

| | |
|--|-----------|
| Local Unit Board - Calendar of Duties | 3 |
| Note about this Chapter | 4 |
| President | 5 |
| Building a PTA Team | 5 |
| The importance of Reaching Out | 6 |
| Leadership at Meetings | 7 |
| How to Conduct Meetings | 8 |
| Agenda Items (Required and Optional) | 8 |
| Parliamentary Procedure Basics | 9 |
| Eight Steps to a Motion | 9 |
| President-Elect | 10 |
| Vice-President | 11 |
| Secretary | 11 |
| Suggested Outline for Minutes | 12 |
| Records Retention Schedule - REQUIRED | 13 |
| Treasurer | 13 |
| Calendar for Treasurers | 13 |
| July- September | 14 |
| October-December | 15 |
| January-March | 15 |
| April-June | 15 |
| Important information for New Units | 15 |
| IRS (Internal Revenue Service) | 16 |
| State of Oregon | 19 |
| Financial Procedure Requirements and Setting up Systems | 20 |
| Deposit Procedures | 21 |
| Expenditures | 23 |
| Check Request Form | 24 |
| Check writing procedure | 24 |
| Funding Requests that are NOT in or are OVER your budget | 26 |

| | |
|-------------------------------------|----|
| Accounting | 26 |
| Reporting Membership Income/Expense | 27 |
| Reports | 28 |
| Documentation | 29 |
| Audit | 31 |

Local Unit Board - Calendar of Duties

This is a calendar form of administrative duties for all Local Unit Boards. There are some specifically assigned duties for each office in the Local Unit Bylaws but your unit should divide up other duties and add them to your standing rules so expectations are clear to the officers of your specific unit.

August and September

- Enter officer list online
- Attend leadership training to help fulfill your unit's training credit requirements (3 credits)
- Update standing rules and have them approved by members at first general meeting
- Understand requirements for being a Unit in Good Standing with Oregon PTA and discuss individual and board responsibilities
- Distribute training materials to board members and committee chairs as needed
- Welcome new parents and staff to your school
- Kick off your membership campaign
- Develop a meeting, activity and fundraising calendar for the year that includes council, region, and state dates and meets the goals of your unit. Approve each committee's plan of work.
- Develop a budget and have it approved by members at first general meeting
- Submit membership online and remit fees by the last business day of every month.

October, November, and December

- Submit tax forms (990/99EZ/990N) to the IRS by Nov 15th
- Submit CT-12 to Oregon Department of Justice by Nov 15th.
- Submit check for insurance premium to AIM by November 30th.
- Complete Unit in Good Standing Requirements Checklist and submit all items to Oregon PTA Office by Nov. 30th. Unit in Good Standing Checklist is found in the Forms section of this guide.
- Submit resolutions to Oregon PTA by Dec. 31st.
- Submit new membership online and remit fees by the last business day of every month (must have 1 paid member by November 30th to validate insurance coverage).

January, February, and March

- Submit Reflections entries to Region Director or Council Reflections Chair by the deadline
- Continue membership activities and recruitment.
- Review goals, evaluate progress, and make adjustments.
- Form a nominating committee.
- Submit proposed bylaw amendments to Oregon PTA by Jan. 15th.
- Submit State PTA officer nominations to Oregon PTA by Jan 15th.
- Submit applications for Oregon and National PTA awards by the March 1st deadline.
- Review Oregon Annual State Conference and Convention and National Convention information.
- Celebrate February 17th, National PTA Founders Day.
- Register for Oregon Annual State Conference and Convention and National PTA Convention.
- Submit membership online and remit fees by the last business day of every month.

April, May, and June

- Attend Oregon Annual State Conference and convention and National PTA convention.
- Elect and install local unit officers – say thank you to outgoing officers.
- Review fiduciary responsibilities to be completed by fiscal year end.
- Celebrate Teacher/Staff Appreciation & Celebrate Volunteer Appreciation.
- Evaluate your year's work – celebrate your successes and set goals for next year
- Prepare materials to pass on to the incoming officers.
- Submit Membership online and remit fees by the last business day of every month. Be sure all membership fees are paid before the end of the fiscal year (June 30th).

Note about this Chapter

The officers duties listed in this guide reflect the bylaws and a suggested division of other duties.

President

The president is elected by the local unit members to direct the affairs of the association in cooperation with the other members of the executive committee/board. According to generally accepted parliamentary practice and Oregon PTA Bylaws, only one person may be elected to serve in the office of president. If the membership feels the need for additional officers, it should establish additional positions such as president-elect, other vice presidents, etc to support the president.

To be successful it is encouraged that all officers and especially the president participate in leadership training events and convention. A president must become familiar with PTA and how it operates and study materials received from your predecessor. As a new president, if you do not receive materials or instruction from the past president, contact your region director, council president, or the state office for help in getting started. No one needs to do it alone in PTA.

PTA leadership means helping the your PTA reach the goals members have set. By channeling information received from Oregon and National PTA, the president ensures the membership is well informed and clearly focused on meeting their goals and staying on the PTA mission. But the president's most important duty is to build an effective PTA team, one that can get things done.

Building a PTA Team

The president leads not by dictating but by working together with members, other officers and chairs, and community members to address common concerns.

- When appointing chairs, include members who may not have served on the board before as well as experienced board members.
- Promptly distribute materials to the board and meet regularly
- Choose goals that are within reach and that have been decided upon by the group.
- Create a climate of support and mutual respect where people feel they can contribute and grow.
- Discover and make use of members' special interests and abilities.
- Find out who has expertise in programs, public relations, and other areas, and then use it.
- Delegate responsibility by letting others shoulder responsibilities and asking current officers and chairs to train and encourage the leaders who will succeed them.

- Network with other community leaders, groups, and agencies which share the goals of PTA.
- Be sure to show appreciation to members' efforts, regardless of how successful those efforts have been. The real working capital of PTA lies in its members – in their energy, resourcefulness, and determination – not in its treasury.
- Be very proud of being an officer in the oldest and largest child advocacy organization in the country!

The importance of Reaching Out

The PTA team becomes stronger and is of greater service when it actively welcomes all groups in the community – young and old, single parents, two-paycheck families, families with diverse cultural and ethnic backgrounds, and families with special-needs children.

- Choose the time and location of PTA meetings to suit the schedules of families.
- Invite retired citizens to contribute their talents and skills to PTA.
- Bridge the language barrier with bilingual programs. Sponsor programs celebrating each individual heritage represented in the community.

As presiding officer, the president does the following:

- Presides at all meetings and determines the agenda in cooperation with the secretary.
- If a quorum is present, calls the meeting to order and proceeds with business
- Maintains a fair and impartial position at all times and encourages members to participate.
- Takes no part in any discussion while presiding, refrains from expressing a personal opinion on any question before the body, and avoids personal bias when giving information to the association.
- States each motion clearly after it has been seconded before allowing discussion. Motions from committee do not require a second. If discussion is occurring and a consensus has been made but no motion has been made, the president can “assume the motion” and state in motion form what he/she is hearing from members in order to vote on the topic and keep the meeting moving.
- Recognizes a member who has not previously spoken to the question in preference to one who has already spoken to ensure everyone has an equal voice in discussions.
- Declares the result of every vote taken.
- Calls upon the president-elect or a vice president to preside when wishing to speak to a motion or to leave the chair. The president then has all the privileges of a member: addressing the officer temporarily presiding in the same manner as any other member and returning to the chair only after the vote has been announced.

- May vote when voting is by ballot; in other cases, may cast a vote to create or break a tie if the result is in the best interest of the association.

As administrative officer, the president does the following:

- Studies information and materials secured from predecessor.
- Develops a good working relationship with the principal and staff on behalf of PTA.
- Conducts meeting of the executive committee/ board to discuss and distribute materials promptly.
- Ensures that members are added to the Oregon PTA online system and remittances are paid on a monthly basis. If your group has no membership chair or membership committee, make sure this task is assigned to a specific person.
- Calls upon each chair to prepare a plan of work. These plans are presented at a meeting of the executive board in advance of the first regular association meeting; they should be thoroughly discussed and, if found acceptable, approved.
- Ensures that all required reports have been filed in a timely manner at the Oregon PTA office.
- Delegates administrative duties to president-elect and vice-presidents as necessary.
- Serves as ex-officio on all committees, except the nominating committee, and should not seek to influence the nominating process in any way.
- Calls for required reports at a specified time and in accordance with specified procedures.
- It is the responsibility of the president to make certain that their unit is represented at the annual Oregon PTA Convention and (if their PTA unit is a member of a council) at any Council meetings.
- Represents PTA at necessary meetings.
- Signs all contracts, orders, and vouchers.

Leadership at Meetings

Efficient meetings are the launching pad for PTA action. At meetings members set goals, choose programs, and decide how to make their voices heard in the community. The president who manages meetings well improves a PTAs ability to achieve its mission.

Don't schedule a meeting just because it has been the tradition to have a monthly meeting. Members want to attend a meeting with substance and are usually confident to have the executive committee/board make the day-to-day decisions in the best interests of the entire organization. Set your meeting schedule to meet the needs of your group by asking yourself: Is there business that needs to take place?

Generally members don't come to meetings to hear reports and debate decisions which should be made in committee meetings. It is better to have three or four well-planned and well-attended meetings that provide some type of program or activity than to plan to meet every month and have a minimal attendance.

How to Conduct Meetings

The president chairs all meetings of the executive committee/board and general membership. The key to conducting productive meetings is to be well prepared. A president can improve meetings by keeping in mind the following points:

Before the Meeting

- Prepare and distribute or post an agenda in advance, with a starting and ending time.
- Be specific about topics and decisions to be made.
- Contact everyone who has a report to give, such as committee chairs, officers, student members of a PTSA, or school staff.
- Make sure materials and arrangements are complete for each item on the agenda and that you have everything you need on hand.

During the Meeting

- Start on time.
- Quickly review the agenda, adding items if necessary.
- Follow the agenda.
- Occasionally summarize as the discussion progresses.
- Give everyone a chance to participate.
- At the end of the meeting, restate the decisions reached and the assignments made.

After the Meeting

- Make sure the minutes are sent out promptly.
- Follow up on assignments made and programs initiated.

Agenda Items (Required and Optional)

Call to order - (Required)

Opening ceremonies – often an introduction of officers and/or attendees (optional)

Approval of minutes – As written or read; with or without corrections. (Minutes do not need to be read out loud) (Required)

Treasurer's report – No motion is needed unless it is the report of the final audit. The report is for information and is “filed for audit.” (Required)

Correspondence – Written forms of communication shared; read by the secretary and acted upon if required. (Optional)

Report of the executive committee/board – A summary (not the minutes) of action is read for the information of the members. Any recommendations should be voted upon one at a time, as with any other motion. (Added as needed)

Reports of standing committees and special committees – Summary of progress. If there is a recommendation, it is voted upon as with any other motion. Coming from committee, the motion does not require a second. (Added as needed)

Other reports – These could be from staff, students in a PTSA, Council, principal, senior citizen, or other special volunteer. (Added as needed)

Unfinished Business – Business carried forward from the previous meeting. (Required)

New business – the chair or members bring new business before the association. A motion is necessary before discussion and vote. (Required)

Program – The president introduces the program chair and/or presenter. (Optional) - can be after business is adjourned.

Announcements – the date of the next meeting and other important activities should be announced. (Optional but recommended)

Adjournment – Is there further business? If not, then “The meeting is adjourned”. (Required)

Parliamentary Procedure Basics

Though it can seem cumbersome at first, parliamentary procedure is simply a set of rules for conducting an organized meeting. Following parliamentary procedure lets PTA accomplish its goals fairly, while protecting all members' rights. This is democracy in action. The basic principles of parliamentary procedure are these:

- Consider one thing at a time.
- Ensure justice and courtesy for all and partiality for none.
- Follow the rule of the majority.
- Preserve the right of the minority to be heard.

Eight Steps to a Motion

Only members are qualified to make motions, discuss, and vote.

- Obtain the floor – A member addresses the chair (president).
- Assign the floor – The chair (president) recognizes member.
- Make a motion – The member states: I move that.....

- The motion is seconded – Another member states: I second the motion. If there is no second the motion is lost. Motions coming from a committee do not require a second
- Chair states the motion – It has been moved and seconded that...(state the motion exactly)
- Debate or discussion – Chair asks: Is there any discussion?
- Vote – When discussion ends, call for the vote. Some groups will start a discussion without a motion and come to a group consensus but many items still need an actual vote to complete business. In this case, the president may “assume the motion” by stating what they hear the group coming to a consensus on so that the item can be voted on.
- Chair announces result – State the outcome of the decision.
- Amendments – Before the vote is taken on a motion it may be amended by:
 - Inserting or adding words
 - Striking out words
 - Striking out words and inserting others in their place
 - Substituting one paragraph or another motion for the original.

President-Elect

The president-elect, who may be called upon at any time to temporarily assume the place of the president, should make a thorough study of the president's duties and responsibilities, and be familiar with the work of the association and will immediately take the office of president without further election at the end of the Presidents term or upon the President's resignation.

- Presides at meetings in the absence of the president or upon the inability of the president to serve.
- Assumes the duties of the president in the event of the president's resignation until the position is filled in accordance with the bylaws. Vice President must be elected as president to become president.
- Acts as an aide to the president and assumes responsibility for duties assigned by the president.
- Performs any other specific duties that may be provided for in the bylaws or standing rules.
- Represents the president upon request.
- May assume other duties as outlined in the Local Unit's Standing Rules.

Vice-President

The vice-president, who may be called upon at any time to temporarily assume the place of the president, should make a thorough study of the president's duties and responsibilities, and be familiar with the work of the association. The vice-president does the following:

- Presides at meetings in the absence of the president or upon the inability of the president to serve.
- Assumes the duties of the president in the event of the president's resignation until the position is filled in accordance with the bylaws. Vice President must be elected as president to become president.
- Acts as an aide to the president and assumes responsibility for duties assigned by the president.
- Performs any other specific duties that may be provided for in the bylaws or standing rules.
- Represents the president upon request.
- Units may have multiple Vice Presidents but the order of succession should be noted in the standing rules.

Secretary

The secretary is responsible for keeping accurate records of the proceedings of the association. The secretary does the following:

- Maintains an accurate record of PTA memberships.
- Takes Minutes - Records all business transacted (minutes) in each meeting of the association as well as meetings of the executive committee/board and presents the minutes for approval at the next meeting of that same body.
- Has on hand for reference at each meeting:
 - a copy of the local bylaws and standing rules
 - meeting agenda
 - the minutes of all previous meetings including treasurer's reports
 - a list of committees and their members
 - a current list of the membership
 - sign in sheet to keep attendance and voting rights
- Reads or distributes printed copies of the minutes of any previous meetings needing approval

- Counts a rising vote when requested by the presiding officer.
- Acts as custodian of all records and promptly delivers all records to their successor.
- Completes online reporting of officers and any changes to officers list on Oregon PTA website.
- Sends copies of required documents to the Oregon PTA office.
- Certifies delegates.
- May assume these additional duties:
 - Conducts the correspondence of the association.
 - Inputs newly elected officers names and addresses to the Oregon PTA website.
 - Sends out notices of executive committee/board and general membership meetings.
 - Keeps up to date email database for the unit to send email communications.

Suggested Outline for Minutes

- Type of meeting – executive/board, regular, special, or annual.
- Name of association.
- Date, place, and time of meeting.
- The names of all attendees. A note should be made in the minutes indicating any member arriving after the meeting starts or departs before the meeting is adjourned. A sign in sheet can be listed as an attachment.
- State that a quorum is established as provided for in the standing rules.
- Statement concerning the minutes of the previous meeting – whether they were acted upon as read or as printed and whether they were approved as submitted or approved with corrections (list corrections).
- Report of the treasurer. Record highlights only and reference actual report as an attachment.
- Reading of communications.
- Report of officers, executive board, standing committees and special committees. When reports are in written form they may be recorded in the minutes as attachments and numbered.
- All motions and the name of each member who introduced a motion, but not the name of the person seconding (only that it was seconded). Do NOT record details of the discussion.
- Action taken on each motion.
- Program topic, presenters, and brief description of program highlights if before adjournment. Can have this after adjournment so you would not have to take notes on it.
- Adjournment time.

Records Retention Schedule - REQUIRED

It is very important that important records of your association be retained. You will find a records retention schedule in back of this chapter and in the Resources Section of this guide to help you determine how long specific documents need to be kept. Most records must be kept permanently or for 7 years although a few are less and some are more. When in doubt...keep it. It can always be discarded at a later date.

Treasurer

The treasurer, as the authorized custodian of the funds of the association should keep full and accurate account of receipts and expenditures in accordance with the budget approved by members, as prescribed in the bylaws and standing rules and as authorized by action of the association. All board members, and especially the President however are held accountable by fiduciary responsibility to ensure responsible handling of all association funds. Even though in many units, the treasurer writes checks and makes deposits for the organization, it is NOT required that they be responsible for all such transactions. It would be prudent to be sure all responsible parties (signers/officers, cash counters, committee chairs, etc) are educated in proper procedures/best practices established for the unit. For more information see the PTA Finance Essentials chapter of this guide.

The Treasurer position can seem overwhelming but with clear procedure and the right tools in place, it can become very simple and routine. First, lets take a look at an overall calendar of activities that will help you stay on track and then we will go into more detail on how to accomplish some of the items. Remember this is a guide and you may need to add things that are specific to your unit.

Calendar for Treasurers

Treasurers perform many tasks however they can easily be broken down into weekly tasks, monthly tasks and yearly tasks.

Weekly Treasurer Tasks

- Gather all paid check request forms and deposited cash count forms.
- Enter transactions into your accounting software and indicate item was logged on the form.

- File paperwork in current folder in preparation for monthly reconciliation.
- Make notes of any missing or incomplete information or any special occurrences. Be sure to keep voided checks and make notes on any lost checks.

Monthly Treasurer Tasks

- Present written treasurers' report at each general membership meeting and as requested by the local unit president.
- Balance bank statements monthly. Prepare a reconciliation report.
- Ensure that a non-signer reviews either 1) unopened bank statements and/or 2) statements plus the reconciliation report monthly. We refer to this monthly review as a mini-audit; it is a requirement of your insurance. For more information see the PTA Finance Essentials chapter of this guide.
- Confirm remittance of Oregon PTA & National PTA portion of membership dues is sent to the Oregon PTA office by the last day of each month at \$9.50 per member. Include a copy of the remittance form (printable from Oregon PTA website) with payment to Oregon PTA.

Note: *Monthly reconciliation reports and mini-audits need to occur, even in the summer months.*

Yearly Treasurer Tasks

July- September

- File new signature card(s) at bank if needed to remove signers and add signers for new fiscal year on ALL accounts. Get verification of the listed signers on each account from the bank.
- Ensure completion of annual audit by audit committee with the help of the previous treasurer.
- Review record keeping procedures with previous treasurer.
- Update/Change procedures and make any necessary corrections to the Year End Report based on results of the audit checklist.
- Get recommendations for changes in procedures, equipment needs, etc from past and present officers/board members.
- Review the items in the "new unit" section to ensure that your unit is in alignment with current requirements/recommendations, even if your unit is not new.
- As the chair of the Budget Committee, begin the budget preparation process. Be sure to budget adequately for insurance, annual conference registration (and associated travel

expenses), and cost of business expenses such as CT-12 fees, incorporation renewals, etc.

- Attend a Leadership Training. If attendance is not possible, please contact the Oregon PTA and ask for online Treasurer training.
- Review this Guide and other training materials supplied by the Oregon PTA Treasurer.
- Perform all weekly and monthly tasks even in summer months.

October-December

- If you have not already done so, send liability insurance premium to AIM.
- Verify unit in good standing documents have been recorded in the Oregon PTA office, including officer's list and at least one member (for insurance to be valid)
- Send any Oregon PTA fund donations, as approved in the budget, to the state office.
- Assist in applying for Oregon PTA Project Grant, if sought.
- Perform all weekly and monthly tasks.

January-March

- Submit registration for delegates to the Annual State Conference & Convention by March 1st.
- Perform all weekly and monthly tasks.

April-June

- Prepare and approve an initial budget for the upcoming fiscal year. This will allow money to be spent in the summer months (prior to first meeting). An updated budget will be presented at first fall meeting of the upcoming fiscal year, but it is still very important to have a new budget in place for any expenses that may occur in advance.
- Prepare financial records for annual audit
- Keep your President up to date on the state of the finances. Remember, the treasurer is the legally responsible, authorized custodian elected by the members to be in charge of PTA funds. However, it is essential that the president, who bears full responsibility for all the affairs of the unit or council, work closely with the treasurer at all times and have a complete understanding of all financial matters.
- Perform all weekly and monthly tasks even in summer months.

Important information for New Units

Call the Oregon PTA and get a new Unit packet. This will contain many of the forms needed to apply for required information and status with the IRS and State of Oregon.

- Apply for a new EIN number (IRS) REQUIRED. Once so registered, you will be required

to file a form 990 (990-N, 990-EZ, or full 990) annually by November 15 with the IRS. See section labeled IRS in this Chapter for more information.

- Register an RF-C with the State of Oregon REQUIRED. Once so registered, you will be required to file a form CT-12 annually by November 15 with the Oregon Department of Justice. (Associated fees apply.) See section labeled State of Oregon in this Chapter for more information.
- Register Articles of Incorporation with the State of Oregon HIGHLY Recommended. Once so registered, you will be required to file an annual report with the Oregon Secretary of State. (Associated fees apply.) Month due varies unit to unit and is dependent upon the month of initial corporation. See section labeled State of Oregon in this Chapter for more information.

IRS (Internal Revenue Service)

Tax-exempt Status

Local PTA units in Oregon have tax-exempt status under the blanket non-profit status of Oregon PTA. Even though units are tax-exempt they still must still file appropriate Tax Documents each year. After filing the appropriate forms with the Internal Revenue Service, tax-exempt status means that a nonprofit corporation is exempt from the payment of federal income tax on the funds that the corporation raises, as long as the corporation operates in conformance with its tax-exempt status.

Tax-exempt status is required:

- By the Internal Revenue Service if the gross receipts (gross income) of the organization exceed \$5,000 per fiscal year (July 1– June 30).
- By the Oregon State Department of Justice, if an organization conducts any gambling activity (raffles, bingo, or amusement games at a carnival). A gambling license may also be required for some gambling activities - refer to Oregon State Department of Justice for more information.

501(c)(3)—Charitable Organizations Code of the IRS

Contributions made to PTAs tax-exempt under this section may be treated as charitable gifts by the person or organization making such contributions. Organizations under 501(c)(3) will not, as a substantial part of their activities, attempt to influence legislation or participate to any extent in a political campaign for or against any candidate for public office. Certain voter education activities or public forums conducted in a non-partisan manner may not constitute prohibited

political activity under this section. Contributions by local units to other 501 (C) (3) organizations should not be made without the written consent of Oregon PTA in order to protect local unit's status.

Employer (Taxpayer) Identification Number (EIN Number)- REQUIRED

All units must have their own EIN number issued by the IRS. It is only an identification number—the equivalent of the unit's "social security" number, and it does not have to be renewed or reapplied for. A unit will be required to have this number to open a bank account and this number will be used on all communication with the IRS. It is not a tax-exempt number. This number is easily obtained by logging on to the IRS site: www.irs.gov/businesses and then clicking on Employer ID Numbers. Or call the IRS office in Fresno, California, at 1-209-452-4010. Information and the proper forms are also available from the Oregon PTA office. There is no fee to apply for this number.

Public Inspection of Records

Any organization (including a PTA unit or council) that has submitted an application for tax-exempt status must make available for public inspection a copy of its application (together with a copy of any papers submitted in support of its application) and any letter or other document issued by the IRS in response to the application. Also, if an organization (including a PTA unit or council) files a Form 990, it must make the return (including all parts of the return and all required schedules and attachments) available for public inspection upon request.

Filing Taxes - REQUIRED - ALL Units must file with the IRS by NOVEMBER 15th

PTA units are tax-exempt but must file a 990/990EZ/990N which is an information type tax return each year in order to avoid penalties or loss of their tax-exempt status. The type of 990 you must submit depends on your gross income. You will not receive notice to file and they will not send you a form. All their forms are on their website: www.irs.gov and they expect you to file on time of your own accord. Because the required fiscal year for PTA units is July 1-June 30 your tax form is due November 15th. A copy of your filing or confirmation of receipt is due to Oregon PTA by Nov. 30th.

990N (e-post card) - if gross income of normally less than \$50,000

- It is a very simple form done online in about 10 minutes.
- There are no late fees for late filing
- If it is not filed for 3 consecutive years you will automatically lose your tax-exempt status.
- For specific instructions on filing the 990N go to: www.irs.gov and search 990N
- DUE DATE is NOVEMBER 15th

990EZ (short form) - if gross income less than \$200,000 & total assets less than \$500,000

- More involved form but usually easy for a local unit officers can complete it on their own. Can be submitted electronically but must include a Schedule A
- For more instructions go to IRS website at: www.irs.gov and search 990EZ instructions
- LATE FEES: Penalties of \$20 per day (not to exceed the smaller of \$10,000 or 5% of gross income) can be charged if filed late.
- DUE DATE is NOVEMBER 15th

990 (long form) - if gross income more than \$200,000 or total assets more than \$500,000

- Can be much more involved and often units will hire professional accountants to file their 990 form to ensure accuracy. Must include a Schedule A.
- For more instructions go to IRS website at: www.irs.gov and search 990EZ instructions
- LATE FEES: Penalties of \$20 per day (not to exceed the smaller of \$10,000 or 5% of gross income) can be charged if filed late and no extension is filed.
- DUE DATE is NOVEMBER 15th

If the IRS should contact you....Call the Oregon PTA Office or Treasurer immediately!!!

If a PTA officer or unit receives any communication from the IRS it should be taken VERY SERIOUSLY. Do not try to handle the situation on your own. Often the Oregon PTA has dealt with a similar communication and can offer suggestions or solutions. The IRS constantly reviews all tax-exempt and non-tax-exempt organizations very closely. This review includes PTA units.

State of Oregon

Charitable Activities Section of the Department of Justice - State Taxes - REQUIRED

All units must be registered with the Charitable Activities Section of the Department of Justice. New units must first complete form RF-C with the Charitable Activities Section of the Department of Justice. All units must file annual reports with the Department of Justice on form CT-12. All units must then file a CT-12 each year with the Department of Justice by Nov. 15th and pay their Oregon Taxes even though you are a 501(c)(3). The state tax due is based on your revenue and assets on a sliding scale listed on the CT-12 form for that fiscal year. The Form Year should match the starting year of the fiscal period covered by the report for example Form CT-12 2014 will cover the fiscal year July 1, 2014-June 30, 2015. To complete the form you will need your end of year financial report or completed 990 form, officers/board members contact information (with titles and approximate hours they volunteer in their position - mark pay as \$0. If you have questions about completing your CT-12, contact the Department of Justice. There is a minimum late fee of \$20 and the fee will go up depending on how late your filing is. Make sure your CT-12 is submitted with payment to the Department of Justice no later than Nov. 15th to keep from incurring late fees. Submit a copy of the completed form with check number noted to Oregon PTA no later than Nov. 30th as part of your Unit in Good Standing Requirements.

Oregon Secretary of State - Incorporation - HIGHLY Recommended

As a safeguard for your unit and its officers, it is suggested that all units file Articles of Incorporation with the State of Oregon. Although at this time, Oregon PTA does not require incorporation, it may be required in order for your unit to open a bank account. Forms may be obtained by calling the Oregon PTA office or from the Oregon Secretary of State at this link: [Articles of Incorporation](#). After your initial incorporation, your unit must file Annual Reports with the Oregon Secretary of State - Corporate Division. New units file for a business name, submit their Articles of Incorporation form with payment to the Secretary of State - Corporate Division to become incorporated. Once incorporated, Annual Reports need to be filed yearly on the anniversary date of incorporation (does not follow your fiscal year and will be different for each unit). Annual reports with payment must be completed and paid to keep your incorporation. To complete the report you will need the name of the current Oregon PTA President, address and for the Oregon PTA State office as well as your business address (might be school or wherever you receive mail as a unit), your president and secretary's names and personal contact

information. The Registered Agent should always be filled in with the current Oregon PTA State President's name and the Oregon PTA office address since your unit gets its 501(c)(3) status under the umbrella of Oregon PTA. The form is easy to complete. If annual reports with \$50 payments must be filed within 45 days of your anniversary date, to keep your incorporation. Below are the advantages of becoming incorporated. Again although not required it is highly recommended as it may be required to open a bank account, apply for grants, etc and offers further protection to your officers/board and members.

Advantages of Incorporation:

- Incorporation establishes the PTA unit as a nonprofit corporation, which is a legal entity.
- The existence of the corporation serves to establish protection for, and limit the liability of, the individual members of the unit. The members and officers are protected from being personally responsible/liable for the unit's debts and legal obligations.
- In an unincorporated local PTA/PTSA unit, the officers, directors and all individual members may be personally liable for the unit's debts and obligations.

Financial Procedure Requirements and Setting up Systems

The treasurer works cooperatively with all officers and chairs to ensure money is counted, deposited immediately, and appropriate accounting is completed by establishing and monitoring responsible financial practices and procedures. Make sure all officers are trained and understand the procedures as you may not always be the person making deposits or writing all the checks. Add policies/systems specific to your unit to your standing rules so they are clear to everyone. Although your unit will design its own procedures for handling check requests and deposits, these are requirements that all procedures set in place must adhere to without fail:

- Two people who are not related or living in the same household should always count all monies and both should sign a form verifying and documenting the amount. This document must be kept in a secure location separate from the funds. If desired, a copy can be kept with the funds but the original must be kept separate from the funds.
- Deposits should be made within a short time.
- Pay all bills by check and have receipt/invoice/written documentation in hand before writing a check.
- Never sign a blank check or make a check out to CASH.
- All checks must have a minimum of three people (not related or living in the same household): the payee (person the check is written to), PTA signer 1 and PTA signer 2. Never sign a check that is written out to you as the payee.
- PTA funds must be kept separate from school funds.

- Receipts are required for payment of reimbursements.
- Keep all receipts and invoices on file neatly.
- Keep copies of all minutes for reference to expenditures of funds.

Deposit Procedures

Who does deposits?

Your standing rules should specify who will be doing your cash counting such as at least one of the two required cash counters shall be an officer or committee chair and should also specify where uncounted money and counted money (prepared deposits) will be stored securely until they are deposited. Remember: The two cash counters on a deposit may not be related or living in the same household. .

Cash Count Form Completion

Use a cash counting form every time money is collected and be sure it is signed by two people when completed. You can use the sample one provided in the Forms section of this guide or you can develop your own. If you develop your own be sure it includes all the information collected in the sample form including: a break down on coins, bills and the numbers of each plus a place to list all checks by check number and/or last name with amounts. If you run out of room for all the checks just use the back of the form or a separate piece of paper attached (be sure to note: additional on the back or additional on separate sheet on the front of the cash count form so it doesn't get missed or you can design your own but you must have two people counting every deposit, at the same time, every time. There are no exceptions even for check only deposits. If for some reason you run out of forms hand write one on a piece of paper but be sure to include all the information needed on your regular form.

Which Budget Items get Credited for this Income?

The cash counters need to note on the cash count form what budget items/events/etc the deposits are for and for how much. Your form should have space for providing this information. Be very careful that the budget line amounts add up to the exact amount of your total deposit. You do not have to have separate deposits for separate budget lines but you do have to have a way to break down the total deposit into what items are being credited and how much. For example a \$500 deposit may be Jog-a-thon \$400 and Spirit Wear \$100.

Bank Deposit Slip

Once the cash count form is complete, fill out a bank deposit slip and ensure all checks are stamped (endorsed) for deposit only. If you have a large amount of checks you can copy your cash count list of checks and attach the copy to the bank deposit form marking on the bank deposit form "see attached" where you would record each check individually. This will save you time but be sure to keep your original for the document file.

Deposit Bag

We recommend using tamper evident deposit bags for deposits. Insert cash, coin, checks, bank deposit slip and seal bag. Do NOT enclose the original signed Cash Count Form, keep it separate. Seal bag and attach (staple or tape) the clear receipt to the original signed Cash Count Form.

Cash Count Form Storage

Per your insurance, the original cash count form needs to be stored separately from the deposit so set up a specific place for these to be stored. If you have the capability, it is great to scan or take a picture with your smart phone to send your treasurer immediately. This way if the original does go missing (we hope not as it is needed for the audit), there is a record of it that can be retrieved. The form is only paper, so it does not have to be secured in a safe, a file or folder will do.

Deposit Receipt from Bank

The deposit bag should be taken to the bank immediately by one of the Cash Counters or should be secured in a PTA safe. It should NOT be stored in a school safe or locked file cabinet. You will need the person making the deposit to get a receipt from the bank showing the deposit was made to file for your audit. The deposit receipt will then go to the treasurer to be attached to the Original Cash Count form. These are easy to misplace so it is a good idea to take a picture of the receipt and text/email it to your treasurer just in case.

What if Bank is Closed?

A PTA (only) safe, is best if you are allowed to install one. A PTA only safe can be very useful to secure money before counting such as during fundraisers. Make sure to get one with a drop slot where school staff can drop money in but can not get money out. It is best if it is located in

or near your school office. If you can not have a PTA safe at your school you may want to set up night deposit with your bank however you will need to make sure there is a way to get the Bank Receipts for your audit either mailed or you will need to pick them up the next day. The deposit bag can go home with the person signing off as responsible party for taking the deposit to the bank but the cash count form should never go with them. On rare occasions, the deposit bag can go home with a person signing off as the responsible party for taking the deposit to the bank but the cash count form should never go with the funds. You should set specific parameters about people taking home deposits in your standing rules such as it must be deposited the next business day, they must send a picture of the deposit bag, must send a picture of the cash count form (not with them) to the treasurer, and they must notify the treasurer when they take it to the bank. IF the treasurer is the person taking the deposit, ensure that the cash count form is not with them or a copy or photo of it is stored in some secure location accessible to others.

PTA only Safe

The easiest way to safeguard uncounted cash/checks, scrip cards, other gift cards and small valuables is to have a PTA only safe on site. A PTA safe is a safe that is dedicated only for the use of PTA and is accessed only by those authorized by the PTA. Be sure to change codes/key access as officers change to ensure that only those currently authorized have access. The unit's standing rules should specify who has safe access. PTA funds must be kept separate from school funds therefore your unit should not be using a school safe in which school funds are stored. A PTA only safe with a drop slot is the best way keep your funds secure and to ease the burden of responsibility for school staff collecting PTA funds during fundraisers. For example, when children turn in fundraising envelopes, staff can simply drop them in the safe to keep them secure. Also, your Cash Counters can then handle them a batch at a time. A safe is also the best way to secure cash needed for events and gift cards like scrip before they are handed out. Scrip cards are like cash and should be handled in the same way. They should not be sent home in backpacks or left on a desk for pick up. Because scrip has such a low profit margin, you could end up losing money on scrip if cards go missing. Further, your insurance deductible will be \$250 for any such claim, and claims may only be made if accompanied by a police report. That is, "lost" funds are usually not recoverable; only "stolen" funds, regardless of whether the theft can be proven.

Expenditures

If audited, the primary area of inspection for a nonprofit, tax-exempt organization (including PTA) is its expenditures. In other words, how did the organization spend its money? The primary

requirement is that all expenditures must be in conformance with the tax-exempt purpose of the organization. For PTA, this means that all expenditures must be directly related to the health, welfare, safety, or education of children, and the unit must be able to prove it. Proof is generally provided through proper receipts for every expenditure made by the unit. Extraordinary care should be taken to assure that every expenditure—every check that is written—is substantiated by a proper receipt. Failure to provide proper receipts is often considered, by the IRS, as sufficient evidence that the organization did not spend its money in a manner which conformed to its purpose(s).

Expenditure Procedure Requirements

- All Checks should be stored in a secure location and documented (voided checks should not be destroyed). Many units store their checkbook in their PTA safe.
- Every expenditure must have a receipt/invoice. The use of a check request form can assist you with this requirement and keep your records organized for recording in your ledger or online accounting system.
- Every check must be signed by two signers on the account who are not the payee and who are not related or living in the same household. Reminder: Be sure signers are up to date on bank accounts. especially after resignations or other officer changes.
- Expenditures must be part of your approved budget (approved by your members) before money is dispersed (checks written). To do this all signers must understand and have access to the units budget and up to date expenditures in order to determine if the check they are writing is indeed part of the budget and to make sure the line item does not go over budget with the check they are writing. If you are using a paper ledger this can be more challenging. We suggest using online based accounting software like MoneyMinder that allows viewable access to multiple users (like all your signers) to make this easier.

Check Request Form

Used for reimbursements or funding that is already in your approved budget. Keep check request forms where they are easily accessible to anyone who may need to submit one (teachers, PTA leaders, committee chairs, etc). A sample Check Request Form can be found in the Forms section of this guide.

Check writing procedure

The person requesting check or board member that received bill/invoice from an outside party should complete a check request form and staple or tape their receipts onto the form. They should be sure to know the purpose (budget line item) the funds are for and sign the form. The

completed check request form should be in hand before a check is written. Check request forms should be placed in a specific location for signers to check on a schedule or frequent basis. It is best practices to write checks on a weekly basis.

Once a check is signed, the signers must note on the form the check number used to pay the request and confirm the correct budget item for the expense, and place the form in a secure location for the treasurer. Once the check has the required 3 names (payee, signature 1 and signature 2) it can be mailed to the payee or otherwise securely delivered to the payee.

Voiding a Check

When a mistake is made in writing a check, write void over the check and attach it to a check request form for your treasurer to file for the audit. Write a new check for the request. **DO NOT DESTROY THE CHECK!**

Cash Boxes for Events

When hosting an event you will often need to have cash on hand in order to make change. To do this you should NOT make a check out to cash. Instead, the Committee Chair or Officer in Charge of the event must complete some type of Cash Box Request Form. This form should detail the total amount and what specific denominations are needed. This Cash Box Request Form should be attached to a check request form as an invoice and the check request form completed to request a check made out to the person going to the bank. Signers should verify that the request is approved before issuing the check. Signers on the check must not be the payee, related to the payee or living in the same household as the payee for the Cash Box Request. When the person arrives at the event with the cash, it must be verified by two people (not related or living in the same household) on a Cash Count Form - write Cash Box at the top of the form for later reference or complete the "petty cash" section of a Cash Count form for the event. The Cash Box Request Form, Check Request Form and verified Cash Count Forms for the Cash Box money should be filed together for your audit.

In your accounting program, the clearest way to show Cash Boxes is to have a budget line for it, noting in your budget that it should have matching income and expense (as the amounts may not be certain). Income and Expense should always match once event is complete and deposit is made. This should be watched carefully and must be a net zero at the end of the year. Be careful that cash box amounts are not added to the income of an event.

Funding Requests that are NOT in or are OVER your budget

If someone requests funds not in your budget explain that no funds can be released that are not in your budget. Encourage them to put together a proposal for funding per your standing rules for new business. Our suggestion is that your standing rules require members to submit funding requests or all new business to your board at least 10 days before a general meeting so your board can review the proposal and have time to research the impact of the funding request on the overall budget and to determine if it is within the mission of PTA or add it to the agenda. Having them submit it to your board in a Proposal for Funding Form will help make decisions faster and will also help the member get their idea focused and ready go to a committee action if approved by members at the general meeting.

Proposal for Funding Form

Used to propose a change in your budget for a new project or activity. Should include: Why funds are needed, who benefits from the funding, and very specific budget needs. When complete, it can easily be used to make a motion at a meeting.

Accounting

All of your transactions need to be recorded in a registry (ledger) and used to populate financial reports that can compare your spending to your budget. To do this you will need an accounting system. You can use a paper or computer ledger and spreadsheet if your unit does not have more than 10 or so transactions a month but for the majority of units, it is suggested to use an accounting software system. Our suggestion for most units is to use an online software program like MoneyMinder from Non Profit Central, Inc (<https://nonprofitcentral.biz/moneyminder/>) with the following features:

- **Online** - can be accessed anywhere with internet by a user with a login/password
- **Multiple Users** - can set up multiple users and set them as view only or where they can edit transactions and print their own reports - great for signers, board members and auditors to have viewable access and to have at least two people having editing power just in case but one assigned to mostly manage it.
- **Budget** - can help you build your budget which then force users to assign every transaction to one of the existing budget items. Can store notes on budget changes (amendments) voted on through the year at the bottom of the budget and/or store notes on specific budget items. Easy print budget reports for meetings
- **Bank Register (ledger)** - Record of all Debits (expenses/checks) and all Credits (income/deposits) and how they affect your bank account balance. Ability to SPLIT

transactions for recording against budget. For example: A deposit of \$500 can be split as \$400 to Jogathon, \$50 to Spiritwear and \$50 to Popcorn Sales. Shows the total deposit on your register but credits categories in separate amounts against your budget.

- **Bank Reconciliation** - Ability to complete, save and print your monthly bank reconciliations. These should be done within 10 days of receiving your monthly bank statement and must be printed, signed & dated and filed (along with a transaction report for the month) in your permanent file. If you are a signer and doing the reconciliation, you must have another person audit the reconciliation each month. Make any notes of missing/incomplete supporting documents for your annual audit and make every effort to find/complete the items before the annual audit (document your efforts).
- **Multiple Bank Account Management** - can track transactions in multiple accounts. Helpful if you have a checking and savings account for your unit.
- **Bank Reports** - Transaction reports in a date range or for a budget category.
- **Performance Reports** - Compare your actuals (income/expense) to your Budget in multiple views. In MoneyMinder there is a Treasurer's Report, Income Statements, Annual Reports (End of Year Financial Report) etc. Great way to prepare for a meeting at the touch of a button. Can even compare year against year when using it for many years which can be very helpful for Budget Committee to review.

Reporting Membership Income/Expense

Income (Credit)

Income is all incoming monies or total gross revenue for a fiscal year (July 1- June 30). In reporting your income for the IRS and State, you should not include the \$9.50/member from your income since it is not really your income. You will need to account for it on your financial reports as the money went in and out but deduct it when submitting your income to the IRS or State of Oregon and note it on your financial report. If you are doing a scrip or product fundraiser, you need to include all money coming in and not just net profit.

Expense (Debit)

All money paid out of your account during the fiscal year (July1-June 30). As in your Income, when reporting to the IRS and State you must reduce your expense by the amount you remitted to Oregon PTA for Oregon PTA and National PTA dues.

Reports

Budget

The budget must be voted in and any changes made to it voted on before any money is spent. Make sure your unit always has an approved-by-members budget to work within and that they are spending in its parameters. Although it is the Treasurer's job to track how much has been spent against a budget line and what is remaining, it is everyone's responsibility to ensure that the unit spends within the approved budget. Changes to the budget must be approved by members before money is spent. See more information on Budgets in the Board Service Chapter of this guide.

Treasurer's Reports

The treasurer must present a written financial report at each meeting of the association (board meetings and general membership meetings); the statement is then filed for audit. It is not necessary to approve the financial statement by motion or vote of the association but it must be presented. Try to pick one format for your report and stick with it through the year so that members, officers, and board members can easily compare reports. A treasurer's report can often be printed from your software program (like MoneyMinder) as long as all transactions are up to date and accurate. A treasurer's report is typically a "budget to actuals" report, indicating each line item in the budget, the budgeted amount, the actual amount applied to the line item so far for the year and how much is left/remaining in that budget line (difference between budget and actual). If you are using a paper ledger you will need to keep track of your income and expenses in a spreadsheet program and update your reports manually. It is advised you add notes to accompany the printed report of items you want to bring to people's attention during the meeting.

End of Year Report

The treasurer should complete an annual report to be presented to members at the general meeting following its completion that gives a summary of all income and expenses as they correspond to the budget. It is a final report of the fiscal year activity and should be formatted to look the same as your treasurer's reports so that members can easily understand it. It is the report you will use to complete your 990 and CT-12 for the fiscal year. See the End of Year Report & Tax Worksheet in Chapter 10.

Audit

The treasurer shall deliver all appropriate documents to the auditing committee and audit report read at the meeting following its completion (usually the first meeting of the year). The auditor's report needs to be adopted.

Documentation

Setting up a good documentation system ensures everything is ready for your audit and will be at your finger tips to answer questions when they arise. Set up a Treasurer's Procedure Book, a temporary file and permanent file for the new fiscal year. Be sure permanent files are also securely kept for previous fiscal years. As files get dated beyond 7 years, refer to the Records Retention schedule in the Forms Section of this guide to decide what can be purged. Always remember when it comes to documents: When in doubt...keep it. It can always be discarded later.

Treasurer's Procedure Book

You can start with a hard copy of this training guide purchased at a training event or from the PTA office to build one or use any binder you have and simply add all parts. Items you should include in a treasurer's binder are:

- Training materials for position (like this guide) and given at training events
- Notes you need to pass on when you leave office
- Notes for projects/committee work you are involved in
- Bank Account Information (secretary & president should also have this)
- Contract Copies (original with secretary and copy in permanent file)
- Login/password information to pass on (keep secure!)
- Treasurer reports for the year (copy to secretary and copy in treasurer's permanent file)
- Minutes from all Meetings (copies for auditor to use)
- End of Year Report - Accounting software annual report or a spreadsheet report of all income and expenses (original with secretary, copy in permanent file)
- Current & Last Year's Insurance Certificates and/or submissions. If certificate has not yet arrived file your submission form and note check number. (original with secretary, copy in permanent file)
- Current 990/990N/990 EZ copy (original to IRS, copy with secretary, copy in permanent file)
- Current CT-12 copy (original to DOJ, copy with secretary, copy in permanent file)

- Current Annual Report for Secretary of State (for incorporated units) - make sure due date is clearly noted and added to your treasurer calendar as it is the anniversary of your incorporation and not set by fiscal year like other filings. (original to Secretary of State, copy with secretary, copy in permanent file)

Temporary File

The temporary file should have at 2-3 separate areas, hold about 2 months worth of documents and be something you can easily carry with you. It is where you will store:

- **In Process** - documents such as check requests that are not yet entered in your accounting system, forms missing attachments like Cash Count Forms waiting for Bank Receipts, or even forms you have questions about and need to research further.
- **Complete** - completed documents before your monthly bank reconciliation. You should separate the Current and Previous month by a divider or secure clip. Keeping them in order of income by date and expense by check number/date order helps with the bank reconciliation.

Permanent File

Larger filing box/cabinet that can hold an entire fiscal year with divisions that correspond to your fiscal year - July, Aug, Sept, Oct, Nov, Dec, Jan, Feb, March, April, May, June. When your bank statement arrives, retrieve all documents from that month covered on the statement and be sure they are complete. Make notes of anything that is not complete/missing and make every effort to complete or find missing items (make notes of your efforts). Reconcile your bank statement in your accounting system. Print out the reconciliation report, a transaction report (date range) for the month covered in the statement and attach them to your bank statement. Make sure you sign and date the reconciliation form and that it is on top with any notes for your auditor on missing or incomplete items. File all supporting documents in date order as they appear on the transaction report to assist your auditor in finding specific items quickly.

Basic Tasks Schedule for Documentation (see calendar for more duties):

- **Weekly** - Gather all paid check request forms and deposited cash count forms at least weekly. Enter the transactions into your accounting software and indicate you did so on the form. File them in the temporary folder. Note any missing/incomplete items and attempt to resolve making notes of your efforts.
- **Monthly** - Within 10 days of receiving your bank statement, reconcile your account.

Make notes on any supporting documents that are missing/incomplete and your efforts in resolving. Sign and date reconciliation. If you are a signer, have an auditor review your work and then sign & date the reconciliation report as well. Move reconciled month's documents to permanent file.

- **Before each meeting (board or general meeting)** - print a treasurer's report from your accounting or a report like it comparing actual numbers against budget and showing your bank balance. Make notes of items to discuss or bring to peoples attention in reading the report. Sign and date the report and make copies as needed. You should keep a copy for your records and the secretary should file them in her minutes binder as well.
- **During Meetings** - present Treasurer's report. If you are not going to be at a meeting, ensure your report is understood and presented by someone else (like the president)
- **Yearly** - many treasurer duties are done only on a yearly basis - completed early fall and most will need copies submitted to Oregon PTA, your secretary as well as other groups (IRS, DOJ,etc). It is suggested that you complete these as quickly as possible at the beginning of the new fiscal year as some have strict deadlines and others are just time sensitive.
 - Budget (Revised throughout the year as needed)
 - Insurance Purchased
 - Audit Report (completed by Audit committee)
 - Year End Report for Previous Fiscal Year (may be called Annual Report in accounting software)
 - 990/990EZ/990N
 - CT-12
 - Annual Report for Incorporation for Secretary of State (if incorporated)
 - Insurance Purchased

Audit

Ideally, the audit checklist must be performed by at least 2 individuals who are not signers on any of the audited accounts during the fiscal year being audited or the current fiscal year. (small units with less than \$25,000 gross income may have only one auditor) This does NOT have to be done by an accounting professional.

The PTA Annual Internal Audit

The purpose of an audit is

- To certify the accuracy of the books and records of the financial officer, and

- To assure the membership that the association's resources/funds are being managed in a businesslike manner within the regulations established for their use.

Audit Preparation

Getting organized is the key to success! Build your system to ensure each item is organized in a way that makes it easy for someone to look through for your audit. Items needed for a complete and stress free audit:

- Copy of last audit report
- Bank statements for the 12 months being audited
- All bank deposit receipts
- Receipts/invoices for all checks written
- Approved budget
- Minutes from general meetings and board meetings
- All treasurer reports
- Check register/ledger from treasurer
- Cancelled checks or images of cancelled checks from bank
- Any VOIDED checks

Each month when the bank account is reconciled you should make clear notes on any items missing or done incorrectly to bring them to the attention of your auditor and to give explanation. We are all human and do make mistakes but try and keep them to a minimum and adjust processes to reduce incidences. Make every effort to resolve items that are incorrect/missing and make document your efforts for the audit committee.

Audit Checklist Form including instructions for your auditor/audit committee can be found and copied from the Forms section of this guide.