

SOUTH CAROLINA

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End of the Year Duties for Treasurers

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2013 SCPTA Convention

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Let's Talk About

- Money Management
- Reports and IRS Regulations
- Insurance Needs
- *Fund* Raising
- Resources
- Best Practices

First Steps!

- Make sure a financial review/audit is done
- Check the files!
- Study duties and reference to finances/budget in your PTA bylaws
- Secure signatures of authorized officers
- File signature cards with bank
- Check on bond and liability insurance
- Review *PTA Money Matters*

Money Management



Money Management

- Develop a realistic budget
- Review Records Retention Schedule
- Store records properly — keep:
 - Copies of all Treasurer's Reports
 - Bank Statements and Reconciliations
 - Check Request or vouchers
 - Deposit Receipts

Reporting

- Make a report at all Board meetings
- Develop a report that best reflects a transparent process
 - Budget Amount
 - Monthly Report
 - Year-to-Date Total
 - Balance of Line Item

Reports And Regulations

- Follow all State and Federal guidelines
- Follow your approved budget, amend if needed
- Perform a financial review/audit at year's end, or when needed
- Review relevant areas of www.irs.gov

Form 990 Overview

990 is a tool for an Exempt Organization to show:

- It is organized and operated as a tax-exempt entity
- It is in compliance with all applicable tax laws
- It has a mission it continues to fulfill
- It responsibly safeguards its assets

A Correct And Timely Form 990

- Who should file?
- Which form should be filed?
- When to file?
- Why is this important?
- What happens if we don't file?

Which Form 990?

- *Small Organizations - Form 990-N*
- *Medium-size Organizations - Form 990-EZ*
- *Large organizations - Form 990*

2010 - Which Form?

Tax Year 2010	
All organizations may file	990
Gross receipts below \$200k Total Assets below \$500k	990-EZ
Gross Receipts at or below \$50k	990-N

How to get to 990-N

To complete 990-N, you will need:

- Employer identification number (EIN)*
- Tax Year*
- Legal name and address*
- Other names the organization uses*
- Name + address of a principal officer*
- Web site address (if one exists)*
- Confirmation that gross receipts are normally at or below the threshold*
- Termination statement (if applicable)*

When To File?

Forms 990, 990-EZ, 990-N and 990-PF Due:

- 15th day of the 5th month after the organization's accounting period ends
- Request extension with Form 8868 on or before the due date

Financial Review/Audit



Purpose Of The PTA Audit

- To certify accuracy of books and records
- To assure membership resources are being managed properly

Three Types Of Financials

- **Compiled Financial Statements**
 - Limited or no verification of information
- **Reviewed Financial Statements**
 - Perform some inquiry and analytical procedures
 - Limited assurance of information
- **Audited Financial Statements**
 - Highest level of assurance of information
 - Extensive substantiation and verification

Preparation For Financial Review

- Financial records should be in order
- Bills cannot be paid after books are closed for financial review
- Materials needed include
 - Copy of last financial review/audit
 - Checkbook and canceled checks
 - Bank statements and deposit receipts
 - Itemized statements and receipts of bills paid
 - Check requests or vouchers

Useful Resources

- www.scpta.org
- www.pta.org
- National PTA e-Newsletters
- *PTA Money Matters*
- PTA Convention Handouts
- PTA President's *Quick Reference Guide*
- NPPTA e-learning courses
 - *Ethical Leadership*
 - *Preventing Theft In Your PTA*

IRS Resources

- StayExempt.irs.gov
- Mini-Courses on IRS.gov
- EO Update
- Specialized Assistance on Tax-Exempt Organizations and IRS Tax Forms can be found at the Exempt Organizations (EO) website:

www.irs.gov/eo

(toll-free) 877-829-5500

Customer Account Services

Internal Revenue Service

TE/GE Customer Account Services

P.O. Box 2508, Cincinnati, OH 45201

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