SAMPLE REPORTS

FINANCIAL MANAGEMENT GUIDE

2017-2018

Maryland PTA

every child. one voice.

Maryland PTA, Inc.
5 Central Avenue
Glen Burnie, Maryland 21061
410-760-6221
1-800-707-7972

August 2017
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</tr>
</tbody>
</table>
**NO REFUNDS- ONLY PAY FOR MEMBERSHIPS SOLD, NOT THE ENTIRE INVOICE.**

<table>
<thead>
<tr>
<th>Date</th>
<th>Transaction</th>
<th>Quantity</th>
<th>Rate</th>
<th>Amount</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/01/2016</td>
<td>Balance forward</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Additional Cards Requested

Membership Cards Returned
PTA CASH VERIFICATION FORM

RECEIVED FROM: ____________________
EVENT __________________________

DATE: ____________________________

COINS: pennies ________________
nickels ________________
dimes ________________
quarters ________________
other ________________

TOTAL $ ________________

CURRENCY: $ 1.00 ______________$
$ 5.00 ______________$
$ 10.00 ______________$
$ 20.00 ______________$
other ________________

TOTAL $ ________________

CHECKS: ____________ ____________
__________ ____________
__________ ____________
__________ ____________
__________ ____________
__________ ____________
__________ ____________

TOTAL $ ________________

GRAND TOTAL $ ________________

VERIFICATION:

SIGNATURE _______________________________ DATE ____________

SIGNATURE _______________________________ DATE ____________

TREASURER’S SIGNATURE ____________________ DATE ____________
SAMPLE DISBURSEMENT REQUEST FORM

DISBURSEMENT REQUEST
_________________PTA

Date___________

To the Treasurer:
Pay to the order of________________________________________________

Amount: ________________dollars and _______cents $ ___________

Charge to account: ___________________ Acct. No. _________________

Approved by: ___________________________ Signature

Title

-------------------------------------------------------------------------------------------------------------

Purpose:

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

Total _____________________

Please staple original receipts to this form prior to forwarding to the treasurer.

-------------------------------------------------------------------------------------------------------------

Paid by check no. __________ Date: _____________________

Treasurer: _________________ Signature
Name: ___________________________   Phone #: (h) ________________

Address: _________________________   Phone #: (w) ________________

City: ________________ Zip: ________ E-mail: __________________

Board Position: ______________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Account Number</th>
<th>Description</th>
<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Total Request: ______________

Certification: I, ____________________, request the above advance for expenses expected to be incurred while on authorized ABC PTA business. Within thirty (30) days of the completed assignment, I agree to submit the expense reimbursement form, along with original receipts and to refund any unused portion of the advance, or to claim any additional money due. Further, I understand that after thirty (30) days, I must return the entire amount advanced.
# SAMPLE ANNUAL FINANCIAL REPORT

**_________________________ School PTA/PTSA**

## ANNUAL FINANCIAL REPORT

<table>
<thead>
<tr>
<th></th>
<th>Budgeted</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Balance from Previous year:</strong></td>
<td>610.89</td>
<td>610.89</td>
</tr>
</tbody>
</table>

### RECEIPTS:

1. **Membership Dues** | 2,500.00 | 2,600.00 |
2. **Donations** | 5,000.00 | 5,000.00 |
3. **Fund Raising**
   a. **Special Events** | 30,000.00 | 29,892.00 |
   b. **Candy Sale** | 6,000.00 | 7,250.00 |
   c. **Bookfair** | 4,000.00 | 4,500.00 |
   d. **Yearbook** | 2,000.00 | 1,975.00 |
4. **Project/Program Generated Revenue** | 720.00 | 823.50 |

**TOTAL RECEIPTS** | 50,830.89 | 52,651.89 |

### DISBURSEMENTS:

#### Organizational Expenses:

10. **State & National Dues** | 812.50 | 845.00 |
11. **PTA Council Dues** | 250.00 | 260.00 |
12. **PTA Publications** | 150.00 | 21.75 |
13. **Delegate Expenses** | 2,000.00 | 1,950.00 |
14. **Insurance** | 200.00 | 179.00 |

**Total Organizational Expenses** | 3,412.50 | 3,255.75 |

#### Operating Expenses:

20. **Supplies/Postage** | 250.00 | 200.00 |
21. **Committees** | 1,000.00 | 978.25 |
22. **Newsletter** | 500.00 | 500.00 |
23. **Bank Charges** | 50.00 | 80.00 |

**Total Operating Expenses** | 1,800.00 | 1,758.25 |

### PTA Objectives

30. **Parent Programs** | 2,000.00 | 2,000.00 |
31. **Life Membership & Awards** | 2,500.00 | 2,427.30 |
32. **Scholarships** | 2,000.00 | 1,400.00 |
33. **Cultural Arts** | 5,000.00 | 4,850.00 |
34. **Classroom Teachers** | 3,000.00 | 3,000.00 |
35. **Student Activities** | 6,720.00 | 6,773.50 |

**Total Operating Expenses** | 21,220.00 | 20,450.80 |

### Fund Raising Expenses

40. **Special Events** | 15,000.00 | 14,946.25 |
41. **Candy Sale** | 2,400.00 | 3,387.37 |
42. **Bookfair** | 2,000.00 | 2,250.00 |
43. **Yearbook** | 2,000.00 | 1,975.00 |

**Total PTA Objectives** | 21,400.00 | 22,558.62 |

### Carryover

<table>
<thead>
<tr>
<th></th>
<th>Budgeted</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2,998.39</strong></td>
<td>4,628.47</td>
<td></td>
</tr>
</tbody>
</table>

### TOTAL DISBURSEMENTS

<table>
<thead>
<tr>
<th></th>
<th>Budgeted</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>50,830.89</strong></td>
<td>52,651.89</td>
<td></td>
</tr>
</tbody>
</table>
General Account:

**Balance**, October 7, 20__ 958.19
Receipts: 625.81
Disbursements: 445.35
**Balance**, November 4, 20__ 1,138.65

<table>
<thead>
<tr>
<th>RECEIPTS:</th>
<th>REPORTING PERIOD</th>
<th>TOTAL TO DATE</th>
<th>BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance on hand</td>
<td>610.89</td>
<td>610.89</td>
<td>610.89</td>
</tr>
<tr>
<td>1. Membership Dues</td>
<td>525.00</td>
<td>1,123.50</td>
<td>2,500.00</td>
</tr>
<tr>
<td>2. Donations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Fundraising</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Candy Sale</td>
<td>95.10</td>
<td>95.10</td>
<td>30,000.00</td>
</tr>
<tr>
<td>b. Bazaar</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Bookfair</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Yearbook</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Project/Program Generated Revenue</td>
<td>5.71</td>
<td>5.71</td>
<td>720.00</td>
</tr>
<tr>
<td>Total</td>
<td>625.81</td>
<td>1,835.20</td>
<td>50,830.89</td>
</tr>
</tbody>
</table>

| DISBURSEMENTS: | |
| Organizational Expenses: | |
| 10. State & National Dues | 428.00 | 428.00 | 812.50 |
| 11. PTA Council Dues | 34.20 | 250.00 | 250.00 |
| 12. PTA Publications | 125.00 | 200.00 | 200.00 |
| 13. Delegate Expenses | 36.00 | 2,000.00 | 2,000.00 |
| 14. Insurance | 150.00 | 35.35 | 1,000.00 |
| Total | 428.00 | 623.20 | 3,412.50 |

| Operating Expenses: | |
| 20. Supplies/Postage | 38.00 | 38.00 | 250.00 |
| 21. Committees | 17.35 | 35.35 | 1,000.00 |
| 22. Newsletter | 500.00 | 500.00 | 500.00 |
| 23. Bank Charges | 80.00 | 80.00 | 80.00 |
| Total | 17.35 | 73.35 | 1,800.00 |

| PTA Objectives: |
| 30. Parent Programs | 2,000.00 |
| 31. Life Membership/ Awards | 2,500.00 |
| 32. Scholarships | 2,000.00 |
| 33. Cultural Arts | 5,000.00 |
| 34. Classroom Teachers | 3,000.00 |
| 35. Student Activities | 6,720.00 |
| Total | 21,220.00 |

| Fund Raising Expenses: |
| 40. Special Event – Bazaar | 15,000.00 |
| 41. Candy | 2,500.00 |
| 42. Bookfair | 2,000.00 |
| 43. Yearbook | 2,000.00 |
| Total | 21,400.00 |

Carryover 2,988.39
Total Disbursements 445.35 696.55 50,830.89

John Q. Jones, Treasurer
### General Membership Meeting, November 11, 20__

**Treasurer's Report as of November 4, 20__**

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Total To Date</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Balance, October 7, 20__</strong></td>
<td>958.19</td>
<td></td>
</tr>
<tr>
<td><strong>Receipts:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance on Hand</td>
<td>610.89</td>
<td>610.89</td>
</tr>
<tr>
<td>1. Membership Dues</td>
<td>525.00</td>
<td>1,123.50</td>
</tr>
<tr>
<td>2. Donations</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>3. Fund Raising</td>
<td>95.10</td>
<td>95.10</td>
</tr>
<tr>
<td>4. Project/Program Generated Revenue</td>
<td>5.71</td>
<td>5.71</td>
</tr>
<tr>
<td><strong>TOTAL RECEIPTS</strong></td>
<td>625.71</td>
<td>1,835.20</td>
</tr>
</tbody>
</table>

| **Disbursements:** | | |
| 10. Organizational Expenses: | 428.00 | 623.20 | 3,412.50 |
| 20. Operating Expenses: | 17.35 | 73.35 | 1,800.00 |
| 30. PTA Objective | 0.00 | 0.00 | 21,200.00 |
| 40. Fund Raising Expenses | 0.00 | 0.00 | 21,400.00 |
| Carryover | | | 2,998.39 |
| **TOTAL DISBURSEMENTS** | 445.35 | 716.55 | 50,830.89 |

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(A copy of the treasurer’s report should be presented to each member at the General Membership meeting. A feasible way of doing this is to copy the treasurer’s report onto the reverse side of the printed agenda that is distributed to the members as they enter the meeting place. In most instances, the secretary can easily copy the minutes of the last General meeting, with the treasurer’s report below it, onto the reverse side of the printed General Membership meeting agenda. This gives each member a copy of the agenda, a copy of the minutes, and a copy of the treasurer’s report, on only one sheet of paper. Presentation of the treasurer’s report can be done electronically with copies upon request.)
Treasurer Responsibilities

**Daily/Monthly**
- Keep detailed written and/or electronic records
- Collect and count all monies received
- Pay all bills promptly
- Prepare and make bank deposits
- Balance Check Book, Bank statement signed by President, Treasurer, and 1 other non-signatory Board Member
- Prepare the Financial Statements for Board meetings
- Mail membership dues to State and Council if applicable

**July**
- By July 1: Verify liability, bonding, and directors and officers insurance has been paid
- Establish a budget committee and prepare budget for upcoming fiscal year
- Prepare the annual financial report (final report of the year showing status as of 30 June)
- Obtain and begin preparation of IRS forms and accompanying schedules
- Ensure the PTA’s financial review is conducted

**August**
- Present Report of the Financial Review to Board of Directors. Mail a copy to Maryland PTA.
- Look for Membership Cards and verify amount with membership chair

**September**
- Present annual financial report and the financial review report to general membership
- Present budget to general membership for adoption

**October**
- By October 31: Send copies of the annual financial and the financial review reports to Maryland PTA

**November**
- By November 15: File IRS Return of Organizations Exempt from Income Tax Form 990N/990EZ/990:
  - Gross income <$50,000: Electronically file IRS Form 990N
  - Gross income $50,000 – $199,999: File IRS Form 990EZ and Schedules
  - Gross income >= $200,000: File IRS Form 990 and Schedules
- Send a copy of the IRS Form 990N/990EZ/990 to Maryland PTA

**December**
- Call IRS Forms and Request 1099-Misc. for any personnel paid over $600 in the previous Calendar Year
- Call IRS Forms and Request 1096. (This is a transmittal form for the 1099’s)
- By December 31: File Maryland Secretary of State Charities Division Annual Update of Registration form including:
  - Gross income $25,000 – $49,999: Secretary of State Charities Division Form COF-85
  - Gross income >=$50,000: A copy of the IRS Form 990EZ/990 that was filed by 15 November
  - Other documentation required by Annual Update of Registration form
- Send a copy of the Annual Update of Registration package to Maryland PTA

**January**
- By January 31: Mail 1099-MISC as required to payees paid >$599 the previous calendar year

**February**
- By February 28: Mail 1096 to IRS & State of Maryland for every 1099-MISC mailed out in January
- Access the Personal Property Return online - due April 15

**March**

**April**
- By April 15: Mail Personal Property Forms

**May**
- Check Budget and make final amendments

**June**
- Prepare books for financial review
- By 30 June: Pay liability, bonding, and directors and officers Insurance
- By 30 June: Return unissued (including damaged) membership cards to Maryland PTA
WEBSITES

To Register as a Charitable Organization for the Maryland Charitable Solicitations Act or Report Annually

http://www.sos.maryland.gov/pages/forms.aspx
Click on Category: Charitable Registration Forms and Instructions
Select appropriate form (download and save forms before completing)
  Annual Update of Registration and Form
  Initial Registration Instruction and Form (COR-92)
  Exempt Organization Fund Raising Notice Instructions and Form
  Form COF- 85 Instructions and Form

State Department of Assessments and Taxation — Incorporation, Personal Property, and Sales & Use Tax

Data Search
http://dat.maryland.gov/Pages/default.aspx
Click on Search the Business Entity Data Base (left side)
Click on Business Entity Information (center section)
Charter Record Search
  Use either Name Search or Department ID Search
  View your general information, personal property filings or your incorporation status.

Personal Property Return Form
http://dat.maryland.gov/Pages/default.aspx
Click on Forms & Applications (Banner)
Click on Business Personal Property
Select Form 1 – Personal Property Return or use the “Online Filing of Personal Property Returns is Here” banner in the center section

Sales & Use Tax - for information on 2013 law and application for a sales tax exemption
http://www.marylandtaxes.com
Left side under Maryland Taxes/Business Taxpayers, select Tax Information
Select Sales & Use Tax

IRS
www.irs.gov
Click Forms & Pubs (Top ribbon)
Click Current or Prior Forms and Pubs
Find – type 990-EZ - Search
Locate Form 990-EZ
Select Form 990-EZ for the year in which your fiscal year begins
To file the 990-N, www.irs.gov/990

To View Information on Non-Profits
www.guidestar.org
Sign in or Create an Account (Free Sign Up)
Search GuideStar (top right) or click on Advanced Search
Enter required information (Using an EIN is the quickest route)
Gives access to Summary, Financials, Missions and Programs, Board of Directors, & 990s

Free or Discounted Accounting Software
www.techsoup.org
## SAMPLE CATEGORICAL BUDGET FOR BOARD OF DIRECTORS

- **School PTA/PTSA**

### PROPOSED BUDGET

<table>
<thead>
<tr>
<th>Balance from Previous year:</th>
<th>Budgeted</th>
<th>Actual</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>610.89</td>
<td>610.89</td>
<td>4,628.47</td>
</tr>
</tbody>
</table>

### RECEIPTS:

1. **Membership Dues**
   - Budgeted: 2,500.00
   - Actual: 2,600.00
   - Proposed: 3,000.00

2. **Donations**
   - Budgeted: 5,000.00
   - Actual: 5,000.00
   - Proposed: 5,000.00

3. **Fund Raising**
   - a. **Special Events**
     - Budgeted: 30,000.00
     - Actual: 29,892.50
     - Proposed: 30,000.00
   - b. **Candy Sale**
     - Budgeted: 6,000.00
     - Actual: 7,250.00
     - Proposed: 7,500.00
   - c. **Bookfair**
     - Budgeted: 4,000.00
     - Actual: 4,500.00
     - Proposed: 5,000.00
   - d. **Yearbook**
     - Budgeted: 2,000.00
     - Actual: 1,975.00
     - Proposed: 2,000.00

4. **Project/Program Generated Revenue**
   - **Special Events**
     - Budgeted: 30,000.00
     - Actual: 29,892.50
     - Proposed: 30,000.00
   - **Candy Sale**
     - Budgeted: 6,000.00
     - Actual: 7,250.00
     - Proposed: 7,500.00
   - **Bookfair**
     - Budgeted: 4,000.00
     - Actual: 4,500.00
     - Proposed: 5,000.00
   - **Yearbook**
     - Budgeted: 2,000.00
     - Actual: 1,975.00
     - Proposed: 2,000.00

### TOTAL RECEIPTS

- Budgeted: 50,830.89
- Actual: 52,651.89
- Proposed: 57,998.47

### DISBURSEMENTS:

#### Organizational Expenses:

10. **State & National Dues**
    - Budgeted: 812.50
    - Actual: 845.00
    - Proposed: 975.00

11. **PTA Council Dues**
    - Budgeted: 250.00
    - Actual: 260.00
    - Proposed: 300.00

12. **PTA Publications**
    - Budgeted: 150.00
    - Actual: 21.75
    - Proposed: 50.00

13. **Delegate Expenses**
    - Budgeted: 2,000.00
    - Actual: 1,950.00
    - Proposed: 2,000.00

14. **Insurance**
    - Budgeted: 200.00
    - Actual: 179.00
    - Proposed: 200.00

Total Organizational Expenses:
- Budgeted: 3,412.50
- Actual: 2,255.75
- Proposed: 3,525.00

#### Operating Expenses:

20. **Supplies/Postage**
    - Budgeted: 250.00
    - Actual: 200.00
    - Proposed: 250.00

21. **Committees**
    - Budgeted: 1,000.00
    - Actual: 978.25
    - Proposed: 1,000.00

22. **Newsletter**
    - Budgeted: 500.00
    - Actual: 500.00
    - Proposed: 500.00

23. **Bank Charges/Fees**
    - Budgeted: 50.00
    - Actual: 80.00
    - Proposed: 80.00

Total Operating Expenses:
- Budgeted: 1,800.00
- Actual: 1,758.25
- Proposed: 1,830.00

#### PTA Objectives: (Program Services)

30. **Parent Programs**
    - Budgeted: 2,000.00
    - Actual: 2,000.00
    - Proposed: 2,000.00

31. **Life Membership & Awards**
    - Budgeted: 2,500.00
    - Actual: 2,427.30
    - Proposed: 2,500.00

32. **Scholarships**
    - Budgeted: 2,000.00
    - Actual: 1,400.00
    - Proposed: 1,500.00

33. **Cultural Arts**
    - Budgeted: 5,000.00
    - Actual: 4,850.00
    - Proposed: 5,000.00

34. **Classroom Teachers**
    - Budgeted: 3,000.00
    - Actual: 3,000.00
    - Proposed: 3,000.00

35. **Student Activities**
    - Budgeted: 6,720.00
    - Actual: 6,773.50
    - Proposed: 6,870.00

36. **Summer Contingency**
    - Budgeted: 0.00
    - Actual: 0.00
    - Proposed: 3,000.00

37. **Appreciation**
    - Budgeted: 0.00
    - Actual: 0.00
    - Proposed: 2,000.00

Total PTA Objectives (Program Services):
- Budgeted: 21,200.00
- Actual: 20,450.80
- Proposed: 25,890.00

#### Fund Raising Expenses:

40. **Special Events**
    - Budgeted: 15,000.00
    - Actual: 14,946.25
    - Proposed: 16,000.00

41. **Candy Sale**
    - Budgeted: 2,400.00
    - Actual: 3,387.37
    - Proposed: 3,400.00

42. **Bookfair**
    - Budgeted: 2,000.00
    - Actual: 2,500.00
    - Proposed: 2,500.00

43. **Yearbook**
    - Budgeted: 2,000.00
    - Actual: 1,975.00
    - Proposed: 2,000.00

Total Fund Raising Expenses:
- Budgeted: 21,400.00
- Actual: 22,558.62
- Proposed: 23,900.00

### Carryover

- Budgeted: 2,998.39
- Actual: 4,628.47
- Proposed: 2,873.47

### TOTAL DISBURSEMENTS

- Budgeted: 50,830.89
- Actual: 52,651.89
- Proposed: 57,998.47

Adopted by Association: ______________________(date)
# SAMPLE CATEGORICAL BUDGET
*(For General Membership Approval)*

_________________________ School PTA/PTSA

## PROPOSED BUDGET

<table>
<thead>
<tr>
<th>Description</th>
<th>Budgeted Previous Year</th>
<th>Actual Previous Year</th>
<th>Proposed Current Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance from Previous year</td>
<td>610.89</td>
<td>610.89</td>
<td>4,628.47</td>
</tr>
<tr>
<td><strong>RECEIPTS:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Membership Dues</td>
<td>2,500.00</td>
<td>2,600.00</td>
<td>3,000.00</td>
</tr>
<tr>
<td>2. Donations</td>
<td>5,000.00</td>
<td>5,000.00</td>
<td>5,000.00</td>
</tr>
<tr>
<td>3. Fund Raising</td>
<td>42,000.00</td>
<td>43,617.50</td>
<td>44,500.00</td>
</tr>
<tr>
<td>4. Project/Program Generated Revenue</td>
<td>720.00</td>
<td>823.50</td>
<td>870.00</td>
</tr>
<tr>
<td><strong>TOTAL RECEIPTS</strong></td>
<td>50,830.89</td>
<td>52,651.89</td>
<td>57,998.47</td>
</tr>
<tr>
<td><strong>DISBURSEMENTS:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Organizational Expenses:</td>
<td>3,412.50</td>
<td>2,255.75</td>
<td>3,525.00</td>
</tr>
<tr>
<td>20. Operating Expenses:</td>
<td>1,800.00</td>
<td>1,758.25</td>
<td>1,830.00</td>
</tr>
<tr>
<td>30. PTA Objectives</td>
<td>21,200.00</td>
<td>20450.80</td>
<td>25,890.00</td>
</tr>
<tr>
<td>40. Fund Raising Expenses</td>
<td>21,400.00</td>
<td>22,558.62</td>
<td>23,900.00</td>
</tr>
<tr>
<td>Carryover</td>
<td>2,998.39</td>
<td>4,628.47</td>
<td>2,873.47</td>
</tr>
<tr>
<td><strong>TOTAL DISBURSEMENTS</strong></td>
<td>50,830.89</td>
<td>52,651.89</td>
<td>57,998.47</td>
</tr>
</tbody>
</table>

Adopted by Association: ________________________(date)
FINANCIAL REVIEW REPORT FORMAT

Book Balance

Balance on hand as of ____________________________ $_____________
(Date of last review)

Receipts ____________________________ $_____________
(From last review to date of review)

Total Cash (Balance on hand plus receipts) $_____________

Disbursements ____________________________ $_____________
(From last review to date of review)

Balance on hand as of ____________________________ $_____________
(Date)

Bank Balance

Last bank statement balance of the review period $_____________

Deposits not yet credited by bank $_____________

Total Checks outstanding $_____________

Adjusted Balance in checking account $_____________
(Date)

NOTE: Balance on hand at the end of the fiscal year must equal Adjusted Balance in the checking account.

----------------------------------------------------------------------------------------------------------------------

Attach a copy of Annual Report - actual expenditures compared to the approved budget showing all line items and approved adjustments)

I have examined the books of the treasurer, bank statements, secretary’s minutes, disbursement request, annual report and receipts of ____________________________PTA and find them to be correct.

Signature of Reviewer                      Signature of Reviewer              Signature of Reviewer

____________________                  ___________________            ___________________  
Date                                                      Date                                        Date
To: ABC Elementary School PTA

From: Name of Reviewer


Date: July 16, 2010

I have reviewed ABC Elementary School PTAs financial information provided and arrived at the following conclusions:

A brief summary of the time frame July 1, 2009 through June 30, 2010.

Balance as of July 1, 2009 $ 610.89

Receipts $52,041.00

Disbursements $48,023.42

Balance as of June 30, 2010 $ 4,628.47

The July 1, 2009 balance forward was taken from the previous audit done by me.

The summary includes check numbers 1353 through 1502 written during the fiscal year.

I used the bank statements, disbursement forms, treasurer’s reports, computer ledger, and receipts that were provided to determine the above figures.

It was recommended in the last 2 audits to use the check book as another form of checks and balances. The check book again was not provided to verify.

Check numbers 1354, 1392, 1414, 1437, 1452, 1472, and 1477 were listed as voided and do not appear on the bank statements. Check number 1374 is listed on ledger as being voided, however there are receipts and a disbursement form for this check in the amount of $50.00 to Sally Jones. Receipts only total $43.98. The check was not included in the above figures and has not cleared the bank if written.

Check numbers 1343, 1349, 1351, and 1352 from the previous audit have all cleared.

Deposits listed on computer ledger match bank statements. Only carbon copies of slips were provided, except for two, they were the actual bank receipts.

Check numbers 1356, 1402, 1498, 1499, 1500, 1501 and 1502, totaling $1,463.20 are still outstanding.

Check numbers 1410, 1441, 1445, 1447, 1448, 1449, 1456, 1458, 1492, 1493, 1495, 1497, 1501 had no disbursement request forms.

Check numbers 1356, 1384, 1389, 1398, 1402, 1404, 1405, 1419, 1420, 1422, 1442, 1446, and 1479 have disbursement forms but no receipts. All checks must have a receipt before payment is made.

Check number 1500 only one receipt, missing a receipt for the $4.00 parking fee.
Check number 1465, noticed payment to bus company. If the PTA was completely sponsoring this event, did you check with the insurance company to ensure that you were covered in case of emergency? This is a yellow item and requires that you have a copy of the bus company’s insurance certificate with you as an addition to their insurance. I highly recommend that you gift the money to the school and have them pay for buses.

Check number 1459, there is no disbursement form or receipt, check was written for $338.56, to Robin Single for hot dogs, food and supplies on 3/26/08, again no check should be written without a receipt.

Check number 1387 had a hand-written receipt. This is not acceptable; there must be an original receipt for all checks written.

Check number 1362, on receipt was again hand written. This is not acceptable.

Check numbers 1457, 1430, and 1411 were written to pay for T-shirts, and fundraiser. I did not notice a check written to the state for sales and use tax. We are not exempt from sales and use taxes and they must be collected and remitted to the state.

Check numbers 1359, 1360, 1365, 1366, 1367, 1368, 1369, 1370, 1370, 1372,1374,1380, 1381,1382,1396, 1397,1399, 1400, 1406, 1407, 1409 all have receipts that are more than the amount of the check written. These checks are for teacher reimbursements and there is a minimum of $50.00.

Check number 1476 was written for $420.24 and was paid to reimburse for phone bills. I have a concern because bills are dated from January 2007 through May 2007. This is over 2 years old; there is no mention in the minutes provided that a motion was made to approve this expense. This is not common business practice. The PTA needs to put into place a maximum time limit on bills. I would recommend that all bills need to be presented before the end of the fiscal year.

Check number 1497 written for $216.20, again was for phone bills. These bills are dated March 2006 through May 2006. These are more than 3 years old. Again, nothing to show that this amount was approved.

Based on the receipts of the PTA, it is necessary for you to file a federal tax form 990EZ, which was due November 15, 2010. It is also necessary to register with the Secretary of State as a Charitable Organization; this form was due by December 31, 2010.

In my opinion the financial summary reported above represents the financial condition of the ABC Elementary School PTA.

Respectfully,

Signature of Reviewer
SAMPLE GRANT AGREEMENT

___________________________________________ PTA hereby gives to the ____________________________ School a monetary grant in the amount of _______________Dollars ($________) by check number __________.

This grant is for the sole and express purpose of:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

It is agreed, that the grant funds will be spent for the stated purpose on or before: ____________ or the funds will be refunded to the PTA. Any unused or unexpended funds will be refunded to the PTA. The School will provide a complete accounting of the expenditure of the grant funds to the PTA.

The School agrees to maintain the above-described property at ____________________ for a period of not less than _______________ years from the date of purchase.

Date: ____________________ __________________________________________
PTA Officer
___________________________________________
PTA Officer
Date: ____________________ ___________________________________________
Principal

* * * * * * * * * * *

SAMPLE HOLD HARMLESS AGREEMENT

The ________________________PTA presents to the ____________________________ School the following described equipment:

___________________________________________________________________________________

The School hereby agrees to:
1. Accept ownership of the above-described equipment.
2. Accept responsibility for the installation, operation and maintenance of the above-described equipment.
3. Hold the PTA harmless from any claim or lawsuit arising from damages caused by or from the use of said equipment.
4. Keep the above-described equipment at __________________________________ for a period of no less than _______________years.

Date: ____________________ __________________________________________
PTA Officer
___________________________________________
PTA Officer
Date: ____________________ ___________________________________________
Principal

(The hold harmless agreement should be dated and signed by the school principal, and two elected PTA officers.)
MISSING FUNDS and/or EMBEZZLEMENT OF PTA FUNDS

As a member of the board of directors of an association (including a PTA local unit or council), it is the individual responsibility of each board member to make sure the association is operating in a fiscally, financially, and legally sound manner.

When an individual becomes a board member, either through election or appointment, that person becomes legally obligated to prudently, properly and responsibly conduct him/herself (as an individual), and to be sure the association conducts itself in a manner so that the best interests of the association and its members are protected and preserved.

If an individual, as a member of a board, fails to exercise reasonable caution and care, that person is left open, not only to criticism from his/her peers, but to potential personal liability for financial losses or damages resulting from failure to exercise reasonable care during the term as a board member.

This is known as a "FIDUCIARY RESPONSIBILITY".

Theft is breaking the law and should be handled as a serious offense. Embezzlement is the same as ordinary theft. The charges are criminal and need to be filed with the police department. It is important to know that it is the responsibility of any PTA leader who suspects embezzlement or fraud to report it to the proper authorities, otherwise, they may also be held liable. If the police department finds evidence enough to file criminal charges, the police department or the governmental attorney’s office will pay the cost of the trial.

If a civil suit is filed by a local PTA, the attorney's fees are paid by that local PTA. (In general, a suit is any civil action brought before a court of law. Criminal prosecutions are not spoken of as suits.)

DO NOT make any public or private statements, seek the advice of the school district, or take any action without the approval of the Board of Directors.

PTAs can do little about the motive and rationalization involved with fraud but can made fraud more unlikely by removing the opportunity.

PREVENTION

- Demand complete written treasurer's reports showing expenditures since the last report and comparison with budgeted amounts.
- Bank statements should be sent to the school address. The president should review and sign the statement before delivering to the treasurer.
- Resolve each bank statement and have an officer without signature authority compare the resolved bank statement with the treasurer's report.
- Establish, in writing, the process and individuals authorized to handle PTA funds.
• Implement cash control policies.
• Deposit PTA funds in the PTA bank account immediately upon receipt.
• Use bank accounts requiring two signatures.
• NEVER sign a blank check.
• Disbursement request forms should be used with approval signatures and receipts in the amount of the check attached.
• Pay all bills by check - cash is never used.
• Establish a two signature - two receipt process for the exchange or transfer of funds within the PTA.
• Conduct an annual review of the books.

MISSING FUNDS

Occasionally, a PTA discovers (or suspects) that some funds are missing. When this occurs:

IMMEDIATELY CONDUCT A COMPLETE AND THOROUGH AUDIT.
• This is the most basic, yet most important step. Until the PTA can prove that funds are missing or have been mishandled - there is no proof that funds are missing, no proof of wrongdoing exists, and therefore, no allegations can be made.
• The auditor or financial review committee is a committee that "investigates and reports". During its investigation, it can interview people as well as examine the financial records and other related documents of the association.
• The audit committee must report its findings to the PTA board of directors/executive board. Its report to the board should be factual - stating what was found and also stating what remains unresolved.

THE BOARD OF DIRECTORS MUST ACT ON THE REPORT.
• If funds are missing, the board has the legal obligation to take every reasonable action to recover those funds. It must recognize that recovery of the funds may not be possible in some instances.
• The first concern has to be for the welfare of the child.
• The second concern is defamation of character. Do not publicize the alleged misappropriation. Limit this knowledge to the smallest group of people who have to know. Ask for a “face to face” meeting in a private space in a public place. Present the evidence and ask for the money to be returned.
• The board of directors/executive board must meet and agree on the action to take. Decisions must be based on sound business practices.
• All action taken by the board must be "on the record" - that is, recorded in the board's minutes.
• Notify the insurance and/or bonding agent.
• It may be necessary to consult legal counsel at this point. Some situations can be handled through Small Claims Court; some may require other legal action.

**THE BOARD MUST REPORT THE INCIDENT AND THE ACTIONS IT TOOK TO THE MEMBERSHIP.**

• The funds of the PTA belong to the membership, and as caretaker of those funds, the board is obligated to report to the members any wrongdoing involving those funds.
• You may advise the principal/school district; however, this is PTA business and must be dealt with by the association.
• Public or private statements should not be made, regardless of the severity of the situation or its public knowledge.
• It is very likely that, at some point in this process, the Maryland PTA will be contacted for assistance. It is recommended that all contacts regarding missing funds be referred to the president.
• Laws vary from locale to locale. Even if a PTA does not wish to file charges, a law enforcement agency may wish to do so. On the other hand, the law enforcement agency may not be interested in pursuing legal actions and other options may be advised. There are many paths to collection of stolen funds and this is where legal advice* may be necessary.

*This information is not intended to provide legal advice but to give direction regarding the decision-making process and issues related to the mishandling of PTA funds. PTA leaders are encouraged to obtain the necessary legal advice pertinent to local laws.
STATE OF MARYLAND

COMPTROLLER OF THE TREASURY RETAIL SALES TAX DIVISION

SUGGESTED FORM FOR
BLANKET CERTIFICATE OF RESALE

Date _______________________

This is to certify that all material, merchandise, or goods purchased by the undersigned from the _________________________________________________________Company
______________________________________________________________________________

—

(Address)

after ________________________________ is purchased for the following purpose:

(Date)

(  ) Resale as tangible personal property

(  ) To be incorporated as a material or part of other tangible personal property to be produced for sale by manufacturing, assembling, processing or refining.

This certificate shall be considered a part of each order which we shall give provided such order bears our Maryland Sales Tax Registration Number.

Purchaser’s Name________________________________________

Purchaser’s Address______________________________________

____________________________________________________

Signature______________________________________________

Title__________________________________________________

Purchaser’s Maryland Sales Tax Registration Number ________________________________________________
Financial Review/Audit Report

PTA Unit Name: _______________________________ National PTA: __________

County: ______________________________________

Book Balance

Balance on hand as of ________________________ $________________
(Date of last review)

Receipts ____________________________ $________________
(From last review to date of review)

Total Cash (Balance on hand plus Receipts) $________________

Disbursements ____________________________ $________________
(From last review to date of review)

Balance on hand as of ________________________ $________________
(Date)

Bank Balance

Last bank statement balance of the review period $________________

Deposits not yet credited by bank $________________

Total Checks outstanding $________________

Adjusted Balance in checking account ________________ $________________
(Date)

NOTE: Balance on hand at the end of the fiscal year must equal Adjusted Balance in the checking account.

Attach a copy of Annual Report – actual expenditures compared to the approved budget showing all line items and approved adjustments.

I have examined the books of the treasurer, bank statements, secretary’s minutes, disbursement requests, annual report and receipts of _______________________________ PTA and find them to be correct

____________________       ______________________      ______________________
Signature of Reviewer           Signature of Reviewer        Signature of Reviewer

______________________       ______________________      ______________________
Date    Date              Date