

# AUGUST 2018

(R) = Required



## WHAT YOU MAY NEED TO WORK ON THIS MONTH:

*(Please contact your Area Advisor if you need help with any of the items listed below)*

**(R) Treasurer's Reports:** See the **FINANCE** section of the Red Book. This report needs to be presented at every executive board and association meeting. You will turn in a copy to council every month beginning in **SEPTEMBER** where you will need to turn in reports from **MAY** to **AUGUST**.

**Professional Governance Standards:** see instructions in the **SEPTEMBER** section for completing this form and earning a *Certificate of Recognition* for your unit from California State PTA.

## Due in September:

- **(R) Year-End Audit:** This audit covers the months from **JANUARY** to **JUNE**. See the **AUDIT INFO** pages in the **FINANCE** section of the **RED BOOK** for form and guidance.
- **(R) Unit Treasurer's Annual Report (UTAR):** The numbers reported will be used in filling out the unit's income tax forms. More information can be found in the **AUGUST** section of the **RED BOOK**.
- **Reservations – Thirty-Third District PTA Legislative Conference:** Info will be emailed directly to the Unit Presidents. This conference is open to all PTA officers. We also encourage high school units to include students who may be interested in advocacy and education for this event. Sample invite in the **SEPTEMBER** section.
- **Reservations – Thirty-Third District PTA Meeting & Training:** Info will be emailed directly to the Unit Presidents. Your attendance at the meeting and workshops is strongly encouraged. Attend up to three workshops to help you understand your position on your PTA board this year. Refresh your knowledge of PTA. Sample invite in the **SEPTEMBER** section.

## Due in October:

- **(R) Council Assessment Fee:** This money is used to run the business side of the Long Beach Council PTA. Each unit must pay this to be considered a "unit in good standing" with the Long Beach Council PTA.
- **(R) Unit Budget:** You need to have your budget approved at your first association meeting. Your unit would have worked on this over the summer and it should be presented and approved at the first association meeting of the school year in September. See the **SAMPLE BUDGET** in the **FINANCE** section for guidance.
- **(R) Officer, Chairman & Delegate List (OCD List):** This is a list of the people who make up the executive board in your unit and the names of your delegates. Article X in your unit bylaws state that you should appoint 2 delegates to bring with you to the Unit Presidents meetings in **NOVEMBER, MARCH AND JUNE**. Form can be found in the **OCTOBER** section
- **(R) Membership dues:** Make sure to start your Membership Campaign as soon as possible. If you would like your unit to be eligible for the Ready, Set, Remit award, you will need to turn in dues for 30+ members. More information on Membership Dues and Campaigns can be found in the **SEPTEMBER** section.
- **Reservations – Thirty-Third District PTA Presidents and Administration Conference:** Info to be emailed directly to the Unit Presidents. Sample invite can be found in the **SEPTEMBER** section

**Red Ribbon Celebration** (last week in **OCTOBER**): info in the **OCTOBER** section of the Red Book.

**Bethune Donations:** If your unit participates in a collection of items to donate to **BETHUNE**, you may turn those in at any UPs meeting. This counts towards the Programs portion of the Honor Unit Awards. Please look in the **NOVEMBER** section of the Red Book for more information.

**THIRTY-THIRD DISTRICT PTA  
INSTRUCTIONS FOR UNIT TREASURER'S ANNUAL REPORT TO COUNCIL**

**July 1, 2018 to June 30, 2019**

This report is to be prepared in triplicate: one copy for the Thirty-Third District PTA treasurer, one copy for the council treasurer, and one copy for the unit procedure book. **This report is most important, especially when filing Federal Income Tax Forms and are audited by the IRS. PLEASE NOTE:** if you have more than one account, you may report the less active accounts on a separate page and include sub totals on the main report, or you may do a report for each separate account and combine all accounts on one main report. **CAUTION: Do not duplicate transferred amounts from one account to another in the total.**

**RECEIPTS:** Indicate balance(s) on hand as of **June 30, 2018**, which should be the same as the ending balance reported on the prior annual report.

1. Membership Dues – indicate only the portion that the unit keeps. Fill in the unit portion of dues per member times the number of members (for example: \$1.50 x 200 = \$300).
2. Program Service Revenue – any revenue received from events sponsored for parents & students (activities not meant as fundraisers).
3. Interest Income – interest received on checking and savings accounts.
4. Special Events and Activities – **all receipts** (gross) from fundraisers; i.e., carnivals, paper drive, magazine subscription sales, book fairs, etc.
5. Other Income – any income not included in the above categories is included on this line.
6. Receipts Not Belonging to the Unit – the portion of the per capital membership that is passed on to the council for council, district, State and National dues, as well as receipts from the Founders Day free will offering are included here. Indicate the number of memberships times the dollar amount sent to the council, as well as the total.

**DISBURSEMENTS**

1. Program Service Expense (Student Assistance & Parent Education) – the amount expended for student welfare and programs, such as room parties, awards, scholarships, gifts to the school, leadership training expenses and parent education programs.
2. Direct Expenses of Special Events – all expenses incurred in fundraisers (see #4 above).
3. Organizational Expenses – President's reimbursable expenses, convention expenses, officers' and chairmen expenses, insurance, supplies, etc. This category also includes **Honorary Service Award pins and past president's pins**.
4. Honorary Service Award – include only the money sent to State PTA for each **award (do not include cost of pin)**. This money is used for scholarships and the amount is part of Program Service Expense on the tax forms.
5. Founders Day – Unit donation as budgeted. Also, part of Program Service Expense on the tax forms.
6. Other Disbursements – list anything that doesn't come under another category.
7. Disbursements Not Belonging to the Unit – per capita membership sent to council for council, district, State and National share of dues, as well as Founders Day receipts (free will offering only). Indicate the number of memberships times the dollar amount sent to the council.

**BALANCE ON HAND, ANNUAL REPORT June 30, 2018** – subtract TOTAL DISBURSEMENTS from TOTAL RECEIPTS AND BALANCE ON HAND. These figures must match the checkbook balance plus balances in any savings and/or investment accounts. **Draw a green line in the checkbook and ledger** to show what has been included in this year's report and where the treasurer will begin next year's report.

THIRTY-THIRD DISTRICT PTA  
**UNIT TREASURER'S REPORT TO COUNCIL**  
July 1, 2018 to June 30, 2019

UNIT \_\_\_\_\_ COUNCIL \_\_\_\_\_  
 ANNUAL DUES ARE \$ \_\_\_\_\_ PER MEMBER IRS-EI NUMBER \_\_\_\_\_  
 BANK \_\_\_\_\_ CHECKING ACCOUNT # \_\_\_\_\_

**RECEIPTS**

<b>BALANCE ON HAND, ANNUAL REPORT <u>June 30, 2018</u></b>	\$ _____		<b>A</b>
1. Membership Dues (\$ _____) X ( _____) unit portion times # of members	\$ _____		
2. Program Service Revenue	\$ _____		
3. Interest Income	\$ _____		
4. Special Events and Activities (Gross Income)	\$ _____		
5. Other Income	\$ _____		
TOTAL INSIDE COLUMN (sum of 1, 2, 3, 4 & 5)	\$ _____		*
6. Receipts not belonging to unit:			
a. Council, district, state and national portion of dues (\$5.05) X ( _____) transitory portion of dues <i>times</i> number of members	\$ _____		
b. Founders Day gift (free will offering)	\$ _____		
TOTAL INSIDE COLUMN (sum of 6a & 6b)	\$ _____		*
<b>TOTAL RECEIPTS (SUM OF TOTALS MARKED WITH *).....</b>	<b>\$ _____</b>		<b>B</b>
<b>TOTAL RECEIPTS AND BALANCE ON HAND (sum of A &amp; B)</b>	<b>\$ _____</b>		<b>C</b>

**DISBURSEMENTS**

1. Program Service Expense (Student Assistance & Parent Ed)	\$ _____		
2. Direct Expenses of Special Events	\$ _____		
3. Organization Expenses	\$ _____		
4. Honorary Service Awards ( _____) <b>(do not include cost of pins)#</b> of awards	\$ _____		
5. Founders Day Unit Donation as Budgeted	\$ _____		
6. Other Disbursements	\$ _____		
TOTAL INSIDE COLUMN (sum of 1-6)	\$ _____		#
7. Disbursements Not Belonging to Unit:			
a. Council, district, state & national portion of dues (\$5.05) X ( _____) transitory portion of dues <i>times</i> number of members	\$ _____		
b. Founders Day Gift (free will offering)	\$ _____		
TOTAL INSIDE COLUMN (sum 7a & 7b)	\$ _____		
<b>TOTAL DISBURSEMENTS (sum of totals marked with #)</b>	<b>\$ _____</b>		<b>D</b>
<b>BALANCE ON HAND, <u>June 30, 2019</u> (subtract D from C)</b>	<b>\$ _____</b>		

*(This figure should be the same as the total in your checkbook and savings at the time of this report.)*

NAME OF PERSON MAKING THIS REPORT \_\_\_\_\_ PHONE \_\_\_\_\_  
 \_\_\_\_\_

**RETAIN ONE COPY FOR YOUR UNIT & SEND TWO COPIES TO YOUR COUNCIL**

PAGE LEFT BLANK FOR TURN-IN