly financial report.
- Complete the annual treasurer’s report.
- Submit the books/records to the financial review committee.
- Complete the 990/990EZ or 990-N form.
- Complete the charitable organization registration due the following May 15.

### 6.11 Conclusion

The treasurer is elected by the members to administer the funds of the PTA. The entire board of directors has the legal duty and responsibility for the management of the PTA—including its financial well-being.

**To be effective in these responsibilities, the board of directors of the PTA must:**
- Be adequately trained.
- Read Washington State PTA *Money Matters*.
- Attend a *PTA and the Law* workshop.
- Follow the best practices outlined in this booklet.
7. THE BUDGET

7.1 Development
It is recommended that the budget for the next fiscal year (July 1-June 30) be developed and approved before the end of the current fiscal year (June 30). This allows the PTA to continue operating and to meet its financial obligations once school is over for the summer.

7.2 Process
There are three basic steps in developing a budget. They are:
1. Determine the PTA’s goals and objectives and assign costs to them.
2. Develop a revenue source to cover the goals and objectives.
3. Reconcile or balance steps 1 and 2 with each other.

Without an approved budget, the PTA does not have the authority to spend money for any purpose.

7.3 Goals and Objectives
Mission statement—Does the PTA have a clear understanding of its mission? If not, consider adopting a mission statement that reflects the reason why the organization is a PTA. An example might be...“Sample PTA is an organization that promotes the welfare of children and youth in the home, school and place of worship.”

Goals—What are the goals and the objectives for the upcoming year? What does the PTA want to accomplish? The goals should align with the mission statement. Goals might include:
- Increase our outreach to the community.
- Develop better communication among school, home and the community.
- Facilitate and celebrate every child’s accomplishments.

Objectives—What actions will be taken to move the PTA closer to its goals? This may involve:
- Strategic planning—done by the board of directors
- Research, make recommendations and recruit help—done by the executive committee
- Action—done by committees

The objectives should tell who will take the action, what the action will be, why the action is necessary, when the action will take place (includes a timeline), and where the action will occur.

7.4 Goal Setting Tools
Several tools are available to help in identifying new goals and assessing existing ones. They include surveys, program assessments, individual program suggestions and brainstorming sessions. Examples for some of these are included on page 44 of this publication.
7.5 Revenue Development

Now that the PTA has determined its goals and objectives, it must carefully consider how to best raise the funds needed to accomplish them.

During the goal-setting phase, expected income and expenses should be estimated for each activity and entered on the budget worksheet. A sample of the budget worksheet can be found in the appendix of this publication on pages 45-46.

7.6 Reconciliation

Finally, a comparison is made between the expenses/costs of accomplishing the goals/objectives and the anticipated revenue. If there is a serious difference between the two, realistic adjustments must be made to either or both of these areas. When the revenues (including any carryover funds from the previous year) equal planned expenditures (including funds to be carried over to the following year) the budgeting process is completed.

On occasion, the PTA may have more carryover from one year to the next than is needed. In that case, expenses for the next year can exceed income from fundraising events with the plan to use a portion of the carryover to pay for expenses. On the other hand, if carryover from the previous year is not sufficient, the PTA may want to plan to have income for the year exceed expenses in order to replenish the carryover.

7.7 Budget Committee

The budget is usually developed by a budget or finance committee. The committee is chaired by the treasurer. Its members should include several other PTA leaders who have knowledge of what has occurred in the past and what plans are appropriate for the PTA in the future. Both incoming and outgoing officers may serve on this committee.

A PTA may modify the budget to meet its needs. An added bonus of utilizing a budget committee is to develop and train potential treasurers. It can also help with the transition between outgoing and incoming treasurers.

The committee can be as large as 5-7 PTA board members and may include the president. The treasurer is the chair of the committee and brings the committee’s recommendations to the board of directors. The budget committee evaluates new budgetary requests, reviews programs that have occurred and makes recommendations to the board of directors and membership throughout the year. When it is time to prepare a budget, much of the groundwork has already been done, making the actual development of the budget more efficient.

7.8 Approving the Budget

After the budget has been drafted, it should be reviewed by the board of directors. Following the board’s review and approval, the budget must be presented to the membership for approval.
A majority vote by the PTA’s general membership is required for approval of the budget at a general membership meeting.

The budget should be approved in the spring, normally at the final membership meeting of the year.

7.9 Committee Budget/Expenses
When the membership approves the PTA’s budget, it authorizes the board of directors to spend the PTA funds. This is not an authorization for a committee to spend funds.

It is common practice for each committee to formulate its own plan and budget, and present these to the board of directors. The board reviews these plans and the committee’s budget in relation to the entire PTA budget and approves, modifies or disapproves the committee’s plans or budget.

No committee chair or committee member can obligate the PTA to a program, project, activity, plan or any obligation, financial or otherwise, without approval of the board of directors. If contracts are to be signed, only elected officers may sign them.

When plans change within a committee which may impact the budget, approval must be obtained to spend funds not previously approved. Expenses incurred without prior approval may become a personal expense and not be reimbursed by the PTA.

A sample committee plan of action form has been included in the appendix of this publication on page 57.

7.10 Amending (Reallocating) the Budget
The budget is an annual plan. It is only an estimate of expenses and income. Plans will change. Therefore, the budget may have to change or be amended. No budget should be so rigid that it cannot be easily changed to meet the evolving needs faced by PTAs. The budget may be changed (amended or reallocated) by:

• Vote of the general membership
• Vote of the board of directors acting on behalf of the membership, between meetings of the membership
• If authorized by the PTA’s standing rules or in the budget itself, the board may be able to reallocate funds from one purpose to another. When the board of directors amends the budget, it must be sure that it is acting with permission of the general membership through the standing rules or a budget notation.

Sample budgets are included in the appendix of this publication on pages 47-48.

8. THE FINANCIAL REVIEW
The financial review involves an examination of the financial transactions of the PTA, and the procedures used to conduct those transactions.
The treasurer is the custodian of the funds of the PTA and is charged with the responsibility to deposit and disburse funds, and to keep accurate records.

However, the board of directors has the responsibility to see that the funds of the PTA are administered properly and actions are made in the best interests of the members. To assure that this has been done, that the board acted responsibly, and that good financial practices have been followed, a financial review of the books and records must be conducted.

**A financial review must be conducted:**

- Immediately following the end of the fiscal year (June 30) in compliance with *WSPTA Uniform Bylaws*;
- When another PTA member assumes the treasurer position; or
- Whenever there is a question about the financial well-being or performance of the PTA.

**WSPTA Uniform Bylaws, Article 5, Section 11:**

(a) Each member of the board of directors has the fiduciary responsibility to make sure a financial review is done at the end of the PTA fiscal year. The treasurer shall close the books on June 30 and submit the books and records for financial review to a financial review committee or a qualified accountant.

(b) The financial review committee shall consist of no fewer than three (3) members appointed by the president. The financial review committee shall not include the people who were authorized to sign or individuals living within the same household as those authorized to sign on the bank account for the period being reviewed.

(c) No member shall serve on the financial review committee for more than two (2) consecutive years.

**Recommendation**

A mid-year financial review is strongly recommended for all PTAs. This financial review should be conducted in the same manner as the one at the end of the fiscal year.

**8.1 Who Can Perform the Financial Review**

The *Washington State PTA Uniform Bylaws* are very specific in defining who can conduct a financial review of the PTA’s books and records.

Non-members or members of another PTA do not have the right to examine a PTA’s records.

**Financial review committee**

This committee must consist of: a) no fewer than three members of the PTA whose books/records are being reviewed; or b) a qualified accountant. Members of the financial review committee must not have signature privileges or live in the same household as someone with signature privileges on PTA documents during the period being reviewed.
8.2 Preparing For the Financial Review

It is very important that the PTA’s financial records be well organized for the review. The treasurer should gather all the financial records for delivery to the financial review committee.

**Items to be delivered to the financial review committee**
- Legal records of the organization (including current charitable organizations report, IRS form 990/990EZ/990N and incorporation renewal)
- Checkbook and canceled checks
- Bank statements and duplicate deposit slips
- Income ledger
- Expense ledger
- The original of all bills, invoices, and receipts for which a check was written
- Copies of monthly financial reports
- Copy of the annual financial report for previous and current fiscal year
- Copy of the budget for the period being reviewed
- Copy of the results of the last financial review
- Copies of all general membership and board of directors’ minutes for previous and current fiscal year
- Other material or information requested by the financial review committee
- Documents included in the PTA’s legal documents notebook (including copies of application for tax exempt status, IRS letter of determination and Articles of Incorporation)
- Current copy of *Money Matters*
- Membership list and membership totals as of the deadline dates in October, January and May
- Copies of all contracts and grants made or received
- List of equipment owned by the PTA
- Copy of current bank signature card or meeting minutes authorizing signers
- Sales tax filing (if any) for previous calendar year

8.3 Responsibilities of the Financial Review Committee

- Investigates and examines the records
- Asks questions of the board at a meeting near the end of the year
- Draws conclusions from the records and board responses
- Presents a written report of its work to the board of directors

As part of its work, the committee may interview people who handled funds.

**Treasurer**

The treasurer, while not a member of the financial review committee, is a resource for the committee. The treasurer is normally not physically present when the financial review committee meets, but should be available by phone to answer questions.
Board of directors

- Receives the report from the financial review committee
- Acts on the report

The board of directors has the legal responsibility to report both the results of the financial review to the membership and, if action is necessary, what the board has done or will do in response to the report.

8.4 Possible Financial Review Report Results

- Report is fine and everything is in order.
- Report reveals some procedural areas that need improvement. The board must examine the committee’s recommendations and implement those it feels are important and necessary.
- Report points out the improper administration of PTA funds, or the theft of funds, or other serious charges. The board must immediately act to fix what is wrong. This includes making reasonable efforts to recover any funds that are missing or were diverted to non-PTA or otherwise unauthorized purposes.

A financial review checklist can be found in the appendix of this publication on pages 49-57.

In all cases, the financial review results and the action of the board must be reported to the membership.

8.5 Missing Money

Whenever a PTA has reason to believe there is a problem with its funds, there are two basic steps which the PTA must take immediately:

1. Conduct a financial review.
2. Call the WSPTA office and your region director.

If the financial review verifies that funds are missing:

Actions of the PTA:

- Every action must be taken by the board of directors—not the executive committee or the treasurer or president or other officers—but by the entire board of directors.
- The board of directors must take every reasonable step to collect or recover the missing funds.
- All the actions of the board of directors must be recorded in the minutes of the board.
- At some point, the board of directors must report the missing funds, as well as the board’s attempt to recover the funds, to the membership.

Writing checks

The PTA is obligated to continue paying its debts—even while the financial review is being conducted. Generally, this does not present a problem because the financial review will take only a few days. However, when extra time is required for the financial review, the board of directors may authorize the writing of a check or checks so the PTA may meet its legal obligations to whom it owes money.
Do not:
- Do not seek advice from the school district, school principal, or school district attorney.
- Do not make any public or private statements.
- Do not take any action without the approval of the board of directors meeting in formal session.

8.6 Conclusion

In accordance with the Washington State PTA Uniform Bylaws, the PTA treasurer is required to close the books as of June 30 and immediately submit the books for a financial review. This financial review must be done by a financial review committee. The committee must consist of either at least three of its PTA members appointed by the president or a qualified accountant who did not have signature privileges or live in the same household as someone with signature privileges on PTA documents during the period being reviewed.

A financial review may be conducted at any time, but should be done in a timely manner. During a financial review, the treasurer may write checks to meet the financial obligations of the PTA, if authorized by the board of directors.

A report must be made to the board of directors and the board must take action on the recommendations made.

9. BEST PRACTICES OF PTA FINANCIAL MANAGEMENT

- PTA is a non-profit corporation with a federal Employer Identification Number (EIN) and has tax-exempt status with the Internal Revenue Service (IRS).
- PTA has designated the Washington State PTA as the registered agent for both the IRS and the Secretary of State Corporate Division.
- All required forms are filed with both state and federal governments accurately and on time.
- A budget is developed that reflects the goals and objectives of the PTA.
- The budget is approved in the spring for the following fiscal year (July 1 to June 30).
- Adequate insurance is purchased.
- Only PTA members handle PTA funds.
- Money is always counted by at least two PTA members.
- Receipts are written for all cash received by the PTA.
- PTA funds are deposited only into authorized PTA bank accounts.
- A list of all checks included in each deposit is made and kept with the deposit receipt.
- PTA funds are kept separate from personal, school district, ASB, or any other funds.
- A board member who is not a signer on the account routinely reviews the bank statements before they are sent to the treasurer.
- Monthly bank statements are reconciled promptly after being received by the treasurer.
- No PTA checks are ever signed without payee and amount filled in.
- PTA checks and contracts are signed by two elected officers (not of the same household), one of whom is the president of the PTA.
• PTA expenditures are documented with a receipt or invoice.
• Cash is never used for expenditures.
• Membership fees are submitted accurately and promptly to the council or WSPTA office, whichever is appropriate.
• Written, detailed, monthly financial reports are provided to the entire board of directors.
• The board carefully reviews each financial report and bank statement.
• An annual financial report is prepared.
• Financial reviews are conducted annually. A mid-year financial review is recommended.
• The PTA maintains records of the organization as prescribed by the Records Retention Timetable.
• Elected officers and the board of directors attend the PTA and the Law workshop each year.

10. **QUESTIONS AND ANSWERS**

**How can a PTA handle a member who frequently writes NSF (non-sufficient funds) checks?**

Inform the member that the PTA will no longer accept checks from him/her. This conversation needs to be handled discreetly. Businesses have a list of people in the community who habitually write NSF checks. The PTA can do that also, as long as the list is kept confidential. It may also be advisable to put a section in your standing rules stating that any person writing NSF checks will have to pay all bank charges. For occasional NSF checks, you can call the bank or credit union and ask if there are sufficient funds to cover the check before depositing it again. To help keep track of check writers, have parents put the student’s name and teacher’s name/room number on each check.

**Do volunteers have to be PTA members to be covered by PTA insurance while working at events?**

No. Generally speaking, all volunteers, members, and participants at any PTA function are covered under insurance policies issued through AIM; specific questions or concerns should be addressed to AIM. However, Washington State PTA strongly recommends that only PTA members handle money at PTA events.

**When I pay my membership fee to a 501(c)(3) PTA, is the entire amount tax deductible as a charitable contribution?**

Yes. The WSPTA and National PTA are recognized as 501(c)(3) organizations to whom your membership fees are deductible.

**We do not want to accept the report of the previous financial review committee because the treasurer was present at the financial review. Can we request another financial review with another committee?**

You can request another financial review with a different financial review committee. The president, according to the *WSPTA Uniform Bylaws*, appoints the financial review committee. The treasurer should be available by phone to answer questions but should not sit at the table with the financial review committee. A financial review can be requested any time there is a question about the financial well-being or performance of the PTA.
I think that our president misappropriated PTA money by purchasing flowers for the executive committee when money was not allocated for that expense. Now she is asking for reimbursement. Is this considered missing money? Do I have to pay her?

No, it is not missing money. However, this request by the president is an improper one. As treasurer, you can refuse to reimburse the president unless the board of directors or the membership approved the purchase in advance.

What kind of carnival games are considered games of chance or gambling which require the $5,000.00 measurement? Surely not all games held at a carnival would be considered gambling – what about cake walks with a cake prize? Bean bag toss with no prize?

All games involving any element of chance are considered part of the gambling event, even if skill is also an element. Cake walks, dart games, bean bag toss, and fish pond are all games of chance and must be taken into account when calculating the receipt amount. The exception for carnival games is if (1) there are no prizes, or (2) each person receives a prize and all the prizes have the same monetary value. If either of these conditions is present, then the games are not considered a gambling event and the proceeds do not count against the $5,000.00 limit.

11. **GLOSSARY OF FINANCIAL TERMS**

**990/990EZ:** Internal Revenue Service forms that may be required annually by the IRS. These are informational only. Which form you file is determined by the annual total income of the organization.

**990-N:** A PTA that has a total income of less than $50,000 must file an electronic 990-N (e-postcard) each year with the Internal Revenue Service.

**Form 1099:** The IRS form to be used to report payments made to an unincorporated business or individual in the course of trade or business (i.e., performers, presenters, rents, payments of prizes).

**Form W-9:** IRS form used to request taxpayer information so that your PTA may properly report to the IRS payments for services provided to the PTA by independent contractors.

**ASB:** Associated Student Body—a structure within a school system that is self-governing. ASB has elected student officers, its own budget and works under the guidance and regulations of a school district.

**Accounting/bookkeeping:** The process of identifying, measuring, recording and communicating the financial information of an organization.

**Board of directors:** A PTA’s board of directors is made up of those individuals, either elected or appointed, who are defined by the local unit’s standing rules as members of the board of directors.

**Budget:** A financial plan for an organization that expresses the goals and objectives (the programs and activities) in terms of income and expenses. The goals of the organization drive the budget.
**Carryover/carry forward/surplus:** Funds remaining in the PTA accounts at the end of the fiscal year after all income have been received and all expenses have been paid. Carryover funds are available for use during the next fiscal year; however PTAs should plan to maintain a sufficient amount of carryover funds to cover their essential expenses for a full fiscal year in case of failure of one or more fundraising activities.

**Designated funds:** A fund established to set aside money for a specific purpose where there is a need to accumulate money over a period of time.

**Discretionary funds:** Money remaining after an organization has paid its bills and provided needed/required expenses (encumbered funds).

**Expenses:** Those transactions where the organization spends money in order to buy or do something.

**Financial review:** Observation of, inquiry about and/or testing of the financial data, accounting records and legal documents to verify accuracy.

**Fiscal year:** A 12-month period at the end of which all accounts are completed in order to finish an annual financial report for the organization. This report may be used for tax purposes. The fiscal year does not necessarily correspond with a calendar year. The WSPTA fiscal year for local units and councils is July 1—June 30.

**Income/revenue:** Any amount of money received over a period of time either as payment for work, goods, or services, or as profit on capital (savings account, or CDs).

**Membership service fees:** The portion of money per member that is collected by PTAs for the Washington State PTA and National PTA, and, where applicable, council fees.

**Net income:** The difference between all money received and expended during a given period of time. A net income may be positive or negative.

**Receipt:** A written or printed acknowledgement that things such as sums of money have been received by the organization. A duplicate receipt system should be used so both parties have a copy.

**Restricted funds:** Funds that have been set aside because of limitations in their use placed upon them by individuals or agencies outside of the membership or board of the PTA. Legally, the funds must be used in accordance with the wishes of the donor or the advertised purpose of the special event that brought in the associated income.

**Total expenses:** All expenses paid by the organization.

**Total income:** All income from every source before any deductions for expenses. When determining which IRS tax return to file, deduct the membership service fees sent to a council or WSPTA from total income, and report total income in the same manner when completing the return. When determining whether the PTA is required to register under the Charitable Solicitation Act, all membership service fees are included,
even though a portion is forwarded to a council or to WSPTA. If registration is required, use the same method for reporting total income to the Charities Program.

_Treasurer’s financial report/balance sheet/income sheet:_ A financial statement prepared for a defined time interval (monthly and yearly). This statement summarizes the organization’s income and expenses. Samples are on pages 35-38 of this publication.

### 12. APPENDIX TABLE OF CONTENTS

**Basic Principles of PTA Financial Management**

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<td>Monthly Financial Report</td>
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<td>Annual Financial Report</td>
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<td>Annual Financial Report</td>
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<td>Financial Review Checklist</td>
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<td>Sample Committee Plan of Action Report</td>
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Sample PTA Monthly Financial Report (Option 1)

February, 20___
Carryover on July, 20___ $4,000

<table>
<thead>
<tr>
<th>Income</th>
<th>Monthly</th>
<th>Year to Date</th>
<th>Budget</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Membership Services @ $11</td>
<td>220.00</td>
<td>4,125.00</td>
<td>4,400.00</td>
<td>-275.00</td>
</tr>
<tr>
<td>2. Fundraising Projects</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Donations</td>
<td>200.00</td>
<td>800.00</td>
<td>2,000.00</td>
<td>-1,200.00</td>
</tr>
<tr>
<td>B. Carnival</td>
<td>0.00</td>
<td>6,458.50</td>
<td>6,500.00</td>
<td>-41.50</td>
</tr>
<tr>
<td>C. Book Fair</td>
<td>0.00</td>
<td>2,786.50</td>
<td>3,000.00</td>
<td>-213.50</td>
</tr>
<tr>
<td>D. T-Shirt Sale</td>
<td>0.00</td>
<td>1,903.60</td>
<td>2,000.00</td>
<td>-96.40</td>
</tr>
<tr>
<td>E. Candy/Gift Wrap</td>
<td>8,165.00</td>
<td>31,251.00</td>
<td>50,000.00</td>
<td>-18,749.00</td>
</tr>
<tr>
<td>F. Miscellaneous</td>
<td>5.38</td>
<td>116.50</td>
<td>530.00</td>
<td>-413.50</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>8,590.38</strong></td>
<td><strong>47,441.10</strong></td>
<td><strong>68,430.00</strong></td>
<td><strong>-20,988.90</strong></td>
</tr>
</tbody>
</table>

Expenses

1. Administration

| A. Supplies                          | 26.50   | 171.78       | 370.00  | -198.22  |
| B. Liability Insurance               | 0.00    | 130.00       | 130.00  | 0.00     |
| C. Bonding Insurance                 | 0.00    | 100.00       | 100.00  | 0.00     |
| D. Annual Incorporation              | 10.00   | 10.00        | 10.00   | 0.00     |
| E. Charitable Solicitation           | 0.00    | 40.00        | 40.00   | 0.00     |

2. Leadership Education

| A. Region Workshops                  | 10.00   | 60.00        | 100.00  | -40.00   |
| B. Legislative Assembly              | 0.00    | 265.00       | 300.00  | -35.00   |
| C. PTA and The Law                   | 0.00    | 40.00        | 40.00   | 0.00     |
| D. WSPTA Convention                  | 0.00    | 0.00         | 1,200.00| -1,200.00|
| E. Publications/Brochures            | 10.00   | 75.00        | 200.00  | -125.00  |

3. Committees

| A. Membership                        | 15.25   | 308.50       | 350.00  | -41.50   |
| B. Hospitality                       | 0.00    | 115.90       | 200.00  | -84.10   |
| C. Programs                          | 0.00    | 286.50       | 1,500.00| -1,213.50|
| D. Miscellaneous                     | 12.00   | 12.00        | 50.00   | -38.00   |

4. Recognition

| A. Golden Acorn (3)                  | 0.00    | 0.00         | 210.00  | -210.00  |
| B. Outstanding Educator (2)          | 0.00    | 0.00         | 140.00  | -140.00  |
| C. Honorary Lifetime                 |         |              |         |          |
| Member                               | 0.00    | 0.00         | 100.00  | -100.00  |
| D. Outstanding Advocate              | 0.00    | 0.00         | 70.00   | -70.00   |

5. Membership Service Fees

| A. WSPTA/NPTA @ $8.00                | 160.00  | 3,000.00     | 3,200.00| -200.00  |
| B. Council @ $.50                   | 10.00   | 187.50       | 200.00  | -12.50   |
| C. Annual Local Unit Required Fee   | 0.00    | 5.00         | 5.00    | 0.00     |

6. Projects

| A. Reflections                       | 585.98  | 629.78       | 500.00  | 129.78   |
| B. Student Enrichment                |         |              |         |          |
| Grants                               | 750.00  | 2,100.00     | 4,000.00| -1,900.00|
| C. Computer Lab                      | 500.00  | 4,490.00     | 10,000.00| -5,510.00|
| D. Carnival                          | 3.56    | 1,671.40     | 5,515.00| -3,843.60|
| E. Book Fair                         | 0.00    | 2,781.50     | 3,000.00| -218.50  |
| F. T-Shirt Sale                      | 0.00    | 1,786.40     | 1,900.00| -113.60  |
| G. Candy/Gift Wrap                   | 4,894.00| 18,656.85    | 29,900.00| -11,243.15|

7. Unallocated Funds for Unanticipated

| Program/Projects/Activities          | 800.00  | 2,790.00     | 3,000.00| -210.00  |

Total Expenses                        | 7,787.29| 39,713.11    | 66,330.00| -26,616.89|
Net Income                            | 803.09  | 7,727.99     | 2,100.00| 5,627.99 |

Balance on Hand 1/31/___               | 5,678.91|
Balance on Hand 2/28/___               | 6,482.00|
## Sample PTA Monthly Financial Report (Option 2)

### February, 20___

#### Carryover on July, 20___ $4,000

<table>
<thead>
<tr>
<th>Income</th>
<th>Monthly</th>
<th>Year to Date</th>
<th>Budget</th>
<th>Variance</th>
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<td>68,430.00</td>
<td>-20,988.90</td>
</tr>
</tbody>
</table>

#### Expenses Related to Income

1. Membership Service Fees
   - A. WSPTA/NPTA @ $8 Each | 160.00 | 3,000.00 | 3,200.00 | -200.00 |
   - B. Council @ $50 | 10.00 | 187.50 | 200.00 | -12.50 |
   - C. Annual Local Unit Required Fee | 0.00 | 5.00 | 5.00 | 0.00 |

2. Fund Raising Projects
   - A. Carnival | 3.56 | 1,671.40 | 5,515.00 | -3,843.60 |
   - B. Book Fair | 0.00 | 2,781.50 | 3,000.00 | -218.50 |
   - C. T-Shirt Sale | 0.00 | 1,786.40 | 1,900.00 | -113.60 |
   - D. Candy/Gift Wrap | 4,894.00 | 18,656.85 | 29,900.00 | -11,243.15 |
| **Total Expenses Related to Income** | 5,067.56 | 28,088.65 | 43,720.00 | -15,631.35 |

#### Other Expenses

1. Administration
   - A. Supplies | 26.50 | 171.78 | 370.00 | -198.22 |
   - B. Liability Insurance | 0.00 | 130.00 | 130.00 | 0.00 |
   - C. Bonding Insurance | 0.00 | 100.00 | 100.00 | 0.00 |
   - D. Annual Incorporation | 10.00 | 10.00 | 10.00 | 0.00 |
   - E. Charitable Solicitation | 0.00 | 40.00 | 40.00 | 0.00 |

2. Leadership Education
   - A. Region Workshops | 10.00 | 60.00 | 100.00 | -40.00 |
   - B. Legislative Assembly | 0.00 | 265.00 | 300.00 | -35.00 |
   - C. PTA and The Law | 0.00 | 40.00 | 40.00 | 0.00 |
   - D. WSPTA Convention | 0.00 | 0.00 | 1,200.00 | -1,200.00 |
   - E. Publications/Brochures | 10.00 | 75.00 | 200.00 | -125.00 |

3. Committees
   - A. Membership | 15.25 | 308.50 | 350.00 | -41.50 |
   - B. Hospitality | 0.00 | 115.90 | 200.00 | -84.10 |
   - C. Programs | 0.00 | 286.50 | 1,500.00 | -1,213.50 |
   - D. Miscellaneous | 12.00 | 12.00 | 50.00 | -38.00 |

4. Recognition
   - A. Golden Acorn (3) | 0.00 | 0.00 | 210.00 | -210.00 |
   - B. Outstanding Educator (2) | 0.00 | 0.00 | 140.00 | -140.00 |
   - C. Honorary Lifetime Member | 0.00 | 0.00 | 100.00 | -100.00 |
   - D. Outstanding Advocate | 0.00 | 0.00 | 70.00 | -70.00 |

5. Projects
   - A. Reflections | 585.98 | 629.78 | 500.00 | 129.78 |
   - B. Student Enrichment Grants | 750.00 | 2,100.00 | 4,000.00 | -1,900.00 |
   - C. Computer Lab | 500.00 | 4,490.00 | 10,000.00 | -5,510.00 |

6. Unallocated Funds for Unanticipated Programs/Projects/Activities
   | 800.00 | 2,790.00 | 3,000.00 | -210.00 |

### Total Other Expenses

| Expenses | 2,719.73 | 11,624.46 | 22,610.00 | -10,985.54 |
| Total Expenses | 7,787.29 | 39,713.11 | 66,330.00 | -26,616.89 |
| Net Income | 803.09 | 7,727.99 | 2,100.00 | 5,627.99 |

**Balance on Hand 1/31/____**

5,678.91

**Balance on Hand 2/28/____**

6,482.00
Sample PTA Annual Financial Report (Option 1)

July 1, 20___ - June 30, ___

<table>
<thead>
<tr>
<th>Income</th>
<th>Total</th>
<th>Budgeted</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Membership Services @$11</td>
<td>4,246.00</td>
<td>4,400.00</td>
<td>-154.00</td>
</tr>
<tr>
<td>2. Fundraising Projects</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Donations</td>
<td>1,200.00</td>
<td>2,000.00</td>
<td>-800.00</td>
</tr>
<tr>
<td>B. Carnival</td>
<td>6,458.50</td>
<td>6,500.00</td>
<td>-41.50</td>
</tr>
<tr>
<td>C. Book Fair</td>
<td>2,786.50</td>
<td>3,000.00</td>
<td>-213.50</td>
</tr>
<tr>
<td>D. T-Shirt Sale</td>
<td>1,903.60</td>
<td>2,000.00</td>
<td>-96.40</td>
</tr>
<tr>
<td>E. Candy/Gift Wrap</td>
<td>47,651.85</td>
<td>50,000.00</td>
<td>-2,348.15</td>
</tr>
<tr>
<td>F. Miscellaneous (Interest $30, NSF $125)</td>
<td>155.00</td>
<td>530.00</td>
<td>-375.00</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>64,401.45</strong></td>
<td><strong>68,430.00</strong></td>
<td><strong>-4,028.55</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Administration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Supplies</td>
<td>328.90</td>
<td>370.00</td>
<td>-41.10</td>
</tr>
<tr>
<td>B. Liability Insurance</td>
<td>130.00</td>
<td>130.00</td>
<td>0.00</td>
</tr>
<tr>
<td>C. Bonding Insurance</td>
<td>100.00</td>
<td>100.00</td>
<td>0.00</td>
</tr>
<tr>
<td>D. Annual Incorporation</td>
<td>10.00</td>
<td>10.00</td>
<td>0.00</td>
</tr>
<tr>
<td>E. Charitable Solicitation</td>
<td>40.00</td>
<td>40.00</td>
<td>0.00</td>
</tr>
<tr>
<td>2. Leadership Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Region Workshops</td>
<td>90.00</td>
<td>100.00</td>
<td>-10.00</td>
</tr>
<tr>
<td>B. Legislative Assembly</td>
<td>265.00</td>
<td>300.00</td>
<td>-35.00</td>
</tr>
<tr>
<td>C. PTA and The Law</td>
<td>40.00</td>
<td>40.00</td>
<td>0.00</td>
</tr>
<tr>
<td>D. WSPTA Convention</td>
<td>949.50</td>
<td>1,200.00</td>
<td>-250.50</td>
</tr>
<tr>
<td>E. Publications/Brochures</td>
<td>110.00</td>
<td>200.00</td>
<td>-90.00</td>
</tr>
<tr>
<td>3. Committees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Membership</td>
<td>308.50</td>
<td>350.00</td>
<td>-41.50</td>
</tr>
<tr>
<td>B. Hospitality</td>
<td>146.75</td>
<td>200.00</td>
<td>-53.25</td>
</tr>
<tr>
<td>C. Programs</td>
<td>1,358.00</td>
<td>1,500.00</td>
<td>-142.00</td>
</tr>
<tr>
<td>D. Miscellaneous</td>
<td>51.50</td>
<td>50.00</td>
<td>1.50</td>
</tr>
<tr>
<td>4. Recognition</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Golden Acorn (3)</td>
<td>210.00</td>
<td>210.00</td>
<td>0.00</td>
</tr>
<tr>
<td>B. Outstanding Educator (2)</td>
<td>140.00</td>
<td>140.00</td>
<td>0.00</td>
</tr>
<tr>
<td>C. Honorary Lifetime Member</td>
<td>0.00</td>
<td>100.00</td>
<td>-100.00</td>
</tr>
<tr>
<td>D. Outstanding Advocate</td>
<td>70.00</td>
<td>70.00</td>
<td>0.00</td>
</tr>
<tr>
<td>5. Membership Service Fees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. WSPTA/NPTA @ $8 Each</td>
<td>3,088.00</td>
<td>3,200.00</td>
<td>-112.00</td>
</tr>
<tr>
<td>B. Council @ $5.50</td>
<td>193.00</td>
<td>200.00</td>
<td>-7.00</td>
</tr>
<tr>
<td>C. Annual Local Unit Required Fee</td>
<td>5.00</td>
<td>5.00</td>
<td>0.00</td>
</tr>
<tr>
<td>6. Projects</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Reflections</td>
<td>629.78</td>
<td>500.00</td>
<td>129.78</td>
</tr>
<tr>
<td>B. Student Enrichment Grants</td>
<td>3,900.00</td>
<td>4,000.00</td>
<td>-100.00</td>
</tr>
<tr>
<td>C. Computer Lab</td>
<td>10,890.86</td>
<td>10,000.00</td>
<td>890.86</td>
</tr>
<tr>
<td>D. Carnival</td>
<td>1,671.40</td>
<td>5,515.00</td>
<td>-3,843.60</td>
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<tr>
<td>E. Book Fair</td>
<td>2,781.50</td>
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<td>-218.50</td>
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<tr>
<td>F. T-Shirt Sale</td>
<td>1,786.40</td>
<td>1,900.00</td>
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<tr>
<td>G. Candy/Gift Wrap</td>
<td>28,714.61</td>
<td>29,900.00</td>
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<tr>
<td>7. Unallocated Funds for Unanticipated</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Programs/Projects/Activities</td>
<td>2,790.00</td>
<td>3,000.00</td>
<td>-210.00</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>60,798.70</strong></td>
<td><strong>66,330.00</strong></td>
<td><strong>-5,531.30</strong></td>
</tr>
<tr>
<td><strong>Net Income</strong></td>
<td><strong>3,602.75</strong></td>
<td><strong>2,100.00</strong></td>
<td><strong>1,502.75</strong></td>
</tr>
</tbody>
</table>

Balance on Hand 7/1/___  4,000.00  
Balance on Hand 6/30/___  7,602.75
### Sample PTA Annual Financial Report (Option 2)

**July 1, 20___ - June 30, ___**

#### Income

<table>
<thead>
<tr>
<th>Description</th>
<th>Total</th>
<th>Budgeted</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Membership Services @ $11</td>
<td>4,246.00</td>
<td>4,400.00</td>
<td>-154.00</td>
</tr>
<tr>
<td>2. Fundraising Projects</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Donations</td>
<td>1,200.00</td>
<td>2,000.00</td>
<td>-800.00</td>
</tr>
<tr>
<td>B. Carnival</td>
<td>6,458.50</td>
<td>6,500.00</td>
<td>-41.50</td>
</tr>
<tr>
<td>C. Book Fair</td>
<td>2,786.50</td>
<td>3,000.00</td>
<td>-213.50</td>
</tr>
<tr>
<td>D. T-Shirt Sale</td>
<td>1,903.60</td>
<td>2,000.00</td>
<td>-96.40</td>
</tr>
<tr>
<td>E. Candy/Gift Wrap</td>
<td>47,651.85</td>
<td>50,000.00</td>
<td>-2,348.15</td>
</tr>
<tr>
<td>F. Miscellaneous (Interest $30, NSF $125)</td>
<td>155.00</td>
<td>530.00</td>
<td>-375.00</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>64,410.45</td>
<td>68,430.00</td>
<td>-4,028.55</td>
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</tbody>
</table>

#### Expenses Related to Income

<table>
<thead>
<tr>
<th>Description</th>
<th>Total</th>
<th>Budgeted</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Membership Service Fees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. WSPTA/NPTA @ $8 Each</td>
<td>3,088.00</td>
<td>3,200.00</td>
<td>-112.00</td>
</tr>
<tr>
<td>B. Council @ $.50</td>
<td>193.00</td>
<td>200.00</td>
<td>-7.00</td>
</tr>
<tr>
<td>C. Annual Local Unit Required Fee</td>
<td>5.00</td>
<td>5.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total Expenses Related to Income</strong></td>
<td>38,239.91</td>
<td>43,720.00</td>
<td>-5,480.09</td>
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</table>

#### Other Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>Total</th>
<th>Budgeted</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Administration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Supplies</td>
<td>328.90</td>
<td>370.00</td>
<td>-41.10</td>
</tr>
<tr>
<td>B. Liability Insurance</td>
<td>130.00</td>
<td>130.00</td>
<td>0.00</td>
</tr>
<tr>
<td>C. Bonding Insurance</td>
<td>100.00</td>
<td>100.00</td>
<td>0.00</td>
</tr>
<tr>
<td>D. Annual Incorporation</td>
<td>10.00</td>
<td>10.00</td>
<td>0.00</td>
</tr>
<tr>
<td>E. Charitable Solicitation</td>
<td>40.00</td>
<td>40.00</td>
<td>0.00</td>
</tr>
<tr>
<td>2. Leadership Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Region Workshops</td>
<td>90.00</td>
<td>100.00</td>
<td>-10.00</td>
</tr>
<tr>
<td>B. Legislative Assembly</td>
<td>265.00</td>
<td>300.00</td>
<td>-35.00</td>
</tr>
<tr>
<td>C. PTA and The Law</td>
<td>40.00</td>
<td>40.00</td>
<td>0.00</td>
</tr>
<tr>
<td>D. WSPTA Convention</td>
<td>949.50</td>
<td>1,200.00</td>
<td>-250.50</td>
</tr>
<tr>
<td>E. Publications/Brochures</td>
<td>110.00</td>
<td>200.00</td>
<td>-90.00</td>
</tr>
<tr>
<td><strong>3. Committees</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Membership</td>
<td>308.50</td>
<td>350.00</td>
<td>-41.50</td>
</tr>
<tr>
<td>B. Hospitality</td>
<td>146.75</td>
<td>200.00</td>
<td>-53.25</td>
</tr>
<tr>
<td>C. Programs</td>
<td>1,358.00</td>
<td>1,500.00</td>
<td>-142.00</td>
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<tr>
<td>D. Miscellaneous</td>
<td>51.50</td>
<td>50.00</td>
<td>1.50</td>
</tr>
<tr>
<td>4. Recognition</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Golden Acorn (3)</td>
<td>210.00</td>
<td>210.00</td>
<td>0.00</td>
</tr>
<tr>
<td>B. Outstanding Educator (2)</td>
<td>140.00</td>
<td>140.00</td>
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<tr>
<td>C. Honorary Lifetime Member</td>
<td>0.00</td>
<td>100.00</td>
<td>-100.00</td>
</tr>
<tr>
<td>D. Outstanding Advocate</td>
<td>70.00</td>
<td>70.00</td>
<td>0.00</td>
</tr>
<tr>
<td>5. Projects</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Reflections</td>
<td>629.78</td>
<td>500.00</td>
<td>129.78</td>
</tr>
<tr>
<td>B. Student Enrichment Grants</td>
<td>3,900.00</td>
<td>4,000.00</td>
<td>-100.00</td>
</tr>
<tr>
<td>C. Computer Lab</td>
<td>10,890.86</td>
<td>10,000.00</td>
<td>890.86</td>
</tr>
<tr>
<td><strong>6. Unallocated Funds for Unanticipated Programs/Activities</strong></td>
<td>2,790.00</td>
<td>3,000.00</td>
<td>-210.00</td>
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</tbody>
</table>

#### Total Other Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>Total</th>
<th>Budgeted</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Other Expenses</strong></td>
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<td>22,610.00</td>
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#### Total Expenses

<table>
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<tr>
<th>Description</th>
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<th>Budgeted</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Expenses</strong></td>
<td>60,798.70</td>
<td>66,330.00</td>
<td>-5,531.30</td>
</tr>
</tbody>
</table>

#### Net Income

<table>
<thead>
<tr>
<th>Description</th>
<th>Total</th>
<th>Budgeted</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Net Income</strong></td>
<td>3,602.75</td>
<td>2,100.00</td>
<td>1,502.75</td>
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</table>

#### Balance on Hand 7/1/

<table>
<thead>
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<th>Description</th>
<th>Total</th>
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<th>Variance</th>
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#### Balance on Hand 6/30/____

<table>
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<th>Description</th>
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<th>Variance</th>
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</thead>
<tbody>
<tr>
<td><strong>Balance on Hand 6/30/</strong></td>
<td>7,602.75</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Sample PTA Income Register

<table>
<thead>
<tr>
<th>From/Receipt</th>
<th>Amount Received</th>
<th>Membership Fees</th>
<th>Fund Raiser</th>
<th>Misc./Donation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Memberships</td>
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<td></td>
<td></td>
<td>100.00</td>
</tr>
<tr>
<td>Candy/Gift Wrap</td>
<td>950.00</td>
<td></td>
<td>2,460.00</td>
<td>950.00</td>
</tr>
<tr>
<td>John/774</td>
<td>2,460.00</td>
<td>1,050.00</td>
<td>3,165.00</td>
<td>200.00</td>
</tr>
<tr>
<td>John/775</td>
<td>3,165.00</td>
<td></td>
<td>1,590.00</td>
<td>5.38</td>
</tr>
<tr>
<td>Donation</td>
<td>200.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposit</td>
<td>1,590.00</td>
<td></td>
<td>3,165.00</td>
<td>5.38</td>
</tr>
<tr>
<td>Candy/Gift Wrap</td>
<td>3,165.00</td>
<td></td>
<td>1,590.00</td>
<td></td>
</tr>
<tr>
<td>John/775</td>
<td>5.38</td>
<td></td>
<td>220.00</td>
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</tr>
<tr>
<td>Candy/Gift Wrap</td>
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<tr>
<td>Found in Grass</td>
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<tr>
<td>Deposit</td>
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<td></td>
</tr>
</tbody>
</table>

**MONTHLY TOTALS**

- **Amount Received**: All amounts in the Amount Received column must equal the amount shown on the bank statement for deposits.
- **Fund Raiser**: All amounts in the Fund Raiser column must equal the amount shown on the fund raiser report.
- **Membership Fees**: All amounts in the Membership Fees column must equal the amount shown on the bank statement for deposits.
## Sample PTA Expense Register

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Account</th>
<th>Check No.</th>
<th>Admin Expenses</th>
<th>Leadership Fees</th>
<th>Membership Fees</th>
<th>Projects</th>
<th>Volunteer Recognition</th>
<th>Committees</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/2</td>
<td>Paper</td>
<td>1121</td>
<td>1a</td>
<td>26.50</td>
<td>10.00</td>
<td>12.00</td>
<td>200.00</td>
<td>650.00</td>
<td>3.56</td>
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</tr>
<tr>
<td>2/2</td>
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<td>1122</td>
<td>2a</td>
<td>10.00</td>
<td></td>
<td></td>
<td>200.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/4</td>
<td>Committee Paper</td>
<td>1123</td>
<td>3a</td>
<td>12.00</td>
<td></td>
<td></td>
<td>200.00</td>
<td></td>
<td></td>
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<tr>
<td>2/4</td>
<td>Software</td>
<td>1124</td>
<td>6a</td>
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<td></td>
<td></td>
<td>150.00</td>
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</tr>
<tr>
<td>2/4</td>
<td>Computer Lab</td>
<td>1125</td>
<td>6g</td>
<td>100.00</td>
<td></td>
<td></td>
<td>200.00</td>
<td></td>
<td></td>
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<tr>
<td>2/6</td>
<td>Photos</td>
<td>1126</td>
<td>7</td>
<td>150.00</td>
<td></td>
<td></td>
<td>10.00</td>
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</tr>
<tr>
<td>2/9</td>
<td>Computer Lab</td>
<td>1127</td>
<td>1g</td>
<td>200.00</td>
<td></td>
<td></td>
<td>10.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/9</td>
<td>PTA - Books</td>
<td>1128</td>
<td>2d</td>
<td>10.00</td>
<td></td>
<td></td>
<td>10.00</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>2/11</td>
<td>Carnival</td>
<td>1129</td>
<td>6a</td>
<td>3.56</td>
<td></td>
<td></td>
<td>15.25</td>
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<tr>
<td>2/14</td>
<td>Member Marketing</td>
<td>1130</td>
<td>3a</td>
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<td></td>
<td></td>
<td>15.25</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2/14</td>
<td>Assembly</td>
<td>1131</td>
<td>7</td>
<td>650.00</td>
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<td></td>
<td>7,877.29</td>
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</tr>
<tr>
<td>2/15</td>
<td>Candy/Gift Wrap</td>
<td>1132</td>
<td>6e</td>
<td>4,894.00</td>
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<td></td>
<td></td>
<td>36.50</td>
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<tr>
<td>2/18</td>
<td>Display/Prizes</td>
<td>1134</td>
<td>6e</td>
<td>585.98</td>
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<td>27.25</td>
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<tr>
<td>2/21</td>
<td>Clean Program</td>
<td>1135</td>
<td>6f</td>
<td>300.00</td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/23</td>
<td>Good Citizens</td>
<td>1136</td>
<td>6f</td>
<td>450.00</td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/27</td>
<td>Council</td>
<td>1137</td>
<td>54b</td>
<td>170.00</td>
<td></td>
<td></td>
<td>0</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### Notes:
- The sum of the ADMIN, LEADERSHIP, EDUCATION, COMMITTEE, VOLUNTEER, RECOGNITION, MEMBERSHIP, FEES, and the PROJECTS columns must equal the CHECK AMOUNT column.
- The CHECK AMOUNT column must equal the amount shown on the BANK STATEMENT for withdrawals.
### Sample PTA Money Receipt / Tally Sheet

**Date:** __________________________

**Program Project:** __________________________

**Committee Chair:** __________________________

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checks</td>
<td>$___</td>
</tr>
<tr>
<td>$100s</td>
<td>$___</td>
</tr>
<tr>
<td>$50s</td>
<td>$___</td>
</tr>
<tr>
<td>$20s</td>
<td>$___</td>
</tr>
<tr>
<td>$10s</td>
<td>$___</td>
</tr>
<tr>
<td>$5s</td>
<td>$___</td>
</tr>
<tr>
<td>$1s</td>
<td>$___</td>
</tr>
<tr>
<td>Quarters</td>
<td>$___</td>
</tr>
<tr>
<td>Dimes</td>
<td>$___</td>
</tr>
<tr>
<td>Nickels</td>
<td>$___</td>
</tr>
<tr>
<td>Pennies</td>
<td>$___</td>
</tr>
<tr>
<td>Total</td>
<td>$___</td>
</tr>
</tbody>
</table>

**Counted By:** ____________________________________________

*Always have two people count the money.*

**Date Received by Treasurer:** __________________________

**Treasurer’s Signature:** __________________________

### Sample PTA Cash Box Starting Inventory

**Date:**

**Program Project:**

**Committee Chair:**

**Amount Issued:** $

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100s</td>
<td>$</td>
</tr>
<tr>
<td>$50s</td>
<td>$</td>
</tr>
<tr>
<td>$20s</td>
<td>$</td>
</tr>
<tr>
<td>$10s</td>
<td>$</td>
</tr>
<tr>
<td>$5s</td>
<td>$</td>
</tr>
<tr>
<td>$1s</td>
<td>$</td>
</tr>
<tr>
<td>Quarters</td>
<td>$</td>
</tr>
<tr>
<td>Dimes</td>
<td>$</td>
</tr>
<tr>
<td>Nickels</td>
<td>$</td>
</tr>
<tr>
<td>Pennies</td>
<td>$</td>
</tr>
<tr>
<td>Total</td>
<td>$</td>
</tr>
</tbody>
</table>

**Additional Items:**

- [ ] Cash box
- [ ] Bank money bag
- [ ] Receipt book
- [ ] Sample PTA stamp
- [ ] Calculator
- [ ] Pens
- [ ] Scratch Paper

**Received by:**

**Treasurer:**

**Amount verified:** [ ] Yes [ ] No

**Verified by two people:** [ ] Yes [ ] No

**Initials of verifiers:** ______  ______

---

**Sample PTA Cash Box Starting Inventory**

**Date:**

**Program Project:**

**Committee Chair:**

**Amount Issued:** $

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100s</td>
<td>$</td>
</tr>
<tr>
<td>$50s</td>
<td>$</td>
</tr>
<tr>
<td>$20s</td>
<td>$</td>
</tr>
<tr>
<td>$10s</td>
<td>$</td>
</tr>
<tr>
<td>$5s</td>
<td>$</td>
</tr>
<tr>
<td>$1s</td>
<td>$</td>
</tr>
<tr>
<td>Quarters</td>
<td>$</td>
</tr>
<tr>
<td>Dimes</td>
<td>$</td>
</tr>
<tr>
<td>Nickels</td>
<td>$</td>
</tr>
<tr>
<td>Pennies</td>
<td>$</td>
</tr>
<tr>
<td>Total</td>
<td>$</td>
</tr>
</tbody>
</table>

**Additional Items:**

- [ ] Cash box
- [ ] Bank money bag
- [ ] Receipt book
- [ ] Sample PTA stamp
- [ ] Calculator
- [ ] Pens
- [ ] Scratch Paper

**Received by:**

**Treasurer:**

**Amount verified:** [ ] Yes [ ] No

**Verified by two people:** [ ] Yes [ ] No

**Initials of verifiers:** ______  ______
Sample PTA Application for Funds Request

**Program/Project Title:**

Is this a continuation of an existing program?  
☑ Yes  ☐ No

Program/Project Start Date:  
Ending Date:

---

**Proposed Program/Project Budget**

*Please return complete form to a PTA officer. Additional comments may be attached. All fund applicants are encouraged to present their plans in person.*

<table>
<thead>
<tr>
<th>Expenses</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials</td>
<td>$</td>
</tr>
<tr>
<td>Equipment</td>
<td>$</td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
</tr>
<tr>
<td>Total</td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Income</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donations</td>
<td>$</td>
</tr>
<tr>
<td>Grants</td>
<td>$</td>
</tr>
<tr>
<td>Fees</td>
<td>$</td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
</tr>
<tr>
<td>Total</td>
<td>$</td>
</tr>
</tbody>
</table>

Total Amount of Funds Requested  $

---

**REIMBURSEMENT VOUCHER**

DATE:

NAME:

PHONE :

COMMITTEE/PROJECT:

AMOUNT:

CHECK PAYABLE TO WHOM (NAME/COMPANY):

SIGNATURE OF PERSON SUBMITTING BILL: _______________________________________

SIGNATURE OF COMMITTEE CHAIR: _____________________________________________

Please attach your receipt to this form and turn into the Treasurer. You may use the same form for more than one receipt if they are for the same project or committee. If you have expenditures for more than one project on one receipt, please copy the receipt, circle or highlight appropriate amounts for each project/committee and use separate reimbursement forms.

FOR TREASURER’S USE ONLY

DATE:  
CHECK#:  
AMOUNT:  
LEDGER ACCOUNT:
Restricted Donation Form

_______________________________ hereby gives to the_______________________________ School District (or other recipient) a monetary grant in the amount of ________________ Dollars ($____________) by check number ______________.

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

_________________________________________

_________________________________________

_________________________________________

It is agreed that the grant funds will be spent for the stated purpose on or before:________________. Any unused or unexpected funds must be reported to the PTA (organization). PTA approval is required to spend any remaining funds. The School District (recipient) will provide a complete accounting of the expenditure of the grant funds to the PTA (organization.)

If property is involved, the School District (recipient) agrees to maintain the above-described property at ________________________________ for a period of not less than _____________ years from the date of purchase.

Date:____________________________ Officer________________________________________

Date:____________________________ Officer________________________________________

Date:____________________________ Superintendent (or authorized signer)

Date:____________________________ Principal (or authorized signer)
Sample PTA Survey

Your input is very important to the PTA. The PTA will be developing a program for next year and we hope you will help us. Please take a few minutes and fill out this brief survey. Every response will be considered. Return the completed form to the PTA. Thank you for helping us in developing a program that will be fun and beneficial to our students, school and the community.

Please check off which events you or your family participated in during this year:
- Carnival
- Book Fair
- School Clothing
- School Pictures
- After School Enrichment
- Reading Program
- Parenting Workshops
- Emergency Kits
- Assemblies
- Santa Shop
- Field Trips
- Reflections
- Family Fun Nights
- Candy/Gift Wrap Fund Raiser

Please check which events you feel we should include next year:
- Carnival
- Book Fair
- School Clothing
- School Pictures
- After School Enrichment
- Reading Program
- Parenting Workshops
- Emergency Kits
- Assemblies
- Santa Shop
- Field Trips
- Reflections
- Family Fun Nights
- Candy/Gift Wrap Fund Raiser

Is there a project, program or service activity that you feel we should consider? If so, please describe it:
__________________________
___________________________________________________________________________________________________

If this project, program or service activity is included in the program, are you willing to serve on the committee for it?
- Yes
- No

Student(s) Name(s)
________________________________________________________________________________
Student(s) Teacher(s)
________________________________________________________________________________

Again, thank you for your valuable input. As a thank you for returning the completed form, a free bag of popcorn will be available for your student(s) on the next popcorn day.

Sample PTA Planning Form

If you have an idea for a project, program or service activity that you feel the PTA should consider, please provide the following information. Return the completed form to any elected PTA officer for consideration. You will be notified if your project has been approved. Thank you for your idea and for helping us provide new and different events for our membership and the community we serve.

Name of project, program or service activity: ____________________________

Is this activity a:  Project  Program  Service

Name of person submitting this activity:
________________________________________________________________________________

Phone number: ____________________ E-mail: ______________

Describe the activity:
To be held:  Fall  Winter  Spring  Year Long

Other considerations:__________________________________________

Please give specifics of this activity to the best of your ability.

Expected Income $

Expenses $

Resources Needed

Expenses will cover the purchase or rental of the following items:

# Volunteers Needed

Building Usage
# BUDGET WORKSHEET GOALS AND OBJECTIVES

*(Programs, Projects, Activities)*

## CONTINUING PROGRAMS/PROJECTS

<table>
<thead>
<tr>
<th>Name</th>
<th>Description/Reason</th>
<th>Est. Date</th>
<th>Est. Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Description/Reason</th>
<th>Est. Date</th>
<th>Est. Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Description/Reason</th>
<th>Est. Date</th>
<th>Est. Cost</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
<tr>
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</table>

## LEADERSHIP EDUCATION

<table>
<thead>
<tr>
<th>Program/Activity</th>
<th>Est. Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region Conferences</td>
<td></td>
</tr>
<tr>
<td>PTA and the Law</td>
<td></td>
</tr>
<tr>
<td>Legislative Assembly</td>
<td></td>
</tr>
<tr>
<td>State PTA Convention</td>
<td></td>
</tr>
<tr>
<td>Leadership Publications</td>
<td></td>
</tr>
<tr>
<td>Emerging Minority Leader’s Conference</td>
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</tr>
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</table>

## MEMBERSHIP SERVICE FEES

<table>
<thead>
<tr>
<th>Service</th>
<th>Est. Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>To Washington State PTA</td>
<td></td>
</tr>
<tr>
<td>To Council (if in council)</td>
<td></td>
</tr>
</tbody>
</table>

## ADMINISTRATION

<table>
<thead>
<tr>
<th>Item</th>
<th>Est. Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies</td>
<td></td>
</tr>
<tr>
<td>Postage</td>
<td></td>
</tr>
<tr>
<td>Past President’s pin</td>
<td></td>
</tr>
<tr>
<td>General liability insurance</td>
<td></td>
</tr>
<tr>
<td>Fidelity bonding insurance</td>
<td></td>
</tr>
<tr>
<td>Annual Corporation Report</td>
<td></td>
</tr>
<tr>
<td>Charitable Solicitations</td>
<td></td>
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## RECOGNITION

<table>
<thead>
<tr>
<th>Award Type</th>
<th>Est. Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Golden Acorn Award</td>
<td></td>
</tr>
<tr>
<td>Honorary Life Membership</td>
<td></td>
</tr>
<tr>
<td>Outstanding Educator</td>
<td></td>
</tr>
<tr>
<td>Outstanding Advocate</td>
<td></td>
</tr>
</tbody>
</table>

## COMMITTEES

<table>
<thead>
<tr>
<th>Committee</th>
<th>Est. Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership</td>
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<tr>
<td>Hospitality</td>
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<td>Legislation</td>
<td></td>
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<tr>
<td>Programs</td>
<td></td>
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<tr>
<td>Advocacy Topic</td>
<td></td>
</tr>
<tr>
<td>Newsletter</td>
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## OTHER

<table>
<thead>
<tr>
<th>Item</th>
<th>Est. Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carryover for next year</td>
<td></td>
</tr>
</tbody>
</table>

## TOTAL ESTIMATED COSTS $
**BUDGET WORKSHEET REVENUE**

**CARRYOVER/ CARRY FORWARD/SURPLUS**

**FROM LAST YEAR**

- Carryover funds on June 30th $______

**MEMBERSHIP**

- Est. Memberships
- Individual Membership Fee
- Total of Membership Service Fees Est.______

**CONTINUING FUND RAISING PROJECTS**

<table>
<thead>
<tr>
<th>Name</th>
<th>Description/Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Est. Date ______ Est. Income ______

<table>
<thead>
<tr>
<th>Name</th>
<th>Description/Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Est. Date ______ Est. Income ______

<table>
<thead>
<tr>
<th>Name</th>
<th>Description/Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Est. Date ______ Est. Income ______

<table>
<thead>
<tr>
<th>Name</th>
<th>Description/Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Est. Date ______ Est. Income ______

<table>
<thead>
<tr>
<th>Name</th>
<th>Description/Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Est. Date ______ Est. Income ______

**NEW FUND RAISING PROJECTS**

<table>
<thead>
<tr>
<th>Name</th>
<th>Description/Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Est. Date ______ Est. Income ______

<table>
<thead>
<tr>
<th>Name</th>
<th>Description/Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Est. Date ______ Est. Income ______

<table>
<thead>
<tr>
<th>Name</th>
<th>Description/Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Est. Date ______ Est. Income ______

<table>
<thead>
<tr>
<th>Name</th>
<th>Description/Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Est. Date ______ Est. Income ______

<table>
<thead>
<tr>
<th>Name</th>
<th>Description/Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Est. Date ______ Est. Income ______

**TOTAL ESTIMATED INCOME** $______

- TOTAL Estimated Income (including carryover) $______
- TOTAL Estimated Costs $______
- Net Surplus / <Deficit> $______

If the result is a budget deficit (where “costs” are higher than “income”), use the space below to describe how the PTA will bring the budget into balance.
# Sample PTA Budget (Option 1)

**July 1, 20___ - June 30, 20___**

(With Permission to the Board of Directors to Reallocate)

(Carryover on July, 20___ $4,000)

<table>
<thead>
<tr>
<th>Income</th>
<th>Budget</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Membership Services @ $11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Fundraising Projects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Donations</td>
<td>2,000.00</td>
<td></td>
</tr>
<tr>
<td>B. Carnival</td>
<td>6,500.00</td>
<td></td>
</tr>
<tr>
<td>C. Book Fair</td>
<td>3,000.00</td>
<td></td>
</tr>
<tr>
<td>D. T-Shirt Sale</td>
<td>2,000.00</td>
<td></td>
</tr>
<tr>
<td>E. Candy/Gift Wrap</td>
<td>50,000.00</td>
<td></td>
</tr>
<tr>
<td>F. Miscellaneous</td>
<td>530.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>68,430.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Administration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Supplies</td>
<td>370.00</td>
<td></td>
</tr>
<tr>
<td>B. Liability Insurance</td>
<td>130.00</td>
<td></td>
</tr>
<tr>
<td>C. Bonding Insurance</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>D. Annual Incorporation</td>
<td>10.00</td>
<td></td>
</tr>
<tr>
<td>E. Charitable Solicitation</td>
<td>40.00</td>
<td></td>
</tr>
<tr>
<td>2. Leadership Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Region Workshops</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>B. Legislative Assembly</td>
<td>300.00</td>
<td></td>
</tr>
<tr>
<td>C. PTA and The Law</td>
<td>40.00</td>
<td></td>
</tr>
<tr>
<td>D. WSPTA Convention</td>
<td>1,200.00</td>
<td></td>
</tr>
<tr>
<td>E. Publications/Brochures</td>
<td>200.00</td>
<td></td>
</tr>
<tr>
<td>3. Committees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Membership</td>
<td>350.00</td>
<td></td>
</tr>
<tr>
<td>B. Hospitality</td>
<td>200.00</td>
<td></td>
</tr>
<tr>
<td>C. Programs</td>
<td>1,500.00</td>
<td></td>
</tr>
<tr>
<td>D. Miscellaneous</td>
<td>50.00</td>
<td></td>
</tr>
<tr>
<td>4. Recognition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Golden Acorn (3)</td>
<td>210.00</td>
<td></td>
</tr>
<tr>
<td>B. Outstanding Educator (2)</td>
<td>140.00</td>
<td></td>
</tr>
<tr>
<td>C. Honorary Lifetime Member</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>D. Outstanding Advocate</td>
<td>70.00</td>
<td></td>
</tr>
<tr>
<td>5. Membership Service Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. WSPTA/NPTA @ $8 Each</td>
<td>3,200.00</td>
<td></td>
</tr>
<tr>
<td>B. Council @ $.50</td>
<td>200.00</td>
<td></td>
</tr>
<tr>
<td>C. Annual Local Unit Required Fee</td>
<td>5.00</td>
<td></td>
</tr>
<tr>
<td>6. Projects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Reflections</td>
<td>500.00</td>
<td></td>
</tr>
<tr>
<td>B. Student Enrichment Grants</td>
<td>4,000.00</td>
<td></td>
</tr>
<tr>
<td>C. Computer Lab</td>
<td>10,000.00</td>
<td></td>
</tr>
<tr>
<td>D. Carnival</td>
<td>5,515.00</td>
<td></td>
</tr>
<tr>
<td>E. Book Fair</td>
<td>3,000.00</td>
<td></td>
</tr>
<tr>
<td>F. T-Shirt Sale</td>
<td>1,900.00</td>
<td></td>
</tr>
<tr>
<td>G. Candy/Gift Wrap</td>
<td>29,900.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Programs/Projects/Activities</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Unallocated Funds for Unanticipated</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Total Expenses                                | **66,330.00** |         |
| Net Income                                    | **2,100.00**  |         |
| Balance Carried Forward to Next Year          | **6,100.00**  |         |
| Balance Carried Forward for Next Year’s Expenses | **1,100.00** |         |
| Balance Held in Reserves                      | **1,000.00**  |         |
**Sample PTA Budget (Option 2)**
*July 1, 20__ - June 30, 20__*
(With Permission to the Board of Directors to Reallocate)
(Carryover on July, 20__ $4,000)

<table>
<thead>
<tr>
<th>Income</th>
<th>Budget</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Membership Services @ $11</td>
<td>4,400.00</td>
<td></td>
</tr>
<tr>
<td>2. Fundraising Projects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Donations</td>
<td>2,000.00</td>
<td></td>
</tr>
<tr>
<td>B. Carnival</td>
<td>6,500.00</td>
<td></td>
</tr>
<tr>
<td>C. Book Fair</td>
<td>3,000.00</td>
<td></td>
</tr>
<tr>
<td>D. T-Shirt Sale</td>
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</tr>
<tr>
<td>F. Miscellaneous</td>
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<td></td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>68,430.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Expenses Related to Income**
1. **Membership Service Fees**
   - A. WSPTA/NPTA @ $8 Each | 3,200.00 |
   - B. Council @ $5.50 | 200.00 |
   - C. Annual Local Unit Required Fee | 5.00 |
2. Fundraising Projects
   - A. Carnival | 5,515.00 |
   - B. Book Fair | 3,000.00 |
   - C. T-Shirt Sale | 1,900.00 |
   - D. Candy/Gift Wrap | 29,900.00 |
   - **Total Expenses** | **43,720.00** |

**Other Expenses**
1. **Administration**
   - A. Supplies | 370.00 |
   - B. Liability Insurance | 130.00 |
   - C. Bonding Insurance | 100.00 |
   - D. Annual Incorporation | 10.00 |
   - E. Charitable Solicitation | 40.00 |
2. **Leadership Education**
   - A. Region Workshops | 100.00 |
   - B. Legislative Assembly | 300.00 |
   - C. PTA and The Law | 40.00 |
   - D. WSPTA Convention | 1,200.00 |
   - E. Publications/Brochures | 200.00 |
3. **Committees**
   - A. Membership | 350.00 |
   - B. Hospitality | 200.00 |
   - C. Programs | 1,500.00 |
   - D. Miscellaneous | 50.00 |
4. **Recognition**
   - A. Golden Acorn (3) | 210.00 |
   - B. Outstanding Educator (2) | 140.00 |
   - C. Honorary Lifetime Member | 100.00 |
   - D. Outstanding Advocate | 70.00 |
5. **Projects**
   - A. Reflections | 500.00 |
   - B. Student Enrichment Grants | 4,000.00 |
   - C. Computer Lab | 10,000.00 |
6. **Unallocated Funds for Unanticipated Programs/Projects/Activities**
   - **Total Other Expenses** | **22,610.00** |

| Total Expenses | **66,330.00** |
| Net Income | **2,100.00** |

| Balance Carried Forward to Next Year | **6,100.00** |
| Balance Carried Forward for Next Year’s Expenses | **1,100.00** |
| Balance Held in Reserves | **1,000.00** |
FINANCIAL REVIEW CHECKLIST

Name of PTA/PTSA: ____________________________________________________________

Date of last review: __________________________ Period covered by last review: __________________________
Date of this review: __________________________ Period covered by this review: __________________________

If both a mid-year and an end-of-year review are done:

During the mid-year review, complete only Sections 1 and 2
During the end-of-year review, complete only Sections 1, 3 and 4

If only an end-of-year review is done, complete all four sections.

Note that Section 4 is to be completed at a board meeting at, or near, the end of the year. Materials and information needed for each section are listed at the beginning of the section.

Section 1: Both Mid-year and End-of-Year Financial Review
(Note: During the end-of-year review, questions apply only to the period since the mid-year review, if done.)

Materials needed:

All treasurer’s reports for current fiscal year
All bank statements for current fiscal year (should be signed each month by non-signer on the account)
All checks, deposit slips, receipts, invoices and all other record-keeping materials (checks may be accessed on bank website)
Register listing all checks written and all deposits made
Minutes of all board and general membership meetings for current fiscal year
Copies of all contracts and grants made or received

Treasurer’s Reports

Did the treasurer prepare a detailed, written treasurer’s report for each of the months being reviewed? Yes / No Yes / No

If “NO” — Explain: ____________________________________________________________________

Were the reports clear, concise, and easily understood? Yes / No Yes / No

If “NO” — Explain: ____________________________________________________________________

Did the ending bank balance on each report match the beginning bank balance on the next report? Yes / No Yes / No

If “NO” — Explain: ____________________________________________________________________

Was a detailed, written treasurer’s report presented at each board and general membership meeting? Yes / No Yes / No

If “NO” — Explain: ____________________________________________________________________
Bank Reconciliation
Did the balance on the monthly treasurer’s reports agree with the balance on the bank statements? Yes / No  Yes / No
If “NO” — Explain:
At the time of the review, had all checks cleared the bank? Yes / No  Yes / No
If “NO” — List the check numbers and amounts which had not cleared:
Was the monthly bank statement reviewed and signed each month by a non-signer on the account? Yes / No  Yes / No
If “NO” — Explain:

Examination of Books and Records
Were all the checks imprinted with sequential numbers: Yes / No  Yes / No
If “NO” — Explain:
Are all the checks accounted for—including any voided checks? Yes / No  Yes / No
If “NO” — Explain:
Were all the checks signed by two (2) officers? Yes / No  Yes / No
If “NO” — Explain:
Did two (2) or more people always count the funds? Yes / No  Yes / No
If “NO” — Explain:
Was a receipt always written from the treasurer to the person who gave funds to the treasurer? Yes / No  Yes / No
If “NO” — Explain:
Was there a proper invoice or receipt for each expenditure? Yes / No  Yes / No
If “NO” — Explain:
Do the canceled checks and deposits on the bank statements agree with the entries in the register? Yes / No  Yes / No
If “NO” — Explain:
Were any checks written to an individual for the reimbursement of an expense without receipts? Yes / No  Yes / No
If “YES” — Explain:
Were there any checks written for “cash”? Yes / No  Yes / No
If “YES” — Explain:
Was every expenditure part of the approved budget? Yes / No  Yes / No
If “NO” — Explain using meeting minutes:
Is the accounting system sufficient to maintain accurate records of income and expenses? Yes / No  Yes / No
If “NO” — Explain:

Contracts and Grants
Did all contracts have signatures of two (2) officers? Yes / No  Yes / No
If “NO” — Explain:
Did the PTA purchase any equipment and donate it to a school district or another organization? Yes / No  Yes / No
If “YES” — Explain:______________________________________________________________

Did the PTA grant funds to a school district or to another organization? Yes / No  Yes / No
If “YES” — Explain:______________________________________________________________

If the PTA granted funds to the school district, did the PTA ask for a year-end statement from the school district or ask for verification of the expenditure of the grant funds? Yes / No  Yes / No
If “NO” — Explain:______________________________________________________________

5. Did the PTA receive any grants from an outside organization? Yes / No  Yes / No
If “YES” did the PTA use the grant funds in the way the grantor intended? Yes / No  Yes / No
If “NO” — Explain: ____________________________________________________________

Other
Was the treasurer cooperative during the financial review and with the financial review committee? Yes / No  Yes / No
If “NO” — Explain:______________________________________________________________

Were there questions that could not be answered solely by an examination of the books and records? Yes / No  Yes / No
If “YES” — Explain:______________________________________________________________

Were the books and records legible? Yes / No  Yes / No

Section 2: Mid-Year Financial Review

Materials needed:
Minutes of all board and general membership meetings from previous fiscal year
Copies of application for Tax Exempt Status, IRS Letter of Determination
Copy of 990/990EZ/990N form filed previous year
Annual/year-end treasurer’s report for previous fiscal year

Budget
Was the budget prepared by a budget committee? (see minutes) Yes / No
If “NO” — Who prepared the budget? ________________________________________________
Was the budget reviewed by board of directors (see minutes)? Yes / No  If “YES” Date: ____________________
If “NO” — Explain: _______________________________________________________________
Did general membership approve the budget (see minutes)? Yes / No  If “YES” Date: ____________________
If “NO” — Explain: _______________________________________________________________

Insurance
1. Did the PTA purchase general liability insurance? Yes / No  If “YES” — Amount $_____________________
If “NO” — Explain: ________________________________________________________________

Did the PTA purchase fidelity bonding insurance?  Yes / No  If “YES” — Amount $______________________________
If “NO” — Explain: ________________________________________________________________

Did the PTA purchase officers liability insurance?  Yes / No  If “YES” — Amount $______________________________

Did the PTA purchase property insurance?  Yes / No  If “YES” — Amount $______________________________

Did the PTA purchase accident/medical insurance?  Yes / No  If “YES” — Amount $______________________________

Internal Revenue Service

What is the PTA’s Employer Identification Number (EIN)? _______________________________

Has the PTA been granted tax-exempt status? Yes / No
If “YES” — Under which section (circle one)?  501(c)(3)  501(c)(4)
If “NO” — Explain: ________________________________________________________________

Did the PTA’s total income exceed $50,000 for the most recent fiscal year (July 1-June 30)? Yes / No
If “YES” — Has the PTA completed a 990EZ or 990 Form? Yes / No
If “NO” — Has the PTA completed a 990N Form? Yes / No
Which form was filed (circle one)?  990  990EZ  990N
If no form was filed — Explain: ________________________________________________________________

**If this PTA has not been granted tax-exempt status or did not file an IRS return last year, the board of directors should contact the WSPTA office immediately.**

**Section 3: End-of-Year Financial Review**

**Materials needed:**
List of equipment owned by the PTA
Annual/year-end treasurer’s report for the current fiscal year
Copy of current bank signature card or meeting minutes authorizing signers
Copy of Articles of Incorporation
Current annual incorporation report
Current charitable organization registration
Current membership report
Sales tax filing (if any) for previous calendar year
Calculator

**Equipment owned**
Does the PTA own any equipment? Yes / No
If “YES” - List the equipment: ______________________________________________________
(Attach additional page if needed.)

**Annual/Year-end Treasurer’s Report**

Did the treasurer prepare an annual/year-end detailed, written treasurer’s report? Yes / No

If “NO” — Explain: ____________________________________________________________

Did the income and expenses for all projects and activities fall within budgeted levels and expectations? Yes / No

If “NO” — Explain: ____________________________________________________________

**Bank Accounts**

With which bank does the PTA maintain its checking account? ______________________

Does the PTA have a copy of current bank signature cards and/or a copy of the minutes authorizing signers? Yes / No

If “NO” — Explain: ____________________________________________________________

Does the PTA have more than one checking account? Yes / No

If “Yes” — Explain purpose of each: _____________________________________________

Does the PTA have a savings account? Yes / No

If “YES” — Explain purpose: ____________________________________________________

Does the PTA have any certificates of deposit or any other investment account? Yes / No

If “YES” — Explain purpose: ____________________________________________________

**Nonprofit Corporation**

Is the PTA incorporated? Yes / No

If “NO” — Explain: ____________________________________________________________

If “YES” — Corporation number: __________________________ Date: __________________

If “YES” — Was the corporation report filed by the deadline (end of the month of incorporation)? Yes / No

If “NO” — Explain: ____________________________________________________________

*If this PTA is not incorporated, the board of directors should contact the WSPTA office immediately.*

**Charitable Organization**

Was the PTA’s total income (including all membership service fees) during the fiscal year more than $50,000? Yes / No

If “YES”, was the PTA registered with the Washington Charities Program during the fiscal year? Yes / No

If “NO” — Explain: ____________________________________________________________

If “YES”, did the PTA renew its charitable organization registration by May 31? Yes / No

If “NO” — Explain: ____________________________________________________________
Local Unit Membership (to be answered by local units only)

1. What was the local unit’s membership count at the end of the fiscal year? ____________________________

2. How many members are shown in WSPTA online membership enrollment program at end of year? ________________
   
   Do the numbers in lines 1 and 2 agree? Yes / NO
   
   If “NO” — Explain: ________________________________________________________________

   Is your local unit a member of a council? Yes / No
   
   If “YES” what was the amount of service fees sent to the council: $__________

3. What was the total amount of membership fees sent to WSPTA (both council units and non-council units) on:
   
   October 25 $______________ January 25 $______________ May 25 $______________ June 30 $______________

4. What was the total membership fees paid for the year (sum of fees paid on four dates above)? $______________

5. From the total on line 4, subtract the one-time $5 fee paid to WSPTA and all council fees (if any) to calculate
   the total membership fees paid to WSPTA / NPTA: $__________________

6. Does the number of members of this local unit (line 1) correspond to the total membership fees paid (line 5)?
   
   (Note: multiply membership count (line 1) by current WSPTA/NPTA membership fees.) Yes / No
   
   If “NO” — Explain: ___________________________________________________________

   If this local unit has not yet paid for all members, the board should contact the WSPTA office immediately.

Sales Tax

Did the PTA engage in an ongoing business such as running a school store or concession stand during athletic
   events or regular popcorn sales? Yes / No
   
   If “YES” did the PTA remit Washington State sales tax for the previous calendar year by the due date of
   
   January 31? Yes / No
   
   If “NO” — Explain: ___________________________________________________________

Balance in Accounts

   Note: All questions below refer to the total from any and all bank accounts the PTA had during the past fiscal year.
   
   From PTA’s financial records:
   
   Total carryover from end of last fiscal year $__________
   
   Total income this fiscal year + _____________
   
   Total expenses this fiscal year - _____________

   Expected total balance in accounts at end of this fiscal year $__________

   Actual total balance in accounts at end of this fiscal year $__________
   
   (from annual/year-end treasurer’s report)
Section 4: Questions to be asked at a board meeting near the end of the year

Financial Reports
Were the books and records available at every board and general membership meeting? Yes / No
If “NO” — Explain:

Financial Procedures/Controls
Were PTA funds ever deposited into a personal account? Yes / No
If “YES” — Explain:
Were PTA funds ever deposited into a school district or ASB account? Yes / No
If “YES” — Explain:
Were PTA funds ever placed in a school building safe? Yes / No
If “YES” — Explain:
Was a duplicate bank statement obtained online or sent to a non-signer on the bank account? Yes / No
If “NO” — Explain:

Insurance
Did the PTA have a claim made against any of its insurance policies? Yes / No
If “Yes” — Explain:

Other
Have all the financial obligations of the PTA been paid in full? Yes / No
If “NO” — Explain:
Are the PTA’s Application for Tax Exempt Status, Letter of Determination (Letter of Tax-Exempt Status) and any 990, 990EZ or 990N Forms which it has filed available for inspection by the general public? Yes / No
If “NO” — Explain:
Recommendations and Comments of the Financial Review Committee

____________________________________________________

____________________________________________________

____________________________________________________

____________________________________________________

____________________________________________________

(Attach additional page if needed.)

**After mid-year financial review (if any):**

____________________________________________________

____________________________________________________

____________________________________________________

____________________________________________________

____________________________________________________

Date financial review completed: _______________________

Financial Review Committee:

By: (Print) ___________________________________________ (Sign) ________________________________

By: (Print) ___________________________________________ (Sign) ________________________________

By: (Print) ___________________________________________ (Sign) ________________________________

**After end of year financial review:**

____________________________________________________

____________________________________________________

____________________________________________________

____________________________________________________
Sample-Committee Plan of Action Report

Committee/Chair ________________________________________________

Event/Program/Fundraiser: ________________________________________ Budget _______ ______

Date of event ______________ Committee meeting dates ________________________________

When the membership approves the PTA budget, it is authorizing the Board of Directors to spend the PTA funds. This is not an authorization for a committee to spend the funds. Each committee will be responsible to formulate its own plan and budget and present these to the board of directors.

Use this worksheet to help your committee build a plan of action.

Description of event/program/fundraiser: ________________________________

Number of volunteers needed: __________________________________________

If your committee will have expenditures, explain how the budget will be spent.
Expenses: ____________________________________________________________

If your committee is budgeted for income, explain how the income will be made.
Income: ________________________________

No committee chair or committee member can obligate the PTA to a program, project, activity, fundraiser or any obligation financial or otherwise, without the approval of the board of directors. Contracts can only be signed by elected officers. This includes building use permits.

Approved: ______________

Board recommendations: ____________________________________________

Date financial review completed: ____________________________

Financial Review Committee:

By: (Print) ______________________________________ (Sign) __________

By: (Print) ______________________________________ (Sign) __________

By: (Print) __________________________________________

______________________________

______________________________

______________________________