

2017-2018
WEPR Summer Leadership
Treasury Workshop

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Transition

▶ Know the Numbers

1. Unit Code: 18-XXX
2. Federal ID: XX-XXXXXXXX
3. New York State Tax Exempt: XXXXXX

▶ Check the Inventories

1. Checkbook
2. Ledgers/Transaction Register
3. Bank Statements
4. Deposit Slips and Money Summary Sheet
5. Paid Bills and Vouchers with Invoices, Receipts or Proposals
6. Previous Budget
7. Tax Certificate
8. Tax Documents

Financial Responsibilities

- ▶ Signature Change
- ▶ Audit
 1. Checkbook
 2. Ledgers/Transaction Register
 3. Bank Statements
 4. Deposit Slips and Money Summary Sheet
 5. Paid Bills and Vouchers with Invoices, Receipts or Proposals
- ▶ Budget – Plan according to annual event calendar
- ▶ Approve the Budget
- ▶ File Tax – 990-N (ePostcard), 990 EZ, 990 or 1023
- ▶ Pay Bills

Accountabilities

▶ Pay Bills On Time

11/1 First Membership Payment (\$4/Member) to NYS PTA

5/31 Last PTA Membership Payment to NYS PTA

6/1 Annual Insurance Payment to AIM

▶ File Tax On Time

11/15 Deadline for filing 990 (PTA Physical Year starts 7/1 and ends 6/30)

▶ Money Management

Money Handling Guidelines

▶ Record Keeping

Good Practices

▶ Know the Address

New York State PTA

1 Wembley Court, Albany, NY 12205

▶ Know the Event Calendar

▶ Follow the Money Handling Guidelines

1. Money Summary Sheet with Deposit Slip
2. Voucher Form with Invoice, Receipt or Proposal

▶ Back Up Documentations

1. Ledgers/Transaction Register
2. Bank Statements
3. Deposit Slips and Money Summary Sheet
4. Paid Bills and Voucher Forms
5. Receipts, Invoices, and Proposals

Checklist for the Treasurer

JULY

Bank Signature Change		
Document/Material Transition		Bank Statements
Ledger Book		July
Checkbook		August
Vouchers		September
Deposit Slips		October
Previous Budget		November
Tax Certificate		December
		January
		February
		March
		April
		May
		June
Attend NYS PTA Leadership Training		

AUGUST

Arrange for Audit Meeting	
Audit Report Filled Out and Signed	
Attend WEPR Leadership Training	

SEPTEMBER

Work on Initial Budget Worksheet	
Arrange for Budget Meeting	
Budget Sheet Ready for Approval	
Budget Approved	
Start filing 990 ePostcard or 990 EZ	
Reimburse Summer Expense	

OCTOBER

Collect, Deposit Membership Money	
Issue First Membership Check	

NOVEMBER

Tax Filing Deadline 11/15	
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MAY

Election-Find the Right New Treasurer	
Mentor the New Treasurer	
Membership Payment 5/31	

JUNE

Insurance payment AIM 6/1	
Finish Recording 6/30	