

2021-2022
WEPR Leadership Training
Treasury Workshop

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Treasurer

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Transition

Know the Numbers

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

Check the Inventories

- Checkbook
- Ledgers/Transaction Register
- Bank Statements
- Deposit Slips and Deposit Verification Form
- Paid Bills and Vouchers with Invoices, Receipts or Proposals
- Previous Budget
- Tax Certificate
- Tax Documents

Financial Responsibilities

Signature Change

Audit

- Checkbook
- Ledgers/Transaction Register
- Bank Statements
- Deposit Slips and Deposit Verification Form
- 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, or 990
if revoked, file 1023 EZ 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 via MemberHub 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

- Deposit Verification Form with Deposit Slip
- Voucher Form with Invoice, Receipt or Proposal

Back Up Documentations

- Ledgers/Transaction Register
- Bank Statements
- Deposit Slips and Deposit Verification Form
- Paid Bills and Voucher Forms
- Receipts, Invoices, and Proposals

Checklist for the PTA Treasurer

July

Bank Signature Change	
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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	
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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	
Pay Council Annual Due	

October

Attend Council Leadership Training	
Collect, Deposit Membership Money	
Issue First Membership eCheck	

November

Tax Filing Deadline 11/15	
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May

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

June

Insurance payment 6/1	
Finish Recording 6/30	