

Treasurer Document Organization

Below are standard practices for organizing treasurer materials.

This will help compile necessary documents for the year-end fiscal audit, and provide you information to support you in your current role.

Section 1:

- Meeting Minutes: Board Meetings months July-June
General Membership Meetings months July – June

Note: Meeting Minutes should be signed by your board Secretary and President.

Section 2:

- Insurance: Certificate & Renewal Receipt
- Taxes: IRS Form 990, 990N, 990EZ & Oregon State CT-12
- Incorporation: Copy of renewal registration
- Last year's audit: Keep a copy of the completed prior year audit handy.
- Budget: Current fiscal year approved budget July 1- June 30th.
- Check Register: Check Register (Printed from budget keeping software)
- Year-end financial report: Recap or Printed from budget keeping software (MoneyMinder)

Section 3:

- Monthly audit checklist: Signed by banking non-signer.
- Treasurer/Financial Reports: Copy of monthly report presented.
- Bank statements\reconciliation: Printed copy kept, signed by non-signer.
- Deposits: Money Count Worksheet or Cash Verification Form and adjoining deposit receipt.
- Expenses: Check Request Form, Invoices and other pertaining paperwork.

What Does a Treasurer Need To Know?

- ✓ **The organizations Tax-ID number:** also formally called the Employer Identification Number (EIN). Some groups use the school's Tax -ID number, this is not recommended.
- ✓ **Your organizations bank account number:** Some groups open an account under a member's personal social security number, which can create *significant* tax issues. Get the groups EIN/TAX-ID from the IRS and open the bank account under that EIN number. Make sure your bank has your EIN/TAX-ID on file.
- ✓ **The fiscal year:** Oregon PTA fiscal year is July 1 – June 30th yearly. File with IRS if you need to change dates.
- ✓ **The meaning of “501(c)(3)”:** That is the section of the federal tax code under which certain organizations, including parent groups, associated with schools can earn tax-exempt status. There is a great E-Learning video on the NAPTA website.
- ✓ **Is your organization a registered 501(c)(3)?:** You likely are, under our PTA Oregon Congress umbrella. If you are not sure, call the IRS or Oregon PTA office. If your group is registered, you should have a “determination letter” from the IRS in your files, which declares your organization a tax-exempt charity. Determination letters can be requested on the IRS website. <https://www.irs.gov/charities-and-nonprofits>
- ✓ **Are you incorporated in Oregon?:** Typically, incorporation is renewed annually. You should see evidence in your files that your group has been submitting the renewals. You can also verify this on the State of Oregon secretary website. <https://sos.oregon.gov/business/Pages/nonprofit.aspx> *Note: Ensure you are following the appropriate naming convention.*
- ✓ **The telephone number of the IRS: 1-877-829-5500.** IRS representatives can be quite helpful. If you are audited, contact the Oregon PTA.
- ✓ **The telephone number to AIM Insurance: 1-800-876-4044.** AIM is a partner of the NAPTA and ORPTA, if you are not insured with AIM, have your insurance carrier phone number handy at all times.
- ✓ **The location of past tax forms (990/990N/990EZ), Oregon CT-12, and all applicable banking records:** The annual tax returns are required by the IRS (990/990N/990EZ), and State of Oregon for Non-Profit Charities (CT-12). You should have copies of the past seven (7) years of all tax documentation. Monthly audits, banking reconciliations and receipts can be kept for three (3) years. If you can't find any in your files, or your files are missing contact the Oregon PTA for direction. Records can be kept electronically in an external hard drive or private cloud storage. All board members should be aware of where this is located.
- ✓ **When in doubt, call the Oregon PTA!:** Phone, Email, Fax, Mail... We are here to help.