

PTA District Training and Learnings:

8/28/2010

1. PTA Board must meet monthly
2. PTA Association must meet every 2 months
3. Committee Report should be filled up for any fund raising greater than \$500.00
4. PTA budget belongs to association and membership not board (although board is who shows up for meetings)
5. PTA budget is to be presented to association for approval and recorded in the minutes.
6. Auditor-14th district will provide an auditor if local PTA does not have one to audit books.
Contact - 14th District Treasurer, Aline Donohoe
7. Auditor is responsible to observe the treasurer and assure board is following financial procedures.
8. Debit or ATM Card-no online payments; disbursements need two signatures. Deposits okay. Print receipt of deposit.
9. Expense reimbursement form:
Requestor completes form; president reviews for completeness and confirms receipts
Expense reimbursement form is presented at **associations meeting** and approved for payment and recorded in minutes by secretary.
Secretary signs it confirming it was included in the minutes. Auditor relies on minutes to confirm was approved by association and provides association transparency of expenses.
Treasurer will complete the portion related to the check writing information and reconfirm request ties to receipts.
10. Any amount at end of year does not need to be allocated or less than a certain amount.
11. Tax Return Accountant-14th District, Doug Picford, will provide a accountant; most likely at a lower price.
12. Fundraising activities should raise enough funds to cover 3 PTA funding activities for every 1 fund raising activity.
13. Counting of cash/checks-should always be two signatures and dated. Treasurer should not be one of the counters.
Use of cash verification form should be used for all deposits.
14. Core purpose of PTA is to represent funding for 96% of the student supported activities; not teachers or district.

Handling of Funds:

1. Cash Verification Form for all cash/check counting activities.

Use form

Include back up, if any.

Two people count money. Can not be the treasurer.

Have an envelope to place the money and seal it.

One of the principals will be at each fund raising event to place money in locked safe.

Treasurer picks up envelope following week, counts money, and deposits funds in checking account.

2. Expense Reimbursement Form for all checks disbursed.

Use form

Must have receipts attached for reimbursement.

Requestor should make sure receipts are legible and if small, tape to a piece of paper.

If need more paper, include it! It makes it easier for people to review your reimbursement form.

Individuals involved in expense reimbursement activity:

Requestor submits form.

President reviews and check receipts

Treasurer motions in association meeting to approve or ratify the check.

Secretary reviews and signs the form confirming included in minutes.

Treasurer writes out checks and distributes to requestor.

SAMPLE FINANCIAL CALENDAR

(Year-round PTAs adapt accordingly)

UPON ELECTION

- Treasurer-elect chairs budget committee.
- Board-elect develops and adopts preliminary budget, based on proposed PTA programs for the upcoming year.
- Present proposed budget to the current executive board and the membership at the last PTA meeting of the year. (This allows board-elect the ability to cover routine summer expenses as outlined in the bylaws.)

AUGUST-SEPTEMBER

- Re-present budget to association for adoption at its first meeting.
- Send approved audit and year-end financial report and current year budget to council or district as directed.
- Send the first remittance of per capita dues through channels. Send monthly thereafter.

OCTOBER

- Prepare tax forms and file as required. Forward copies of tax returns to council or district as directed. (California State PTA *Toolkit* 5.7 Tax Requirements).

NOVEMBER/DECEMBER

- Send checks for insurance premiums through channels. Do not send checks directly to the California State PTA office or the insurance broker.
- Complete and send the Workers' Compensation Annual Payroll Report through channels whether or not the association has employees.
- Review California State PTA *Toolkit* 5.6 PTA as an Employer for additional filing requirements.

JANUARY

- Submit books and financial records for mid-year audit, as specified in the bylaws.
- Revise budget, if necessary.
- Pay annual U.S. Postal Service Bulk Mailing permit fee, if required.

JANUARY, cont'd.

- Ensure that Workers' Compensation form and insurance premiums have been forwarded through channels. The premium must be forwarded through PTA channels to be received in the California State PTA office by January 31, or a late fee of \$25 will be assessed by the California State PTA. Postmarks will not be accepted.

FEBRUARY

- Send Founders Day freewill offering through channels to district PTA, when collected. The event may be held during a month other than February.
- Determine if convention registration fees need to be paid.

MARCH

- Ensure all per capita dues have been forwarded through channels, in accordance with established due dates.

APRIL

- Issue convention checks for authorized expenditures for elected delegates.

MAY/JUNE

- Attend workshops for financial officers, when offered.
- Submit books and financial records to outgoing auditor for end-of-term audit, as stipulated in the bylaws (after close of fiscal year).
- Give financial records and materials to the incoming financial officer (except those in audit).
- Obtain new bank account signature cards to assist the incoming officers.
- Prepare Annual Financial Report and tax returns (end of fiscal year).

Other pertinent dates should be added (or adjusted) to the calendar to meet timeframes specific to each PTA and fiscal year.



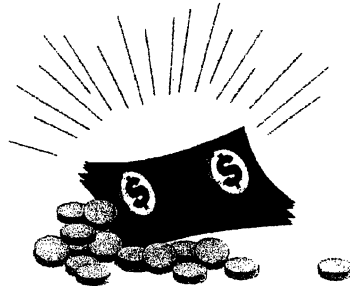
CREATIVE FINANCING & FUN FUNDRAISING

ALTERNATIVES TO SELLING CANDY

For Schools, Sports & Youth Programs

Things to Do

- Gift wrapping
- Fun runs
- Walk-a-thons
- Bike-a-thons
- Jump-rope-athons
- Rent-a-teen helper (rake leaves, water gardens, mow lawns, wash dog)
- Car wash (pre-sell tickets as gifts)
- Singing telegrams
- Talent shows
- Read-a-thons
- Spelling bee
- Science fairs
- Carnivals (Halloween, Easter)
- Dances (kids, father/daughter, family, Sadie Hawkins)
- Workshops/classes
- Festivals
- Recycling cans/bottles/paper
- Golf tournament
- Bowling night/bowl-a-thon
- Skate night/skate-a-thon
- Auction (teacher does something for kids)
- Raffles (teachers do a silly activity)
- Magic show
- Family/glamour portraits
- Treasure hunt/scavenger hunt
- Tennis/horseshoe competition
- Penny wars (pennies+1 point, nickels+5 point, quarters +25 points, team w/most points wins)
- Raffle (movie passes, theme bags)



Things that involve the Community

- Rent-a-teen helper
- Auction
- Workshop/class
- Conference
- Treasure hunt/scavenger hunt
- Craft sales
- Tennis/horseshoe pitching competition
- Golf tournament
- Recycling cans/bottles/paper
- Festivals

Resource Ideas*

*Not Endorsements

- <http://stone.yahoo.com> (ashleys-outlet)
- www.creativelearning.cc (fundraiser.html)
- Nudayfundraising.com/
- www.123fundraising.com
- QSP 1-800-667-2536
- www.qsp.ca/index2.html
- www.westernfund.com
- www.currentfun.com
- Dulco Printing (209) 266-8245
- www.treasurebooksandgifts.com
- www.fundraisingdepot.com
- www.boonewayfarms.com
- www.common-threads.com
- www.giftfriends.com
- www.partnersforkids.com
- www.fundraisingbatteries.com
- www.vistamark.com/schools/index
- www.brickstonegraphics.com
- www.zoodog.com/tattoos



CREATIVE FINANCING & FUN FUNDRAISING

ALTERNATIVES TO SELLING CANDY

For Schools, Sports & Youth Programs

Things You Can Sell

- Candles
- Greeting cards
- Gift wrap, boxes, and bags
- Magazine subscriptions
- Gift items
- Coupon books
- Holiday wreaths
- Gift certificates
- Flowers, bulbs, poinsettias
- Cookbooks
- Balloon bouquets
- House decorations
- T-shirts, sweatshirts
- Books, calendars
- Buttons, pins
- Air fresheners
- Scratch-off cards
- Customized stickers
- Football seats
- Kissing on the cheek booth
- Hugging booth
- Plants
- Elephant rides
- Pet treats/toys/accessories
- Tupperware
- Christmas ornaments
- School spirit gear
- First aid kits
- Crafts emergency kits for cars
- Batteries
- Brick/stone/tile memorials
- Temporary/henna tattoos
- Pocket calendars
- Raffle donations
- Stuffed animals
- Coffee cups, mugs
- Rent a special parking space
- Foot warmers
- Spirit/seasonal flags
- Bumper stickers
- Souvenir cups
- License plates or holders w/school logo
- Giant coloring books
- Scarves
- Megaphones
- Gift baskets
- Hats
- Jewelry
- Valentine flowers
- School art drawings
- Christmas trees
- Yearbook covers
- Mistletoe
- Student directories
- Yearbook graffiti
- Monograms
- Newspaper space, ads
- Stationery
- Stadium pillows
- School Frisbees
- Sell/rent wishes
- Garage sale
- Bath accessories
- Music, videos, CDs

Healthy Food Items

- Fruit smoothies
- Frozen bananas
- Trail mix
- Fruit & nut baskets
- Lunch box auctions
- Fruit & yogurt parfaits

Things That Support Academics

- Read-a-thon
- Science fair
- Spelling bee

Things That Promote the School

- Cookbook made by school (parents, teachers, kids)
- T-shirt/sweatshirt sales
- Bumper stickers & decals
- School logo air fresheners
- Scratch off cards
- Calendars



The greatest pleasure in life is doing what
people say you cannot do

