TREASURER'S GUIDELINES

In general the treasurer of a PTA unit/council/region is responsible for managing the money that passes through an association's accounts. It is therefore, necessary for you to learn what is expected from you and how to go about keeping your PTA books in good order. The requirements are very basic and will not only insure that your accounts are correct and understandable, but will meet the guidelines that are required by NYSPTA, our insurance company, National PTA and the IRS to maintain our 501(c)(3) status.

All of the information, instructions, examples and sample forms are found in the finance and insurance section of the NYSPTA Resource book and the Money Matters booklet from National PTA. Your president has these materials and should make copies of them for you. The Money Matters booklet is online in the member's section of the National PTA web site (www.pta.org). The username and password are listed on the back of your current membership card.

The following bullets contain some very basic things that you need to do and dates that you should highlight in your calendar.

- You must have **two (2) signatures** on every check. Put several of your officers on the signature sheet at your bank to insure availability of a second signature.
- Your books should be **audited every year**. A new treasurer should never accept books that have not been audited.
- **Do not make checks out to cash.** If you are getting start-up cash for a fundraiser, make the check out to the bank.
- Always have two people count the money after a fund-raiser and see that it is deposited immediately. Do not take it home. Make arrangements to have a night deposit bag from your financial institution.
- **Have an approved budget.**
- Keep copies of the **minutes** in your binder to verify budget amendment or association vote on expenditures and revenues.
- Keep a check register; keep a ledger for each account; i.e. checking, savings, restricted account either by hand or electronically.
- Make the bank statement available for reconciliation by the appointed person.
- Prepare a **treasurer's report** for each general meeting, and an annual report at year-end.
- Be aware of the **IRS requirements for filing a 990EZ**. If your unit is grossing $50,000 or more each year, you must file a Form 990 or 990EZ. If IRS sends you a 990, you must file. The IRS is introducing a new electronic information form (990N) that will be required of all other units. This will apply to fiscal years beginning after the 2006. Instructions will be provided when they are available.
- Have your unit name and number printed on unit checks next time you order.

These are only a few highlights, please refer to the written resources that you have or ask if you aren't sure.