

# MONEY MATTERS BASICS



## **Practice good financial habits to avoid the most common ways PTAs run into financial trouble.**

- Conduct an annual audit.
- File your IRS Form 990 (version depends on how much your PTA makes) on time.
- Have and follow a budget.
- Use deposit vouchers for all PTA income and expense vouchers for all PTA checks.
- Require two signatures on every physical check (even if your bank doesn't).
- Make sure your treasurer gives a monthly report.
- Have a non-signatory to your checking account receive, sign and date the bank statements.
- File any other forms your school district or the state or federal government requires on time.
- Consider incorporating your PTA if you haven't already.

**Incorporation is a low-cost way to protect your officers' assets should someone sue the PTA.** The original filing cost is \$50, and costs \$10/year for following years.

## **Training is available—Take advantage of it.**

Many of the financial hoops PTAs have to jump through are due to legal requirements. The Illinois PTA offers Money Matters 101 to teach you the basics of PTA finance and Money Matters 201 for an in-depth look at some of the legal issues. Contact your region director, district director or state leadership development director to schedule a course, to find out when one is being offered in your area or when one will be available online.

## **The first membership dues payment is due to Illinois PTA by October 1.**

The PTA treasurer is the official keeper of the PTA membership list. Dues Remittance needs to be submitted through MemberHub platform. If available, please also complete the submission of your audit report, IRS Form 990, and proof of insurance through Memberhub at the same time (these three items are due via MemberHub by December 31st).

If you have a question, ask. Your district or region director is there to help, so turn to them when you have a question. If they don't know the answer right away, they will find out and get back to you.