



THE BASICS

‘TREASURER STYLE’

Spring 2009

Official Training Document of the Virginia PTA

Protecting the “Public Trust”

The Virginia Congress of Parents and Teachers (Virginia PTA/PTSA) and all local units and councils in the Virginia PTA/PTSA are 501 (c) (3) organizations (non-profits) under the Internal Revenue Code as prescribed in our Bylaws, **Article III: Purposes, Section 3 which states,

“Section 3. The organization is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of any future Federal tax code (hereinafter "Internal Revenue Code").”

THE PURPOSE OF PTA

The primary emphasis in PTA should be focused upon the promotion of the PTA Mission and the Objects (Purposes) of the PTA. The real working capital of a PTA/PTSA lies in its members, not in its treasury. Fund-raising is not a primary function of the PTA/PTSA. When PTAs invest their human resources in programs that better the homes, schools, and communities, they earn benefits for children and youth with very small outlays of money. PTA/PTSA sponsored programs can provide enrichment activities for families. PTA/PTSAs can work with other community organizations on community wide issues that fit within PTA's priorities.

Any funds generated by the PTA, including the local portion of dues, should be predetermined and budgeted for purposes that advance PTA/PTSA work such as conducting or attending conferences, participating on committees, and undertaking projects and programs. Participation in state and National PTA conventions and conferences is an appropriate and important use of PTA funds.

PROGRAM AND PROJECT FUNDING SOURCES

Annual membership dues are a primary source of PTA funds; some PTAs are able to do excellent work with no financial resources other than their dues. However, special projects and programs may require additional funds. If dues are not sufficient to finance a PTA's work, supplementary funds may be raised within the context of the Mission and Purposes of the PTA. The framework for how a PTA/PTSA should conduct its fund-raising is determined by National PTA policies and the government regulations for 501(c)(3) tax-exempt organizations. Any funds generated by the PTA, including the local portion of dues (not state, national dues, or council dues paid per member), should be budgeted for purposes that advance PTA/PTSA work.

PTAs should begin each year with specific goals in mind before determining the dollar amount needed in a fund-raising event. Only those funds necessary to meet the needs of the year's activities and projects, as outlined in the PTA's budget, should be raised. PTAs should check with school, local, and state authorities in advance of undertaking any financial enterprise to determine whether state or local law prohibits the planned activity, by school policy or whether it requires any special permit.

BENEFITS OF BEING A 501(C)(3) NON-PROFIT

- ◆ We do not pay taxes to the federal government on our gross receipts.
- ◆ Individuals, organizations and businesses may donate money to our organization. These donations are tax-exempt to the donors.
- ◆ In Virginia, our organization does not have to pay sales tax.
- ◆ Coming under the Virginia PTA/PTSA, local units and councils do not have to file yearly financial records with the Department of Taxation and Office of Consumer Affairs.

- ◆ Non-Profit status is automatically granted to all local units and councils formed under the Virginia PTA/PTSA without any other requirement of the non-profit application, including non-profit application fees or annual registration fees.

RESPONSIBILITIES OF A 501(C)(3) NON-PROFIT

- ◆ We must adhere to our Purposes as defined under Article III in our Bylaws and follow IRS guidelines as noted under Article IV: Basic Policies.
- ◆ New this year ALL local units and councils must file a tax form with the IRS. A 990-N must be filed if their gross receipts are under \$25,000 in a fiscal year, a 990 EZ and a schedule A must be filed if their gross receipts are \$25,000, but less than \$100,000 in a fiscal year and form 990 and a schedule A must be filed if they gross \$100,000 or more in a fiscal year.
- ◆ We are required to keep correct and orderly financial records as prescribed in our bylaws under Article V: Relationship with National PTA and Virginia PTA/PTSA, Section 5.
- ◆ Each local unit and council is required by the IRS to conduct a fiscal year-end audit. (Virginia Code also requires this and details for these requirements are found under Article VI: Auditing Procedures).
- ◆ While local units and councils are not required to file yearly financial reports with the state of Virginia, they **are required by Virginia Code to file with the Virginia PTA (the parent organization) their EIN number (tax ID number), an annual list of the officers of the unit, a copy of their fiscal year-end audit and a copy of any 990 filed for the fiscal year when applicable.** 2007 copy of Suggested Local Unit Bylaws reflects these requirements.
- ◆ Constituent associations must maintain their “unit in good standing” status. This means their first payment of dues must be paid no later than December 1 and the bylaws of the unit must be current, in process with the state Bylaws Committee, or under the four-month grace period for rejected bylaws.

PROTECTING PTA TAX EXEMPTION

A PTA’s tax-exempt status is one of its most important assets. If that status is revoked, charges of negligence or mismanagement may be brought against the officers and directors. Therefore, when considering a proposed activity, the PTA should ask, “Will this activity adversely affect our tax-exempt status?”

Strict compliance with all applicable federal, state, and local laws is extremely important to prevent even the most well-intentioned effort from becoming a serious problem for a PTA. Keep in mind that an activity will be considered commercial if it consists of selling goods or services that do not contribute significantly to education or advocacy for children, even if the revenue raised from the activity is used for education or advocacy. The IRS looks at the source of the funds, not the use of the funds, to determine commerciality.

TO PROTECT THE ASSOCIATION AND THE OFFICERS:

❖ INSURANCE

GENERAL LIABILITY – PTA fundraising activities can expose third parties to potential injury during PTA sponsored events. In addition, any time parents, teachers or children attend a meeting or function, the location or actual site where the meeting or function is being held (such as a school) may waive liability for injured parties while on their property. Further, if school property is damaged during the event, the PTA may be held liable for repairs by the school. This coverage is called Premises liability and is included in the General Liability portion of the PTA Insurance Program. Another coverage within the General Liability policy which the PTA may find valuable is the coverage for libel and slander. Should a PTA official render an opinion concerning an individual either publicly during a meeting, or in private, which improperly defames the person's character and a defamation claim is brought against the PTA, then the libel and slander coverage would apply.

FIDELITY BOND – Now that you've safely raised some money on behalf of your PTA, several individuals may handle your funds. Whether it is cash, checks, or other securities, these funds could easily be stolen or improperly deposited into their own personal account. Typically, this type of situation occurs when a trusted member of the PTA simply "borrows" the money for "just a little while" until they get their personal finances squared away and then "will just pay it right back". Unfortunately, the money is never seen again. A fidelity bond is also called Employee Dishonesty Coverage. It does just as the name implies; it provides the insurance needed to protect the monies the PTA members have worked so hard to earn from well meaning but dishonest volunteers. **The elected officers, especially the treasurer, should be bonded to protect the association and to protect the elected officers.**

DIRECTORS AND OFFICERS – Individual directors and officers serving as PTA board members and those acting upon their directives are prime candidates for our directors and officers coverage. Some of the basic policies include Legal Action & Allegations of Mismanagement, Misappropriation of Funds, Misrepresentation, Dissemination of False or Misleading Information and Wrongful Acts. Those professional liability exposures are covered when a notice of claim is filed or received. D&O coverage provides the extra piece of protection to insure safe management and smooth direction of your PTA.

- ❖ **NEVER SIGN A BLANK CHECK** - Remember that the treasurer is responsible for the finances. Signing a blank check leaves you without the necessary **checks and balances** to protect the association finances as well as the interests of the president and treasurer. Convenience is never an excuse for violating the trust of your association and individuals that sign blank checks may be held accountable if the check is used unlawfully or not as appropriated.

Obtain a **receipt** for every check that you write. Likewise, **do not pay bills with cash**. For auditing purposes, you need a paper trail. Paying by cash eliminates the

ability to track this transaction. Use a “Receipt Book” with carbons to track receipts (money collected at fund-raising events, etc.), especially if you are collecting **cash receipts**. The treasurer and committee chair/officer should both count the funds in the presence of the other. The amount is written on the receipt and both individuals should sign the receipt. The treasurer should keep their copy in the receipt book and give the committee chair/officer a copy as well.

- ❖ **REMEMBER THAT PTA MONEY IS PRIVATE MONEY** - School money is **public tax money**. For this reason, PTA money and school money should always be kept separate. Co-mingling of private money with public tax money is illegal. If you purchase equipment or supplies for your school, you should write a check directly to the vendor or reimburse the school for the exact amount of the transaction. Always obtain a copy of the invoice or a receipt. You will need these to back up the issuance of your check in the audit. Do not deposit funds belonging to another organization into the PTA account. All money deposited into the PTA account will be considered PTA funds for auditing purposes. The only recognized “in and out funds” or “pass through funds” are state, national and council dues (when council dues are paid per member). For further clarification of this issue, see Annual Resources for PTAs, Handbook and Bylaws Section and the Money Matters Section.
- ❖ **ALWAYS DEPOSIT PTA MONEY INTO THE BANK IMMEDIATELY AFTER RECEIPT** - Do not store in your home or at the school. You can obtain “night depository bags” from most banks free of charge or for a nominal fee. You can deposit the money immediately after the fund-raising event, return to the bank in the AM to retrieve the bag and then do the necessary paper work to make the deposit, etc. **NEVER DEPOSIT MONEY INTO A SCHOOL ACCOUNT, AN INDIVIDUAL’S PERSONAL ACCOUNT OR THE ACCOUNT OF ANOTHER ORGANIZATION.**

WHAT OTHER RESOURCES CAN ASSIST THE TREASURER IN UNDERSTANDING THE DUTIES OF THEIR OFFICE?

- ❖ **“PTA MONEY MATTERS”** - This is a Quick-Reference Guide devoted to PTA finances. The National PTA sends the “PTA Money Matters Quick Reference Guide” in the Official PTA Kit (formerly known as the Back-to-School Kit) sent to each president in the summer and is also available at www.pta.org under the ‘Running a PTA’ link. The document is sent to the school address to the attention of the PTA president. If you have not seen this document, please ask your president. You will find additional, helpful information pertaining to the office of treasurer in this document. You may also want to get copies of the pages dealing with finances in the PTA President Quick Reference Guide that was sent out back in May.
- ❖ **“LOCAL UNIT RESOURCE GUIDE”** – This guide from the Virginia PTA/PTSA comes to each PTA president in July/August. Again, ask your president to share this information and make a copy of all sections that pertain to finance or duties of officers. The document is sent as a CD and is available in hard copy upon request. Section IV is the Financial Section. This is also available on the Virginia PTA/PTSA website at www.vapta.org.

- ❖ **ATTEND CONFERENCE TRAINING** - The Virginia PTA/PTSA provides many opportunities for local unit training. There is yearly training provided by the state PTA “Leadership Training”. Most Districts and Councils offer training at various times of the year. For these dates, read your Virginia PTA/PTSA *Bulletin*, check with your District Director (their names and phone numbers are given on the back page of the *Bulletin* and on our website, (www.vapta.org) or if you are a member of a Council, call your Council President. **Even if you consider yourself a “seasoned” PTA leader, attend these functions. Rules and regulations governing 501 (c) (3) associations--all local units in Virginia are 501 (c) (3)—change. It is important that we keep up with these changes and how they affect our association.**
- ❖ **ATTEND ONLINE TRAINING** - Realize your potential with PTA Leadership Development E-learning available on the National PTA website. At a time when PTA budgets are tight and schedules are even tighter, e-learning is a solution for members looking to expand their skills cost-effectively and without the need to travel. New courses are added throughout the year. Each course takes 30 minutes to an hour to complete and can be revisited repeatedly for more practice.

THE AUDIT

An audit is **always** conducted at the end of your local unit’s fiscal year, whenever there is a change in the Treasurer’s position, whenever the current treasurer’s term of office ends (even if the same treasurer is re-elected), or anytime the Executive Board or the Association requests an additional audit. **An audit must be conducted at end of the fiscal year regardless of whether the treasurer serves a two-year or more term.** A committee or a person from the local unit may conduct the audit. **No one with signatory authority may conduct the audit or serve on the audit committee.** You may find a CPA to volunteer his/ her time, however, there is no requirement that the PTA hire a CPA.

THE BUDGET

What is a Budget? Merriam-Webster’s Collegiate Dictionary defines a budget as, “A document of the financial position of an association for a definite period of time based on estimates of expenditures during the period and proposals for financing them.”

PREPARING THE BUDGET

One of the most important responsibilities of the local unit, council or district executive board is “to prepare and approve the proposed budget to be presented to the membership for approval.” While most budgets are not generally presented to the membership until September, the preparation of the budget must begin at least several weeks before. Some bylaws require a Budget committee to do the advance work in preparing the budget. Others may assign this task to the PTA Treasurer. Either way, valuable information is available within your own association to assist in the process.

**PREPARATION IS THE RESPONSIBILITY OF THE EXECUTIVE BOARD.
FINAL APPROVAL AND ADOPTION IS THE RESPONSIBILITY OF THE
GENERAL MEMBERSHIP.**

THE TREASURER'S REPORTS

A treasurer's report should be given at each regular executive board meeting, regular general membership meeting and other meetings when requested. Even if there has been no activity, the treasurer should present a report showing the previous balance on hand as the balance forward, indicate no receipts and no expenses and show current balance on hand. Questions should always be allowed and all treasurers' reports are "filed for audit." A copy should be attached to the minutes of the meeting and filed with the secretary.

PREPARING THE ANNUAL REPORT

The "Annual Report" is done at the end of the fiscal year and is a summary of gross receipts and all expenses/disbursements of the unit for that fiscal year. Using your past "Treasurer's Reports", summarize all receipts and expenses/disbursements. The Annual Report is a wonderful tool for the Budget committee to use to plan for the new fiscal year. It is also a great overview of the unit's yearly financial activity. The report should be prepared prior to the audit and given to the auditor with your other treasurer records. After the audit is completed and if records are deemed accurate, the Annual Report should be presented to the executive board and then to the general membership. (If the audit finds errors, those errors should be corrected and reflected in the Annual Report.) Many units print a copy of their Annual Report in their newsletter so all members can see the many activities and projects supported by the PTA. It is a great "Public Relations" tool.

SUMMARY

It is essential that the president, who bears full responsibility for the total affairs of the local unit PTA, council, or district, work closely with the treasurer at all times, and have a complete understanding of all of the financial matters of the association. Each of these officers has their own role to play. Both must be committed to keeping the affairs of the association on a sound financial basis.

Always remember the cardinal principles of PTA financial management.

- The financial records of the PTA **MUST** be audited at end of fiscal year and whenever there is a change in treasurer.
- All treasurers should be bonded.
- Protect your association and officers by providing insurance that covers all activities and projects of the PTA. Request and keep on file a Certificate of Insurance as verification of insurance coverage for your unit.
- Follow signatory requirements as specified in bylaws. Never sign a blank check
- State, National PTA and council (if paid per member) portions of dues are never recorded as local unit income
- Never deposit PTA funds in a personal account, school account or the account of another organization.
- PTA funds must be kept separate from school funds
- Never allow another organization (even if non-profit and tax-exempt) to deposit their funds into the PTA accounts, no matter how worthy the cause.
- File all required documents (listing of officers, copy of audit, copy of filed 990 or 990EZ) as required by the IRS and Virginia Code with the state office.

501 (c)(3) DETERMINATION LETTER REQUEST FORM

DATE: _____

NAME OF PTA: _____

ADDRESS OF SCHOOL: _____

CITY: _____ ZIP: _____

Please send a copy of the 501 (c)(3) Determination Letter to:

PRESIDENT'S NAME: _____

ADDRESS: _____

CITY: _____ ZIP: _____

DAYTIME NUMBER: _____ EMAIL: _____

FAX NUMBER: _____

Please send via (select one): Mail Fax

Your unit must have the following information on file with the Virginia PTA State Office BEFORE receiving a copy of the 501 (c)(3) Determination Letter (*these are requirements per the Virginia Code for Non-Profits*):

1. List of all officers' names and addresses
2. EIN (Employer Identification Number)
3. Copy of most recent end of fiscal year audit (must be completed annually)
4. Copy of IRS Form 990, 990-EZ, or 990-N (e-postcard)

In addition, Virginia PTA bylaws define a unit in good standing as one which:

1. Pays dues on/before December 1st each year
2. Has current bylaws on file (revised every five years)

Only units in good standing and meeting the Virginia Code requirements will receive the 501 (c)(3) Determination Letter.

Questions? Contact the Virginia PTA State Office at 804-264-1234, 1-866-4vakids (toll free outside of Richmond), or info@vapta.org.

Send to: Virginia PTA, 1027 Wilmer Avenue, Richmond, VA 23227, 804-264-4014 (fax), info@vapta.org.

Local Unit Audit Report

An audit for _____, on record with EIN, _____ was completed on _____ by _____.
 The audit was presented to the _____ board on _____ and adopted by the general membership on _____. The audit period was from _____ to _____. The date of the last audit was _____. A form 990 _____ as a result of total receipts for the reporting year.

Council Membership: _____ District: _____

Signed: _____ Signed: _____
 President Treasurer
 AM phone number: (____) _____
 PM phone number: (____) _____
 Email: _____

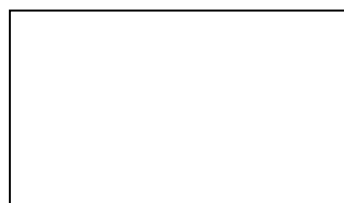
AUDITOR or AUDIT COMMITTEE:

- The records of the treasurer of _____ are correct.
- The records of the treasurer of _____ were found to be inadequate to complete the audit after attempting to locate missing records. Please see attached comments.

<p>Auditor:</p> <p>Signed: _____</p> <p>Printed Name: _____</p> <p>Organization: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone number: _____</p>	<p>Audit Committee:</p> <p>Signed: _____ Audit Committee Chair</p> <p>Signed: _____ Audit Committee Member</p> <p>Signed: _____ Audit Committee Member</p>
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 (Space below for use by the VAPTA Treasurer or designee only).

Verified as a valid local unit audit by: _____



Print Name: _____

 Signature

 Date

Audit Report for: _____ **EIN:** _____
Per Member Dues for _____ **(year)** _____ **(amount)**

The following audit information is submitted to the Virginia PTA as the annual audit of this association.

1. Beginning Balance		\$
2. Receipts	<i>Total of all receipts and credits.</i>	\$
3. Add line 1 and line 2:		\$
4. Expenses	<i>Total of all checks written and debits</i>	\$
5. Subtract line 4 from line 3 for "BALANCE ON HAND" <i>(Should match check register)</i>		\$

OUTSTANDING CHECKS AND DEPOSITS:

6. Balance on Last Bank Statement:		\$
<i>Outstanding Checks:</i>		
Check #	Payable to:	Amount
	TOTAL OUSTANDING CHECKS:	\$
7. Subtract total for Outstanding Checks from Line 6.		\$
<i>Outstanding Deposits</i>		
Source of Deposit		Amount
	TOTAL OUTSTANDING DEPOSITS:	\$
8. Add total Outstanding Deposits to Line 7.		\$
9. Enter amount in line 8 to verify "BALANCE ON HAND" <i>Should match check register and amount in Line 5.</i>		\$

Auditor or Audit Committee Comments:

The auditor or audit committee may include any comments, recommendations or concerns in this section or attach separately to the audit report for consideration by the incoming treasurer and/or local unit board.

AUDIT CHECKLIST / FINANCIAL MANAGEMENT

Name of PTA/PTSA: _____

Date of this audit: _____

Period covered by this audit: _____

Date of last audit: _____

Period covered by this audit: _____

The purpose of this Audit Checklist/Financial Management Form is to provide the PTA/PTSA Board, Treasurer, and Audit Committee with a tool, or guideline, to conduct an inspection of the books and records and a review of the financial management practices of the PTA/PTSA. **Stewardship of other people's money is an important part of volunteer activity and requires systematic and ongoing attention.**

This checklist should be completed by the board and auditor or audit committee and kept with the adopted audit report and filed with the permanent financial records.

TREASURER'S FILES

1. Were all records turned over in a timely manner to the audit committee? Yes No
2. Did the treasurer's books contain a copy of the bylaws and standing rules? Yes No
3. Did the treasurer's books contain a copy of the adopted budget? Yes No
4. Did the treasurer's books contain minutes of all meetings? Yes No
5. Did the treasurer's books contain a copies of previous audits? Yes No

BUDGET

1. Was the budget prepared by a budget committee? Yes No
If "NO" – Who prepared the budget? _____
2. Was the budget reviewed by the Board? Yes No
3. Did the general membership approve the budget? Yes No
Date: _____ If "NO" Explain: _____
4. Did the budget conform to the format illustrated in *Money Matters*? Yes No

TREASURER'S REPORTS

1. Was a detailed, written treasurer's report presented at every Board meeting? Yes No
2. Was a detailed, written treasurer's report presented at every general membership meeting? Yes No
3. Were the reports clear, concise and easily understood? Yes No
4. Did the reports show, in detail, the source(s) of all income and expenses? Yes No
5. Did the treasurer prepare an annual or year-end detailed, written report? Yes No

FINANCAIL PROCEDURES/CONTROLS

1. Were PTA funds always deposited promptly into the PTA bank account? Yes No
2. Did two (2) or more people always count the funds? Yes No
3. Was a receipt always written to the person who gave the funds to the treasurer? Yes No
4. Was all income properly allocated and categorized into the appropriate budget line-items? Yes No
5. Were expenditures properly allocated and categorized into the appropriate budget line-items? Yes No
6. Was there a proper invoice or receipt for each expenditure? Yes No
7. Was every expenditure part of the approved budget or properly approved at a general membership meeting or a board meeting? Yes No
8. Are all PTA monies kept separate from school, personal, or other organization's funds? Yes No

MEMBERSHIP DUES

1. What was the PTA/PTSA's total membership count for the year? _____
2. What was the date and dollar amount of dues sent to VAPTA?

Date	Dues
_____	_____
_____	_____
_____	_____
3. What was the amount of dues paid to Council, if applicable? _____

BANK ACCOUNTS

1. With which bank does the PTA/PTSA maintain its checking account? _____
2. Are all checks used in sequential order? Yes No
3. Were all checks properly signed by two (2) officers? Yes No
4. Is there a policy that prohibits the signing of blank checks? Yes No
5. Are all bank signatory cards up-to-date with at least three signatures approved by the board? Yes No

6. Are all checks accounted for, including voided checks? Yes No
7. Does the PTA/PTSA have a savings account? Yes No
8. Does the PTA/PTSA have any certificates of deposit? Yes No

INSURANCE

1. Did the PTA purchase general liability insurance? Yes No
2. Did the PTA purchase fidelity bonding insurance? Yes No
3. Did the PTA purchase directors and officers insurance? Yes No
4. Did the PTA purchase insurance against loss of property (equipment, records, etc.)? Yes No
5. Did the PTA have a claim made against any of its insurance? Yes No
6. Is a copy of the insurance loss and control guide included in the treasurer's files? Yes No

INTERNAL REVENUE SERVICE

1. What is the PTA/PTSA's Employer Identification Number (EIN)?
2. Did the PTA/PTSA's gross income exceed \$25,000 for the most recent fiscal year? Yes No
 If "YES", has the PTA made plans to complete a 990 EZ form? Yes No
 If "NO", has the PTA made plans to complete a 990 N postcard? Yes No
3. Did the PTA/PTSA's gross income exceed \$100,000 for the most recent fiscal year? Yes No
 If "YES" has the unit made arrangements to hire a CPA for their audit? Yes No

BANK ROCONCILIATION

1. Was the bank statement reconciled in a timely manner? Yes No
2. Are bank reconciliations verified each month by individuals other than those who are authorized to sign checks? Yes No
3. Did the monthly, written treasurer's reports balance with the bank statement? Yes No
4. Did the year-end financial report reconcile to the final bank statement? Yes No

EXAMINATION OF BOOKS AND RECORDS

1. Do the canceled checks and the entries in the checkbook and the treasurer reports all agree? Yes No
2. Do the deposit slips and the entries in the income ledger and the treasurer reports all agree? Yes No
3. Did the expenses for all projects and activities fall within the budgeted levels? Yes No
4. Are there any checks written for "cash"? Yes No
5. Have all the financial obligations of the PTA been paid in full? Yes No

GRANTS, CORPORATE SPONSORSHIP AND FUND RAISING

1. Did the PTA/PTSA receive any money from grants? Yes No
 If "YES" list:

Grant Source	Amount
2. Were monies expended in accordance with grant application? Yes No
3. Did the PTA/PTSA receive any money or goods from corporate sponsorship? Yes No
4. Was the money or goods used according to the request? Yes No
5. Did the PTA follow the 3 to 1 rule with fundraising (reference *Money Matters*)? Yes No
6. Did the PTA ensure fund raisers did not exploit children? Yes No
7. Were all fund raisers approved by the general membership? Yes No
8. Was care taken to see that no laws were violated during fund raisers? Yes No
9. Were all school system policies for fund raisers followed? Yes No
10. Did the President sign all fund raising contracts? Yes No
11. Were sufficient procedures in place to ensure the safe handling of funds? Yes No

OTHER

1. Was money budgeted and spent for Leadership Training? Yes No
 2. Was money budgeted and spent for State Convention? Yes No
 3. Is a copy of the adopted audit report mailed to the state office each year? Yes No
 4. Is the PTA/PTSA incorporated? Yes No
 If "YES", has an annual corporate report been filed with the state government, as required? Yes No
- Does the annual report reflect current officers and/or a registered corporate agent? Yes No

**ANY SCHOOL PTA/PTSA
PROPOSED BUDGET
FISCAL YEAR JULY 1, 2009 TO JUNE 30, 2010**

Anticipated Revenue Based on 800 members @ \$3.50 each (local unit portion only)

Balance forward from July 1, 2008 \$ 550.00

RECEIPTS

Checking Account Interest	\$ 20.00	
Membership Dues (800 @ \$3.50)	2,800.00	
Fund Raising Projects		
Fall Festival	3,000.00	
Family Night Dinner	2,500.00	
Wrapping Paper Sales	<u>7,000.00</u>	
Total Projected '08-'09 Receipts		<u>\$15,320.00</u>

TOTAL **\$15,870.00**

EXPENSES

Arts In Education/Reflections	\$ 800.00	
Audit Expense	100.00	
Bonding/Liability Insurance	400.00	
Conference Expenses (State, District, Council)	500.00	
Council Dues	25.00	
Council Scholarship Donation	100.00	
Conventions (State and National)	1,000.00	
Faculty & Staff Appreciation	500.00	
Fall Festival Expenses	1,050.00	
Family Night Dinner Expenses	550.00	
Hospitality	400.00	
Juvenile Protection	400.00	
Membership Campaign	150.00	
Miscellaneous Expense	200.00	
Newsletter and Publicity	300.00	
Officers' Expenses (telephone, tolls, travel, etc.)	200.00	
Postage	150.00	
Programs	1,000.00	
Scholarship	500.00	
Supplies	200.00	
Volunteers In Education	300.00	
Wrapping Paper Expenses	<u>3,150.00</u>	
Total Projected Expenses '08-'09		\$11,975.00

START UP FOR FISCAL YEAR BEGINNING JULY 1, 2009 **3,895.00**

TOTAL **\$15,870.00**

ADOPTED BY THE ASSOCIATION

(DATE)

**ANY SCHOOL PTA/PTSA
PROPOSED BUDGET
FISCAL YEAR JULY 1, 2009 TO JUNE 30, 2010**

Anticipated Revenue based on 800 members @ \$3.50 each (local unit portion only)

Balance forward from July 1, 2008 \$550.00

Item	Budget FY 2007-2008	Actual FY 2007-2008	Proposed Budget FY 2008-2009
Receipts			
Checking Account Interest	\$20.00	\$22.50	\$20.00
Membership Dues	750 Members \$1,875.00	755 Members \$1,887.50	800 Members \$2,800.00
Fund Raising Projects			
Fall Festival	\$3,000.00	\$2,600.00	\$3,000.00
Family Night Dinner	\$2,000.00	\$2,325.00	\$2,500.00
Wrapping Paper Sales	<u>\$7,000.00</u>	<u>\$6,800.00</u>	<u>\$7,000.00</u>
Total Projected Unit Receipts	\$13,895.00	\$13,635.00	\$15,320.00
TOTAL			\$15,870.00
Expenses			
Arts In Education/Reflections	\$500.00	\$466.30	\$800.00
Audit Expense	\$75.00	\$100.00	\$100.00
Bonding/Liability Insurance	\$400.00	\$350.00	\$400.00
Conference Expenses	\$500.00	\$495.00	\$500.00
Council Dues	\$25.00	\$25.00	\$25.00
Council Scholarship Donation	\$100.00	\$100.00	\$100.00
Conventions	\$800.00	\$957.00	\$1,000.00
Faculty & Staff Appreciation	\$350.00	\$415.33	\$500.00
Fall Festival Expenses	\$1,000.00	\$1,033.00	\$1,050.00
Family Night Dinner Expense	\$500.00	\$537.15	\$550.00
Hospitality	\$400.00	\$376.22	\$400.00
Juvenile Protection	\$300.00	\$315.00	\$400.00
Membership Campaign	\$125.00	\$127.47	\$150.00
Miscellaneous Expense	\$150.00	\$163.59	\$200.00
Newsletter and Publicity	\$300.00	\$278.99	\$300.00
Officers' Expense	\$175.00	\$167.49	\$200.00
Postage	\$125.00	\$134.33	\$150.00
Programs	\$600.00	\$550.00	\$1,000.00
Scholarship	\$500.00	\$500.00	\$500.00
Supplies	\$150.00	\$167.23	\$200.00
Volunteers In Education	\$275.00	\$282.99	\$300.00
Wrapping Paper Expenses	<u>\$3,000.00</u>	<u>\$3,127.00</u>	<u>\$3,150.00</u>
Total Projected Unit Expenses	\$10,350.00	\$10,669.09	\$11,975.00
Start Up Fiscal Year July 1, 2009			<u>\$3,895.00</u>
TOTAL			\$15,870.00

Adopted by the Association _____ (date)

Submitted by: _____, Treasurer

**ANY SCHOOL PTA/PTSA
TREASURER'S REPORT
June 17, 2009**

BALANCE FORWARD APRIL 15, 2008 **\$ 2,405.00**

RECEIPTS

CHECKING ACCOUNT INTEREST **\$ 2.08**

Fall Festival Receipts	3,875.50	
Membership Dues (523 @ \$3.50)	1,830.50	
Wrapping Paper Sales	<u>7,350.00</u>	
Total		\$13,058.08

Receipts Not Belonging to Unit

State and National PTA Dues (523 @ \$2.50)	<u>1,307.50</u>	
Total Receipts this reporting period		<u>\$14,365.58</u>

TOTAL **\$16,770.58**

Expenses

Arts In Education/Reflections	\$ 309.10	
Bonding/Liability Insurance	359.00	
Conference Expenses	240.00	
Council Dues	25.00	
Council Scholarship Donation	100.00	
Convention	536.00	
Faculty & Staff Appreciation	33.00	
Fall Festival Expenses	1,015.29	
Hospitality	58.99	
Juvenile Protection	56.00	
Membership Campaign	98.00	
Miscellaneous Expense	23.00	
Newsletter and Publicity	73.00	
Officers' Expenses	10.80	
Postage	3.70	
Programs	450.00	
Supplies	43.24	
Volunteers In Education	51.00	
Wrapping Paper Expenses	<u>12.00</u>	
Total Unit Expenses		\$3,497.12

Disbursements of Funds Not Belonging to Unit

State and National Dues (742 @ \$2.50)	<u>1,855.00</u>	
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Total Expenses/Disbursements this reporting period **\$5,352.12**

Balance on Hand, May 17, 2008 \$11,418.46

Submitted by: _____, Treasurer

**ANY SCHOOL PTA/PTSA
TREASURER'S REPORT
June 17, 2009**

Balance Forward April 15, 2008 \$2,405.00

Item	Actual Monthly	Actual YTD	Budget	Variance
Receipts				
Checking Account Interest	\$2.08	\$3.25	\$20.00	-\$16.75
Membership Dues (523 @ \$3.50)	\$1,830.50	\$2,597.00	\$2,800.00	-\$203.00
Fund Raising Projects				
Fall Festival Receipts	\$3,875.50	\$3,875.50	\$3,000.00	\$875.50
Family Night Dinner	\$0.00	\$0.00	\$2,500.00	-\$2,500.00
Wrapping Paper Sales	<u>\$7,350.00</u>	<u>\$7,350.00</u>	<u>\$7,000.00</u>	<u>\$350.00</u>
Total Unit Receipts	\$13,058.08	\$13,825.75	\$15,320.00	-\$1,494.25
Receipts Not Belonging to Unit				
State and National Dues (523 @ \$2.50)	<u>\$1,307.50</u>	<u>\$1,855.00</u>		
TOTAL	\$14,365.58	\$15,680.75	\$15,320.00	-\$1,494.25
Expenses				
Arts In Education/Reflections	\$309.10	\$329.10	\$800.00	\$470.90
Audit Expense	\$0.00	\$100.00	\$100.00	\$0.00
Bonding/Liability Insurance	\$359.00	\$359.00	\$400.00	\$41.00
Conference Expenses	\$240.00	\$240.00	\$500.00	\$260.00
Council Dues	\$25.00	\$25.00	\$25.00	\$0.00
Council Scholarship Donation	\$100.00	\$100.00	\$100.00	\$0.00
Conventions	\$536.00	\$536.00	\$1,000.00	\$464.00
Faculty & Staff Appreciation	\$33.00	\$193.00	\$500.00	\$307.00
Fall Festival Expenses	\$1,015.29	\$1,015.29	\$1,050.00	\$34.71
Family Night Dinner Expenses	\$0.00	\$0.00	\$550.00	\$550.00
Hospitality	\$58.99	\$73.00	\$400.00	\$327.00
Juvenile Protection	\$56.00	\$101.00	\$400.00	\$299.00
Membership Campaign	\$98.00	\$115.39	\$150.00	\$34.61
Miscellaneous Expense	\$23.00	\$51.00	\$200.00	\$149.00
Newsletter and Publicity	\$73.00	\$101.59	\$300.00	\$198.41
Officers' Expense	\$10.80	\$38.80	\$200.00	\$161.20
Postage	\$3.70	\$37.00	\$150.00	\$113.00
Programs	\$450.00	\$600.00	\$1,000.00	\$400.00
Scholarship	\$0.00	\$0.00	\$500.00	\$500.00
Supplies	\$43.24	\$82.90	\$200.00	\$117.10
Volunteers In Education	\$51.00	\$51.00	\$300.00	\$249.00
Wrapping Paper Expenses	<u>\$12.00</u>	<u>\$12.00</u>	<u>\$3,150.00</u>	<u>\$3,138.00</u>
Total Unit Expenses	\$3,497.12	\$4,161.07	\$11,975.00	\$7,813.93
Disbursement Non-Unit Funds				
State and National Dues (742 @ \$2.50)	<u>\$1,855.00</u>	<u>\$1,855.00</u>		
TOTAL	\$5,352.12	\$6,016.07	\$11,975.00	\$7,813.93

Balance on Hand May 16, 2008 \$11,418.46

**ANY SCHOOL PTA/PTSA
ANNUAL REPORT
FISCAL YEAR JULY 1, 2008 TO JUNE 30, 2009**

EIN Number 54-0000000
District _____
(Name of District)

Virginia PTA/PTSA Group Exemption Number 3229
Council _____
(Name of Council if applicable)

Balance Forward July 1, 2008 \$ 550.00

ACTUAL RECEIPTS

Checking Account Interest	\$ 19.27
Membership Dues (916 @ \$3.50)	3,206.00
Fund Raising Projects	
Fall Festival	\$3,875.50
Family Night Dinner	2,100.00
Wrapping Paper Sales	<u>7,350.00</u>
Total Fund Raising Receipts	<u>\$13,325.50</u>
Total '05-'06 Unit Receipts	<u>\$16,550.77</u>

TOTAL RECEIPTS \$17,100.77

ACTUAL EXPENSES

Arts In Education/Reflections	\$ 789.00
Audit Expense	100.00
Bonding/Liability Insurance	359.00
Conference Expenses (State, District, Council)	435.00
Council Dues	25.00
Council Scholarship Donation	100.00
Conventions (State and National)	1,350.00
Faculty & Staff Appreciation	463.49
Fall Festival Expenses	1,025.33
Family Night Dinner Expenses	439.21
Hospitality	250.00
Juvenile Protection	505.00
Membership Campaign	149.00
Miscellaneous Expense	75.00
Newsletter and Publicity	297.33
Officers' Expense	103.49
Postage	75.00
Programs	1,000.00
Scholarship	500.00
Supplies	187.03
Volunteers In Education	276.49
Wrapping Paper Expenses	<u>3,319.50</u>
Total '05-'06 Unit Expenses	<u>\$11,823.87</u>
Grant to School/Computer Software, Science Equipment, Library Books	<u>3,000.00</u>

TOTAL '05-'06 EXPENSES \$14,823.87

START UP FOR FISCAL YEAR BEGINNING JULY 1, 2008 \$ 2,276.90

RECEIPTS NOT BELONGING TO UNIT

State and National PTA Dues (916 @ \$2.50) \$ 2,290.00

DISBURSEMENT OF FUNDS NOT BELONGING TO UNIT

State and National PTA Dues (916 @ \$2.50) \$ 2,290.00

Balance Due to State PTA office \$ -00-

Submitted by: _____, Treasurer