

# NJPTA SUMMMER LEADERSHIP CONFERENCE



**DAY TO DAY  
FINANCIAL MATTERS  
JULY 16, 2011  
NOREEN KURZYNOWSKI,  
PRESIDENT ELECT**

# AGENDA

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- Financial Guidelines
- Recognizing Warning Signs
  - Safeguards
  - Resources
  - Questions

# Day to Day Financial Guidelines

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- **RECORD! RECONCILE! REVIEW! REPEAT!**
  - PTA checks require two signatures.
    - Never sign a blank check.
    - Use a receipt book.
  - Cash and checks should be counted by two people.
- PTA funds should be turned over to the Treasurer and deposited in the PTA bank account as soon as possible.
  - PTA and personal funds should be in separate bank accounts.
- A signed voucher with receipts attached is required for reimbursement of PTA expenses.
  - The Treasurer should promptly reconcile monthly bank statements.

# Financial Guidelines Continued

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- A yearly Budget should be prepared, approved by the Executive Board and presented to the PTA general membership for adoption.
- Any additional expenditures not included in the adopted Budget should be brought to the general membership for adoption.
- The Treasurer should provide the PTA Board a written Treasurer's report at each Board Meeting.
- The School Principal, Superintendent and School Board cannot direct how PTA Funds are spent.
- PTAs are not a funding source for purchasing goods, services and payroll for schools.
- Any items bought by the PTA and donated to your school become the property of the School District and can moved to any school.

# AUDITS

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- The annual audit fiscal year date and fiscal year date on tax forms should be the same.
- When the Treasurer changes, an audit is required.
- The PTA President or Treasurer or any of their relatives should not serve on the audit committee.

# AUDITS CONTINUED

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- For conducting the audit see pages 20-21 and the Appendix of the New Jersey PTA Treasurer's Guide 2009-2011. Follow the checklist.
- The completed audit report must be officially adopted by the PTA. It must be included in a completed annual report covering the PTA's entire fiscal year.

# RECOGNIZING WARNING SIGNS OF THEFT, FRAUD AND EMBEZZLEMENT

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- **THEFT**-The action or crime of stealing.
- **FRAUD**- Wrongful or criminal deception intended to result in financial or personal gain.
- **EMBEZZLEMENT**-To steal or misappropriate (money placed in one's trust or one's control).

# RECOGNIZING WARNING SIGNS *CONTINUED*

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- Delayed/missing/avoided financial reports.
- Receipts for cash with no documentation.
  - Checks made out to “cash.”
  - Large pre-signed checks.
    - Bounced checks.
  - Numerous corrections to ledgers.
    - Lifestyle changes.
- Missing money on Friday, replaced on Monday.

# RECOGNIZING WARNING SIGNS *CONTINUED*

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- **SAFEGUARDS:**

- Annual audits/financial reviews.
  - Two signatories on checks.
  - Make immediate bank deposits.
  - Two people not related count cash.
- Monthly review of budget vs. actual spending.
  - Is spending within the approved budget?

# IF THEFT IS SUSPECTED

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- DO NOT make accusations (libel slander).
- Determine suspect's access to other PTA resources.
  - Gather facts, documents and interviews.
- Identify all accounts involved and consider freezing or closing them.
  - Contact the authorities.
- Notify the County PTA President.
- Contact the insurance company.

# RESOURCES

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- NEW JERSEY PTA TREASURER'S GUIDE 2011-2013
  - PTA MONEY MATTERS NATIONAL PTA STATE HANDBOOK-ONE STOP REFERENCE 2011-2012
- [WWW.NJPTA.ORG](http://WWW.NJPTA.ORG)- GUIDEBOOKS-RESOURCES-LOCAL PTA OFFICER INFORMATION-FORMS
  - YOUR COUNTY TREASURER
    - NEW JERSEY PTA OFFICE-TREASURER  
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