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1. The Treasurer

1.1 As a PTA Officer

- As an elected officer, the treasurer is a representative of the PTA and has the ability to affect the image and reputation of the PTA. Some of the characteristics a treasurer should display include:
  - Devoting adequate time to the position
  - Working as a team member with the other officers and board of directors
  - Exercising good judgment
  - Setting aside personal views and agendas to act in the best interests of the PTA
  - Modeling good leadership qualities for other board members and for those who may be elected or appointed in the future
  - Maintaining honesty and a high level of integrity

1.2 Duties and Responsibilities

The treasurer is elected by the members to be the authorized custodian to manage the funds of the PTA on behalf of the membership and the board of directors. The funds, as well as the books and record-keeping materials, are the property of the PTA. The treasurer shall serve as an active participant on the board of directors and executive committee and attend all meetings of each body. The treasurer should serve as chair of the budget committee and present the budget to the board and membership. The treasurer should read and understand all references to finances and membership service fees that can be found in the local PTA’s bylaws, the PTA’s standing rules, and State PTA materials.

The specific duties and responsibilities of the treasurer include:

- Assuring all PTA funds are promptly deposited into one or more bank accounts where PTA funds are maintained separate from funds of any other organization
- Keeping an accurate and very detailed account of all funds received and all funds disbursed
- Paying all authorized financial obligations of the PTA, including dues to the council and the State PTA, in a timely manner
- Preparing and filing the appropriate federal tax forms (990N, 990EZ or 990) in a timely manner
- Preserving all receipts, invoices, bank statements, canceled checks, and other financial records as specified in the records retention timetable
- Submitting a detailed, written monthly financial report at each meeting of the PTA membership and each meeting of the board of directors
- Submitting written reports by mail or email to the board during months when no meetings are held
- Developing and presenting, with support of the budget committee, the budget for the following year
- Submitting a final annual report prior to the end of the fiscal year
- Prior to delivering the books to the successor treasurer, submitting the current year’s records to an internal audit committee.

Each of these duties is discussed in more detail later in this booklet. In addition, a list of financial management best practices can be found later on.

1.3 Upon Taking Office

- The treasurer’s duties are outlined in the local PTA bylaws. Please read and follow.
- Make sure the books and records of your predecessor have been subjected to an audit. If not,
ask the president to appoint an audit committee. Do not accept the books until a financial review has taken place.

- You may request to participate in the internal audit if you were not on the bank account’s signature card during the period covered in the financial review. If you were on the account, you may request to participate in the review as an observer only; however it’s for the committee to decide whether this will be allowed.

- Once the internal audit has been completed, ask the internal audit committee chair about any recommendations made by the committee.

- Review the books/records received from your predecessor and verifies they are complete. Ask about any items that were identified in the audit or otherwise as missing, whether they are from the prior year or from earlier years. Report any missing records at the next board meeting.

- Verify that a new bank signature card has been signed by the current officers and that you have a copy for the treasurer’s records.

- If the PTA has a bank account with online access (see below about the risks of such an arrangement), make sure the passwords are changed so that only current officers have access.

- Carefully review this publication, your PTA Bylaws, National PTA Money Matters, and your PTA’s current budget and standing rules.

- Review and update existing protocols regarding how funds are handled at events; if no written protocols exist, develop one consistent with best practices and propose it for board adoption.

2. Handling PTA Funds

PTAs should have clear written guidelines that provide assurance that all funds intended for the PTA are, in fact, received and used by the PTA. Receipts should be given for all donations or other funds received by the PTA, whether in the form of a receipt, a letter, an acknowledgment or other written form, and a copy should be maintained as part of the PTA’s financial records.

Procedures should be established at PTA events to make sure that all funds received are properly accounted for. For example, if there is an admission charge, use numbered tickets, and make a note of the starting and ending ticket on the roll, and then compare the result with the amount of funds received in admission fees.

At PTA events, if there is a cash box, it’s perfectly permissible to use PTA funds to “stock” the cash box at the beginning of an event. This can be done with a PTA check signed by two authorized signers payable to an individual who then takes the check to the bank and cashes it, and brings the cash to the event. At the beginning of the event, the funds should be counted using a form similar to the sample in the appendix labeled “Cash Box Starting Inventory.” The starting inventory form should be confirmed by two individuals (other than the one(s) providing the funds) and if a PTA check was used, the amount of cash in the box should be the same amount as the check.

At the end of the event, a tally sheet should be completed showing all cash in the cash box at the end of the event, before repaying the source of the initial cash. As indicated on the sample “Money Receipt/Tally Sheet” also in the appendix, the total amount of cash on hand at the end of the event should be verified by two persons, and then delivered to the treasurer for deposit, with the treasurer signing to acknowledge the he/she has received the funds. If the cash box was ‘stocked” using individual funds, repayment should be by PTA check, or if necessary, by cash with the individual signing a receipt confirming that he/she received the money. Of course, the amount repaid should be the same as the amount reflected on the cash box starting inventory. If the cash box was ‘stocked’ by
using PTA funds that should be noted because the total income from the event reported in the financial records would be less than the total cash on hand by the amount initially placed in the cash box.

Similar procedures should be instituted in connection with other PTA fundraising activities, such as commodity sales, book fairs, etc. There should be adequate documentation at each step in the process to enable the PTA to answer any concerns or questions that may arise. This protects both the PTA’s treasurer and other volunteers who handle the funds, as well as assuring your PTA’s members that the funds they provide are being used for the benefits of the children in the community.

3. Bank Accounts
Each PTA must have at least one bank account into which it can deposit funds. PTA funds should never be commingled with personal funds or the funds of any other organization. Care should be taken to make sure that all funds on deposit are covered by federal deposit insurance. The Board should approve the opening of any bank account.

3.1 Checking Accounts
A checking account is the most common form of bank account. Checks should be sequentially numbered and have the PTA’s name printed on them. Interest-earning checking accounts are acceptable.

3.2 Savings Accounts
Savings accounts are an option for some PTAs. Investing PTA’s funds is a way to earn interest and is prudent financial management.

3.3 Certificates of Deposit
Certificates of deposit (CDs) are another manner in which PTAs may manage their funds. These are the same as savings accounts except that they usually pay a higher rate of interest. However, the PTA must pledge to leave its money in the account for a specified period of time or pay a penalty. Therefore, care must be exercised to be sure the PTA will not need that money during the time period; otherwise the PTA may incur a financial penalty in case of early withdrawal.

3.4 Online Accounts
Some PTAs may believe that having an online account, such as PayPal or a similar service, would make it convenient for their members to make donations or other payments. New Jersey PTA cautions against using such services for several reasons. First, the account may not be insured, unlike accounts in “bricks and mortar” institutions such as banks and credit unions. Second, there is a risk that access to the account could be compromised, resulting in loss of the PTA funds. Third, such accounts do not lend themselves to the kinds of controls that most businesses impose on the handling of their funds to assure that the funds are properly accounted for. For example, the person who opened the account may have the ability to completely prevent anyone else from the PTA having access to the PTA Funds.

If a PTA chooses to use an online account despite these risks, NJPTA recommends several protections be instituted. First, the account should be set up so that funds are transferred out of the account into a regular bank or credit union account on a frequent and consistent basis, so that the online account does not contain a large amount of PTA funds at any one time. Second, several officers of the PTA should have at least “read only” if not full access to the online account and should review the account’s activities frequently (at least monthly, but NJPTA recommends more often). This would mean that any inappropriate access would be recognized promptly. Also, the passwords for the account should be changed yearly so that only current officers have access. Third, payments for supplies or reimbursements should NOT be paid from
such an account. All payments should be made by check signed by two officers. Some banks or other firms offer online payment systems that require action by two separate individuals before each payment is made: this is the electronic equivalent of the two signature requirement. PTAs should weigh the costs of such plans and make a business judgment about the convenience offered justifies the additional expense.

4. Depositing Funds
As stated earlier in this section, two of the treasurer’s primary duties are:

- Depositing PTA funds in a proper and timely manner; and
- Accurately recording deposits in the PTA books.

Two members with each one receiving a copy of the count should count funds received at events simultaneously. This eliminates any questions about whether all receipts were properly accounted for.

All checks that are being deposited should be endorsed. If the bank doesn’t provide an endorsement stamp, one can be purchased. Here’s an example of what an endorsement stamp might look like:

“For Deposit Only Sample PTA
Account # 123456789"

Make a list of all checks included in a deposit—this allows easy reconciliation between funds received and deposits.

All funds should be promptly deposited into a PTA bank account. When making a night deposit another person in a separate vehicle should accompany the person making the deposit for safety and security purposes.

PTA funds must:
- Never be deposited into the personal account of the treasurer or anyone else.
- Never be deposited into a school bank account.
- Never be deposited into the bank account of another organization.
- Never be placed into a safe belonging to a school.
- Never be kept in someone’s home.

5. Accepting Payments By Credit Cards
The Accepting credit card payment from members raises some issues for PTAs to consider thoughtfully. First is the cost—banks and other financial institutions will charge a percentage of the amount paid as a fee, which means that the PTA will actually receive slightly less than the amount charged. On the other hand, accepting credit cards—especially online—has become quite common and many of your members appreciate the convenience, so the PTA must make a business judgment whether benefit of the convenience—and potential increased participation—outweighs the costs. If you decide to proceed, you should research and get the best deal for its members.

If your PTA does accept credit cards, be sure that your accounting records reflect both the actual
revenue and the fee you pay to the credit card processor. The entire charge should be recorded as income, and the fee as an expense. For example, if the PTA’s membership service fee is $15.00, and the bank charges a 5% fee, the full $15.00 should be recorded as revenue, and the fee ($15 x 5% = $.75) recorded as an expense.

6. Disbursing Funds

When a PTA incurs a financial obligation that has been approved by the board of directors or the membership, it is the treasurer’s responsibility to pay that obligation on behalf of the PTA.

All obligations and/or liabilities should be paid by check. Never use cash for this purpose.

As part of the record keeping, a receipt or invoice from the company or person who was paid must be retained by the PTA. This receipt, or invoice, will provide proof that the disbursement of funds was proper and legitimate. Note that some store receipts fade quickly, so it may be better to have a copy of such a receipt rather than the original.

New Jersey PTA requires that all financial matters and binding agreements shall require two (2) signatures; only elected officers shall have the authority to sign. Though two signatures are required on financial matters and binding agreements (this includes checks), it is possible to have more than two officers’ names on the bank signature card. The NJPTA recommends three signatories. This allows other elected officers to sign if one is not available.

The National PTA Staff and Finance Committee have developed a guide on handling Money Matters in an Electronic Environment. Please find this information on the National PTA website (www.pta.org).

7. Reconcile Your Register to the Bank Statement Every Month

This is absolutely essential to keeping accurate books. Your books and the bank statement should reconcile to every penny every month (see reconciliation worksheet). If you are keeping your register in Excel or a hand written register, be sure to indicate your reconciliation dates in your check register. If you are using Quicken or QuickBooks, you can print out a reconciliation report. Also, check with your insurance carrier ~ your insurance company may require you to have your bank statement signed off by a non-signer on the checking account.

8. Federal and State Filings

There are two filings that must be done in order to be compliant with the IRS and State of New Jersey requirements for non-profit organizations. There are costly penalties imposed by the IRS and the State for late filing or non-filing of these documents and non-compliance puts your PTA’s 501(c)3 non-profit tax-exempt status at risk.

* Upon completion of these forms, copy and place in the Treasurer’s Permanent File.

8.1 IRS Tax Return

The IRS requires an annual report of income by the 15th day of the fifth month following the end of your PTA’s fiscal year. The form you use is dependent on your gross income (gross income equals all
of the deposits you put in the bank for the fiscal year).

If your PTA’s gross income was:
- Less than $50,000, you can file the form 990N e-postcard.
- Between $50,000 and $200,000, you must file the form 990ez with Schedule A.

These forms are available on the IRS website at www.irs.gov or you can call (877) 829-5500. Because of PTA’s tax exempt status, there is no tax due with these forms, but the IRS does expect your tax return annually and on time. They do impose harsh monetary penalties for late returns and if you do not file at all for three consecutive years, the IRS will revoke your PTA’s tax exempt status. Do not let this happen as it is an extremely costly affair to have your PTA’s tax exempt status re-instated.

The IRS and the State allows organizations between 5 to 6 months in order to give you ample time to get these papers in order. You as the PTA treasurer, have kept current books throughout the year and should have everything in order. Even though, technically your term of office is done, it makes most sense for you to complete these forms since they report income that was recorded during your term and you are most familiar with your method of bookkeeping.

**IRS 990 Filing Verification**

To remain in compliance with the IRS rules for non-profits, ALL PTAs must file a 990 each year at the end of your fiscal year (June 30th). New Jersey PTA is now requesting that you also send us a copy for our files.

**Instructions:**
- Form 990 returns must be mailed or e-filed no later than NOVEMBER 15th!
- Submit completed form and appropriate attachment as described within 10 days of filing date to: NJ PTA, 8 Quakerbridge Plaza, Suite F, Mercerville, NJ 08619.
- If a paper copy is filed, copy page 1 of the return and attach to the required form and return it to the NJ PTA Office. The original should be sent registered mail to IRS service center, and a complete copy should be kept with your PTA permanent records. Federal copy mailing address: Internal Revenue Service Center, Ogden, UT 84201-0027.
- If the 990 is filed electronically, print 2 copies of the e-filing ACCEPTANCE receipt and send one copy to the NJ PTA State Office attached to the required form. Keep one for your PTA permanent records.

**8.2 New Jersey Charities Registration**

Charitable organizations and professional fund raisers based, operating or soliciting within New Jersey must register with the Division of Consumer Affairs Charities Registration Section unless specifically exempted under the provisions of the Charitable Registration and Investigation Act (N.J.S.A. 45:17A-18 et seq.) also known as the "CRI Act."

The CRI Act requires that each registration statement must be submitted with the required registration fee; be signed by two (2) officers of the charity, and include all applicable attachments and additional information pertinent to registration.

All registered charities must renew their registration on an annual basis within six months following their fiscal year-end. Extensions of time to file may be requested by charities with gross contributions greater than $10,000.
To obtain forms go to: www.njconsumeraffairs.gov/charity/charfrm.htm

Please check the Website each year to be certain you are using the most up-to-date registration form available. The form you use is dependent on your gross contributions. If the gross contributions were: under $10,000, you do not have to file; between $10,000 and $25,000, you must file form NJCRI-200 and pay the $30 fee; over $25,000, you must file form NJCRI-300R and pay the $60 fee.

* If your organization had contracts with a professional fund raiser, the CRI-300R Long Form Renewal Registration must be completed, signed and submitted with a copy of the IRS Form 990 for the fiscal year-end being reported.

Initial Registration…Initial registrations must include copies of the organizations: by-laws, articles of incorporation, IRS determination letter and the most recently filed IRS Form 990. If you are unable to produce any of the initial registration materials, please state the reason in a cover letter to be submitted with your initial registration package.

Annual Renewal Registration…Registered charities must renew their registration on an annual basis. A charity's renewal registration is due within six (6) months after its fiscal year-end.

8.3 New Jersey Annual Report
The State of New Jersey requires non-profit organizations who are incorporated to file an Annual Report and pay a $25 filing fee. PTAs do not have to be incorporated, but it is highly recommended. This report and fee are due on the anniversary date of your PTA’s incorporation date. Since all PTAs have been incorporated on different dates, this date is unique to your PTA.

8.4 Incorporation Information
The New Jersey PTA encourages all local PTAs to seek incorporation. The following was prepared by the New Jersey PTA attorney in answer to requests for information regarding incorporation.

A PTA Should Incorporate for the following reasons:
• A corporation is an entity separate and apart from its members and officers. It may hold title to corporate property. It is the proper party to sue and be sued upon contracts made by it.
• A corporation is responsible for its tortuous acts. In the absence of negligence on the part of a member, he or she cannot be held liable for the tortuous acts of the corporation.

Example: Assuming that the corporation has rented a restaurant or a meeting hall and someone at the affair is injured, either by accident or from food poisoning, the corporation may or may not be held responsible, depending on whether or not it was negligent, but the officers or members cannot be held responsible unless they negligently caused or contributed to the accident or injury.

• A corporation may be responsible for its ultra virus or illegal acts. An ultra virus act is an act committed by a corporation that is not with its express or implied powers. A member of the corporation may not be held liable for an ultra virus or illegal act unless he or she authorized said act or participated in it.

A corporation not for pecuniary profit is obliged to file an annual report and pay a yearly fee to the Secretary of State, Corporation Division, Trenton, NJ. You will receive a reminder from the State
of New Jersey that this report is due. It is strongly recommended that the services of an attorney be engaged for the purpose of incorporation. (The initial cost to obtain Incorporation is payable to the NJState Department.)

To become incorporated in New Jersey, your organization needs to file a certificate of incorporation (and pay the fee) with the New Jersey Division of Revenue, Corporate Filing Unit. One method for incorporating in New Jersey is to file (with the $75 fee) the Public Records Filing for New Business Entity form, which is in the New Jersey Complete Business Registration Package available from the Division of Revenue (If you use the form and plan on applying for IRC Section 501(c)3 status with the IRS, the following guidelines should help you satisfy IRS requirements:

1. In the item labeled “Type of Business Entity” insert “NP”;
2. In the item labeled “Business Purpose” include the 501(c)3 purpose wording required by the IRS (see Chapter 3 of IRS Publication 557);
3. In the item labeled “Stock” make no entry;
4. In the item labeled “Management” list at least three trustees;
5. Directly below the item labeled “Additional Entity- Specific Information” insert “see attached 501(c)3 requirements.” On the attachment include the IRS-required restrictions such as those found in the Fifth Article of Draft A of the Sample Articles of Organization in IRS Publication 557 (see also detailed information in Chapter 3 of IRS Publication 557);
6. Below the item labeled “Domestic Non-Profit Corporations (Title 15A)” under “The method of distribution” check the box for “As set forth herein” and include the 501(c)3 dissolution wording required by the IRS (see Chapter 3 of IRS Publication 557, particularly the Sample Articles of Organization, Draft A, Sixth Article).

8.5 New Jersey Sales Tax Exemption (ST-5 Form)

Each council and local PTA should apply for an exempt organization permit (REG 1E – A) from the New Jersey Sales Tax Bureau: State of New Jersey, Division of Taxation, P. O. Box 269, Trenton, NJ 08695-0269 or download REG 1E – Application for Exempt REG 1E under sales tax forms. The ST-5 form is the form that is sent to the PTAs for their use when purchasing sales tax items. Make copies of this form and keep the original with all your important papers of your organization. This form and exemption is only for your PTA’s use and cannot be used by other organizations or individuals.

When filing this form be sure to include a copy of your bylaws. You must also have a “letter of good standing” from the State PTA office, which verifies that your PTA is a subordinate of NJPTA – in good standing with the NJPTA, which entitles tax exemption to your PTA. Do not send the official or a duplicate copy of your bylaws stamped by the state PTA; it will not be returned. To receive a letter of good standing, contact the State PTA office. Refer to the list of Telephone Numbers for Non-Profits. To obtain the form or go to www.state.nj.us/treasury/taxation forms, print and download, sales tax forms go to REG 1E – Application for Exempt.

8.6 Legalized Games of Chance

In New Jersey, organizations desiring to be licensed to conduct bingo or raffles must begin with the Legalized Games of Chance Control Commission. The municipality determines whether the gaming will or will not be permitted, but first the PTA must register with and obtain an “identification number” from the commission. In order to register, the PTA must submit a completed application, including a non-refundable, biennial registration fee of $100, a copy of its bylaws, a list of the names, addresses and ages of each member of its Board of Directors and if incorporated, a copy of the Articles of Incorporation filed with the Secretary of State.
If the application is approved, the PTA will be issued a certificate with an identification number valid for two (2) years. The PTA will receive a notice a few months before the renewal date. It is important not to let this permit lapse, or you will have to start all over again. Once you have your PTA’s ID Number, go to the Township Clerk and apply for a license to conduct your event. (Some towns do not allow games of chance). Allow time for Township and the Games Commission to approve your application. Following the event, a report must be submitted to the Township and the State. A violation of the bingo and raffles licensing laws carries a fine of up to $7,500 for the first offense. For more information regarding guidelines and application: NJ Legalized Games of Chance Control Commission, P O Box 46014, Newark, NJ 07101 (973) 273-8000

8.7 FRAUD: Misappropriations of Funds
If proper financial procedures have been consistently followed, your PTA should not have any problems accounting for all funds. However, if there is money missing or embezzlement is suspected, your PTA’s executive board has a legal responsibility to instigate an investigation and recover the funds. **Failure to take action could make Board members co-conspirators in an illegal act.**

Utmost care should be taken to avoid libelous actions against the suspected person(s) involved, while pursing the recovery of funds. Immediately conduct a complete and thorough audit. The audit committee must report its finding to the PTA board, not just to the executive committee. Its report should be factual – stating what was found and also stating what remains unresolved.

If funds are missing, the board has the legal obligation to take every reasonable action to recover those funds. Decisions reached must be based on sound business practices. All action taken by the board **must** be “on the record” (recorded in the minutes). Notify the insurance and/or bonding agent. The board must also report the incident, and the actions it took, to the membership. Do not publicly reveal the offender(s) name(s). Please be very cautious, as public or private statements regarding this situation should not be made, regardless of the severity of the situation or its public knowledge.

At some point during this process, you might want to contact the State PTA for assistance. 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.

9. Other Considerations

**Blank checks.**

Never sign a blank check. Signing a blank check could lead to problems. As convenient as it might appear, if the check is found it can be filled in and the funds diverted to unauthorized purposes. Signing a blank check is not a sound business practice.

**Credit cards, debit cards, or online checks.**

There are many responsibilities of a PTA and things to consider when dealing with Money Matters in an Electronic Environment. The National PTA Staff and Finance Committee have developed a guide on handling Money Matters in an Electronic Environment. Please find and review this entire packet in the appendix of this handbook.
Independent review of bank statements.
All bank statements should be reviewed before being sent to the treasurer by a board member who is not an authorized signer on the account. If your PTA purchases fidelity bond coverage from AIM, failure to follow this practice will void the coverage! This can be accomplished either by having the statement sent to the president or another officer who provides it unopened to the reviewer, or having the president make a copy for her or his records and then providing the original to the reviewer. Alternatively, one or more non-signing board members could be given “read-only” online access to the account, with the expectation that transactions be reviewed online at least monthly if not more frequently and the results of the review reported to the board.

Copies of all PTA checks.
Many banks will no longer provide the actual checks, and some will not even provide photocopies. However, most will provide “read-only” online access to allow copies of checks to be downloaded for free; this is an acceptable alternative if someone who is not an authorized signer is given such access and is expected to make the downloads at least monthly, and after review provides the copies to the treasurer for her or his records.

10. Reports
Monthly Reports
A detailed, written financial report must be provided for every month, either at a meeting of the board of directors or the membership. This regular financial report may be given more frequently than once a month, but it is never to be given less than once a month. If the board or membership does not meet in a given month, a report should be delivered to each board member. This report should be written in sufficient detail to clearly show how the PTA received its income and how it spent its funds. It should be prepared in the same format as the annual budget.

The report should include a line for each budget item that details:
- The financial figures for the month.
- The year-to-date financial figures.
- The budgeted amounts.

Additionally, the report must show the cash balance of funds currently in the PTA bank account(s) separated into restricted and unrestricted amounts (see below for discussion of restricted accounts).

The treasurer should always have the financial records available at each meeting in order to be able to respond to questions. Financial report samples can be found in the appendix of this handbook.

Annual Reports
At the end of the fiscal year (June 30), the treasurer should prepare an annual financial report. The report should show:
- All the actual income for the entire year (grouped by line items in the budget)
- All the actual expenses for the entire year (grouped by line items in the budget)
- The year’s budgeted income and expense amounts for each line item
- The variance between the actual amounts and the budgeted amounts

The annual financial report is very important for several reasons:
- It provides the PTA’s internal audit committee with important information to help it complete its task.
- It provides the PTA leaders with data to evaluate the actual performance of the PTA against the plan (the budget) that was developed.
- It provides a valuable tool for developing future budgets.
- It provides the basis for completing the PTA’s 990N, 990EZ or 990 for the current year.

Annual Financial Report samples can be found in the appendix of this publication.

While the annual report serves to provide financial information, it can also be used as a marketing tool to demonstrate to your members how hard the PTA has worked and the good things it has accomplished for children in the school or community.

11. Special Funds

Matching Gifts.
Some employers will match donations to nonprofits made by their employees. Members should be encouraged to inquire whether they are eligible to receive the match from their employer, and follow the employer’s donor procedures for documenting or obtaining the funds.

Restricted Funds.
This term is used to describe funds that have been set aside because of limitations in their use placed upon them by individuals or agencies outside of the membership or board of the PTA. Legally, the funds must be used in accordance with the wishes of the donor or the advertised purpose of the special event that brought in the associated income. The board has the authority to accept or reject the conditions, but if the conditions are rejected, any funds received must be returned unless the donor agrees to changes requested by the PTA.

Designated Funds.
This term is used to describe when the PTA’s membership adopts/approves a motion to set aside funds for a specific purpose. Many PTAs identify projects necessitating accumulation of funds over a period of time in order to pay for the project, usually extending beyond two years (for example, a scholarship program or a major playground improvement), or to enable the PTA to make an expensive purchase (for example, new software or hardware). This is done by establishing a “designated fund.” To establish a designated fund, the board of your PTA should pass a motion that defines how revenue into the fund will be generated and the manner in which the funds may be spent. The motion should then be approved at a general membership meeting. Proper wording of the motion should include a statement on how those funds will be raised and how they will be spent.

Example 1: “I move that the Sample PTA designate and accumulate funds to be used for __________.”

Example 2: “I move that the Sample PTA designate and accumulate funds to be used for __________. An annual activity shall be dedicated to the purpose of raising these funds.”

Example 3: “I move that the Sample PTA designate and accumulate funds to be used for __________. Fifty percent (50%) of the year-end carry forward shall be used for this purpose.”

Example 4: “I move that the Sample PTA designate funds to be used for __________. The Board of Directors shall annually establish an amount to be transferred from the general fund for this purpose.”
**Caution:** Funds that are “designated” for a specific purpose can be directed to another legitimate purpose by the entity that created the designation, typically by a vote of the membership. However, when a designated fund has been created, individuals who make donations to the fund may be considered to have made a “restricted” donation, i.e., one that they intended only be used for that designated purpose. To avoid such confusion, we recommend that the designation leave an “out” in case there is a subsequent change.

For example, “I move that the Sample PTA designate and accumulate funds for the purpose of purchasing play-ground equipment for Sample Elementary School, with the understanding that any funds not needed for such purpose may be used for other projects as determined by a vote of the members.”

The same group that created it must vote modifications or eliminations to a designated fund on. Because the membership created it, the membership must vote on any modification or elimination to a designated fund.

Any income to or expenditures from designated and restricted funds and current balances are reported as part of the monthly and annual financial reports. A designated funds report could appear as follows:

<table>
<thead>
<tr>
<th>Designated Fund for (Project Name)</th>
<th>$4678.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Balance on Hand (03/31/___)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Income:</strong></td>
<td></td>
</tr>
<tr>
<td>Book Sale</td>
<td>$150.00</td>
</tr>
<tr>
<td>Donations</td>
<td>$25.00</td>
</tr>
<tr>
<td>Interest</td>
<td>$8.36</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>$183.36</td>
</tr>
<tr>
<td><strong>Expense:</strong></td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total Expense</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Balance on Hand (04/30/___)</strong></td>
<td>$4861.36</td>
</tr>
</tbody>
</table>

Voted by Sample PTA membership on 10/27/___)

**12. Membership Dues**

Membership dues collected by a local PTA must include New Jersey’s PTA dues and the National PTA’s affiliation fee. If the local PTA belongs to a council, it must also include the council service fee.

*The official membership count for a local unit is determined by the number of member dues received and recorded in the NJPTA office.*

The treasurer should work with the membership chair to reconcile the number of members enrolled with the membership dues. These due do not belong to the local PTA, but to New Jersey PTA and the National PTA (and PTA council, if applicable).

1. An accurate record of dues received by a local PTA must be maintained. The State and National
portion of dues do not belong to the local PTA and are never recorded as part of the local PTA’s income, but they should be recorded as accounts payable within your financial records.

2. Work with the membership chair to make sure dues are sent to the NJPTA Office on a monthly basis based on the invoice sent to your PTA. Dues should not be held long periods of time at the local level.

3. Make arrangements with the membership chair for the deposit of dues received by his/her committee. Count and record the amount received in the chair’s presence, and issue a receipt.

4. Immediately record into your records the dues received, and deposit the dues into the PTA account as quickly as possible.

5. The State and National portion of dues received should be forwarded to the State PTA office with the appropriate invoice/form. Keep a copy of this invoice for your records.

13. Records
In addition to the financial records, the treasurer should maintain copies of any current contracts, the local PTA bylaws, your PTA’s current standing rules and written policies or procedures, and an inventory of any equipment owned by the PTA.

Records Retention Timetable
Certain pieces of the PTA’s historic records and documents will need to be maintained as indicated in the schedule below.

**Permanent**
- Conformed Articles of Incorporation/Amendments/Restatements
- Certificate of Incorporation
- Contracts currently in effect
- Legal correspondence
- Documentation of equipment currently owned by PTA (asset list with depreciation of 20% per year)
- Minutes (board & membership meetings)
- PTA Charter
- Current Local PTA Bylaws
- Current Standing Rules, policies, written procedures
- Letter of Determination of Tax-Exempt Status from IRS
- Letter assigning Employer Identification Number (EIN)
- Correspondence with IRS
- Forms 990/990N/990EZ and 990-T (to report unrelated business income if applicable) with IRS
- Membership/Board roster
- Completed Form 1023 or 1024 (application for tax exemption and all documents submitted in support of application)

**Ten Years**
- Annual reports
- Biennial Registration for Charities Registration
- Annual registration for Charitable Solicitations
- Annual financial review reports
- Annual treasurer’s reports

**Seven Years**
- Accounts payable records
• Budgets
• Canceled checks
• Check register
• Monthly financial reports • Income records • Receipts/invoices
• Restricted Donation Form (grant agreement)
• Contracts signed during previous six years but no longer in effect

Three Years
• Correspondence (general)
• Insurance certificates
• Financial and insurance matters

14. Insurance
A PTA may obtain insurance through any reputable company. New Jersey State PTA recommends: Association Insurance Management (AIM) ~ offers different options for different coverage, please read the following information to decide which is best for your unit:

General Liability Coverage
One of the legal duties of a PTA is to protect its membership and the general public from accident or injury at a PTA activity. General liability insurance covers the PTA in the following ways:
• Covers PTA members against claims by third parties for damage to property or personal injury incurred at a PTA-sponsored activity.
• Coverage extends to product defects or to claims of libel, slander or arrest.
• General liability does not include coverage for ski schools; Boy Scout or Cub Scout sponsorship; automotive, aircraft, watercraft and other forms of transportation; organized sports events; intentional acts; damage to property owned by or under the control of the PTA; mechanical rides at carnivals and fairs; or damage caused by fireworks.

Purchasing General Liability Insurance is one of the strongest recommendations of the New Jersey PTA.

Accident Medical (Medical Coverage)
The Accident Medical policy is designed to complement your General Liability policy. This policy provides medical coverage for activities that are excluded from the General Liability policy such as automobile, mechanical rides, watercraft and fireworks coverage. It also provides additional medical payment coverage for covered events without any proof that the PTA was at fault in causing the injury. This is not a replacement of your liability policy. The accident medical limits are $10,000, $25,000, and $50,000 with no deductible.

Fidelity Bond Coverage (Sometimes called “Commercial Crime and Fidelity Bond”)
Fidelity bonding protects the PTA from dishonest acts by PTA officers or members who handle PTA funds. If an officer or member embezzles PTA funds, the fidelity bond may be used to repay those funds (less the deductible).

• A requirement of Association Insurance Management (AIM) policy is that the monthly bank statement must be reviewed by someone who does not have authorization to sign checks.
• A requirement of RV Nuccio Insurance is the following information on the bottom of all treasurer
reports:
“I have re-examined the Bank Statement, Deposits & Withdrawals with this report and found them to be accurate.”

Signature: _____________________________
(Budget & Finance Chairperson)
Date: ________________

Also required for both insurance companies is an annual review of the PTA’s books. Failing to comply with these requirements will void the coverage.

**Directors and Officers Liability**
Directors and officers insurance can protect the personal assets of the PTA’s directors and officers, as well as the assets of the PTA in the event a member (or nonmember) files a lawsuit claiming that an officer or director was negligent in the management or operation of the PTA.

**Property Coverage (Business Personal Property)** Property insurance protects any personal property owned or under the care, custody or control of the PTA against damage or loss. The insurance covers the cost of replacing the damaged item.

**15. Contracts**
In the course of a year, a PTA will enter into a variety of contracts.

The PTA assumes the responsibility and the legal obligation to comply with the terms and conditions of the contract including any payment specified by the contract.

Whether an activity is or is not a financial success, or a PTA has insufficient funds to meet its obligations, or best practices was not followed, does not affect the legal requirements to fulfill the terms of the contract.

**Best Practice—for a contract to be valid, the following conditions must be met:**
- The person negotiating the contract has the authority to do so.
- The board of directors has reviewed and authorized the contract.
- The terms and conditions of the contract, including the fine print, are understood and agreeable to the PTA.
- Have the contractor/vendor submit a W-9 form at the time of signing the contract so you will have the information necessary to determine whether a 1099 is required, and if so, to complete it.
- The contract bears signatures of two elected PTA officers, preferably one being the president.
- The PTA has the ability to comply with all the terms of the contract.

**16. Donation of Equipment and Grants**
**Donations of Equipment**
Donations of equipment or material to any school or school district are not recommended. Donations of this kind can make the PTA liable for any defect in the property or equipment. In addition, school districts may have certain product standards for equipment and may not be willing to accept equipment that does not meet those standards.
Grants/Restricted Donations

PTAs may make a grant to a school district, which directs the district to purchase equipment or material. A grant may be made for other purposes as well. When granting money to the school district, the PTA should:

- Use a Restricted Donation Form (a sample Restricted Donation Form is included in the appendix).
- Verify the need for the grant.
- Clarify the terms of the grant with the school district.
- Document the mutual understanding about the grant in a written agreement that is signed by the PTA and the school district. The restricted donation agreement should include:
  - Parties involved in the grant
  - Amount of the grant
  - Purpose of the grant
  - Date by which the grant funds must be expended.
  - Location where equipment will be placed and how long it will remain there.

17. Overview of Administrative Guidelines

1. Remind all elected officers of the following:
   a. It is the moral, ethical, and legal obligation of all of the elected officers to ensure that proper financial procedures are being followed.
   b. PTA funds belong to the membership of the PTA. General Membership approves the way the money is raised and the way it is spent.
   c. Funds should be raised for the purpose(s) defined in the adopted budget. There is no need to raise money that is not needed for PTA work.
   d. Funds should be raised by the members of the local PTA. **Children should never be involved in any activity that might place them in an unsafe situation.**
   e. All required reports and forms should be filed with the State PTA office, as designated, to stay in good standing.

2. **Request that you, as well as any other person authorized to handle PTA funds, be bonded.** This is for your protection and the protection of the association. A bonding policy should be secured from a reliable insurance company. The policy should cover losses sustained through any fraudulent or dishonest act or acts committed by any elected officer and their successors, or any person in a PTA or council who is authorized by an office to handle PTA or council monies, acting alone or in conspiracy with others.

3. **Encourage your officers to incorporate your PTA.** Information on incorporation is available in the New Jersey PTA State Handbook: “One Stop Reference” and also at [http://www.state.nj.us/treasury/revenue/](http://www.state.nj.us/treasury/revenue/). The Division of Commercial Recording can also be contacted for assistance at (609) 292-9292. Annual online filing requirements apply.

4. As treasurer, you should ensure that your PTA has applied for the following important items: EIN (Employer Identification Number), sometimes referred to as FEIN, signifying your classification with the IRS. **PTAs must have their own EIN number- not the schools.**
   - Charities Registration Number for the State of New Jersey, if applicable.
- State Sales Tax Exemption Number (See New Jersey PTA State Handbook)

5. You must remember that under the IRS classification, PTA is not a fundraising association. You must file Form 990, 990-EZ, or 990-N. Failure to do so or a late filing may constitute a penalty with the IRS.

**18. The Budget**

*Development*

It is recommended that the budget for the next fiscal year be developed and approved before the end of the current fiscal year. This allows the PTA to continue operating and to meet its financial obligations once school is over for the summer.

*Process*

There are three basic steps in developing a budget. They are:
- Determine the PTA’s goals and objectives and assign costs to them
- Develop a revenue source to cover the goals and objectives
- Reconcile or balance steps 1 and 2 with each other

*Without an approved budget, the PTA does not have the authority to spend money for any purpose.*

*Goals and Objectives*

**Mission Statement** – Does the PTA have a clear understanding of its mission? If not, consider adopting a mission statement that reflects the reason why the organization is a PTA. An example might be…”Sample PTA is an organization that promotes the welfare of children and youth in the home, school and place of worship.”

**Goals** – What are the goals and the objectives for the upcoming year? What does the PTA want to accomplish? The goals should align with the mission statement. Some goals might include:
- Increase our outreach to the community.
- Develop better communication among school, home and the community.
- Facilitate and celebrate every child’s accomplishment.

**Objectives** – What actions will be taken to move the PTA closer to its goals? This may involve:
- Strategic planning – done by the board of directors
- Research, make recommendations and recruit help—done by the executive committee.
- Action—done by committees.

The objectives should tell who will take the action, what the action will be, why the action is necessary, when the action will take place (includes a timeline), and where the action will occur.

*Goal Setting Tools*

Several tools are available to help in identifying new goals and assessing existing ones. They include surveys, program assessments, individual program suggestions and brainstorming sessions. Examples for some of these are included in the appendix of this publication.

*Revenue Development*

Now that the PTA has determined its goals and objectives, it must carefully consider how to best raise the funds needed to accomplish them.
During the goal-setting phase, expected income and expenses should be estimated for each activity and entered on the budget worksheet. *A sample of the budget worksheet can be found in the Appendix.*

**Reconciliation**
Finally, a comparison is made between the expenses/costs of accomplishing the goals/objectives and the anticipated revenue. If there is a serious difference between the two, realistic adjustments must be made to either or both of these areas. When the revenues (including any carryover funds from the previous year) equal planned expenditures (including funds to be carried over to the following year) the budgeting process is completed.

**Budget Committee**
The budget is usually developed by a budget or finance committee. The committee is chaired by the treasurer. Its members should include several other PTA leaders who have knowledge of what has occurred in the past and what plans are appropriate for the PTA in the future. Both incoming and outgoing officers may serve on this committee.

A PTA may modify the budget to meet its needs. An added bonus of utilizing a budget committee is to develop and train potential treasurers. It can also help with the transition between outgoing and incoming treasurers.

The committee can be as large as 5-7 PTA board members and may include the president. The treasurer is the chair of the committee and brings the committee’s recommendations to the board of directors.

The budget committee evaluates new budgetary requests, reviews programs that have occurred and makes recommendations to the board of directors and membership throughout the year. When it is time to prepare a budget, much of the groundwork has already been done, making the actual development of the budget more efficient.

**Approving the Budget**
After the budget has been drafted, the board of directors should review it. Following the board’s review and approval, the budget must be presented to the membership for approval.

A majority vote by the PTA’s general membership is required for approval of the budget at a general membership meeting.

The budget should be approved in the fall, normally at the first membership meeting of the year.

**Committee Budgets/Expenses**
When the membership approves the PTA’s budget, it authorizes the board of directors to spend the PTA funds. This is not an authorization for a committee to spend funds.

It is common practice for each committee to formulate its own plan and budget, and present these to the board of directors. The board reviews these plans and the committee’s budget in relation to the entire PTA budget and approves, modifies or disapproves the committee’s plans or budget.

No committee chair or committee member can obligate the PTA to a program, project, activity, plan.
or any obligation, financial or otherwise, without approval of the board of directors. If contracts are to be signed, only the President may sign them.

When plans change within a committee, which may impact the budget, approval must be obtained to spend funds not previously approved. Expenses incurred without prior approval may become a personal expense and not be reimbursed by the PTA.

*A Sample Committee Plan of Action form has been included in the Appendix of this publication.*

**Amending (Reallocating) the Budget**

The budget is an annual plan. It is only an estimate of expenses and income. Plans will change. Therefore, the budget may have to change or be amended. No budget should be so rigid that it cannot be easily changed to meet the changing needs faced by PTAs. The budget may be changed (amended or reallocated) by:

- Vote of the general membership.
- Vote of the board of directors acting on behalf of the membership, between meetings of the membership.
- When the board of directors amends the budget, it must be sure that it is acting with permission of the general membership through the standing rules or a budget notation.
- If authorized by the PTA’s standing rules or in the budget itself, the Board may be able to reallocate funds from one purpose to another.

*Sample budgets are included in the Appendix of this publication.*

**19. Fundraising**

**NJ PTA Position Statement on Fundraising**

A. While the official mission of the PTA bears no mention of fundraising, funds are needed to carry-out the local PTA’s yearly activities as listed in their budgets.

B. PTAs should begin each year with specific goals in mind before determining the dollar amount needed from a fundraising event.

C. Once a fundraising project has been thoroughly considered, it must be presented to the members at a general membership meeting for a vote to approve the event.

*Children and Youth should not be exploited.*

*Children and Youth should not sell or go door-to-door for PTA.*

*Children and Youth should not be used to collect money for PTA.*

Children and Youth should not be offered prize incentives, which have been known to cause needless competition among students and encourage inappropriate, unsafe selling tactics.

A PTA’s Real Working Capital lies in its Members, not its Treasury.

**The 3 to 1 Rule**

When planning the year’s activities, PTAs should use the 3 to 1 Rule: There should be at least 3 non-fundraising projects to every 1 fundraising project.
PTA funds should always be used for PTA work. It is not appropriate to raise money for PTA activities and then donate it to another organization.

PTAs should provide service, not material items, to the school. The purchase of materials and equipment for the school is the responsibility of the Board of Education.

**20. Conflict of Interest**

What is a Conflict of Interest?
A conflict of interest exists whenever it is possible for a director to derive a benefit, either direct or indirect, because of his or her position on the board. The conflict may arise from a personal, professional, or family interest.

For example, a director who runs a catering business may benefit professionally if the PTA contracts with the director’s catering firm. The mere existence of a conflict does not require the board to forego an opportunity advantageous to the PTA. It only requires that the disinterested directors make an informed decision whether the organization should proceed notwithstanding the potential benefit to be derived by an individual director, if it is otherwise in the best interests of the organization to do so.

**Sample Conflict of Interest Statement**

Elected officers and other members of the board of directors of __________ PTA must disclose in a written statement any potential conflict of interest regarding PTA business, and then remove themselves from the room during deliberations and voting regarding this matter. The abstention should also be recorded in the board orgeneral membership meeting minutes at which deliberations and voting took place.
APPENDIX

Questions and Answers

How can a PTA handle a member who frequently writes NSF (non-sufficient funds) checks?
Inform the member that the PTA will no longer accept checks from him/her. This conversation needs to be handled discreetly. Businesses have a list of people in the community who habitually write NSF checks. The PTA can do that also, as long as the list is kept confidential. It may also be advisable to put a section in your standing rules stating that any person writing NSF checks will have to pay all bank charges. For occasional NSF checks, you can call the bank or credit union and ask if there are sufficient funds to cover the check before depositing it again. To help keep track of check writers, have parents put the student’s name and teacher’s name/room number on each check.

Do volunteers have to be PTA members to be covered by PTA insurance while working at events?
No. Generally speaking, all volunteers, members, and participants at any PTA function are covered under insurance policies issued through AIM; specific questions or concerns should be addressed to AIM. However, New Jersey PTA strongly recommends that only PTA members handle money at PTA events.

When I pay my membership fee to a 501(c)3 PTA, is the entire amount tax deductible as a charitable contribution?
Yes. The NJPTA and National PTA are recognized as 501(c)3 organizations to whom your membership fees are deductible.

I think that our president misappropriated PTA money by purchasing flowers for the executive committee when money was not allocated for that expense. Now she is asking for reimbursement. Is this considered missing money? Do I have to pay her?
No, it is not missing money. However, this request by the president is an improper one. As treasurer, you can refuse to reimburse the president unless the board of directors or the membership approved the purchase in advance.
PTA FINANCIAL REVIEW/AUDIT REPORT

This Audit report is due by October 15th
It is strongly recommended to complete this report as soon after the end of the fiscal year.

<table>
<thead>
<tr>
<th>PTA Name:</th>
<th>Local Unit #:</th>
<th>County:</th>
</tr>
</thead>
<tbody>
<tr>
<td>EIN #:</td>
<td>Charities Registration #:</td>
<td></td>
</tr>
</tbody>
</table>

PTA President:
   Email Address:  
   PTA President’s signature:

PTA Treasurer:
   Email Address:  
   PTA Treasurer’s signature:

If previous President and Treasurer are available, they should complete the above information. If not, the current President and Treasurer should complete the above information.

Audit Instructions:

**Treasurer:** Fill out page 2 of this audit report completely. Pay close attention to the instructions.

In order to complete the audit, please provide the following information to the audit committee:

- previous audit
- bank statements
- check register
- checkbook stubs
- treasurer’s reports
- budget
- income vouchers
- check vouchers

**Audit Committee:** After the treasurer completes the Audit Report (pg.2) please complete the Audit Checklist (pg. 3). Please remember ~ audit committee members cannot have been signers on the account(s) during the audit period and the PTA President cannot be a member of the Audit Committee. Then complete the information below:

Date Audit was performed:

Date Audit will be presented to Board of Directors:

Date Audit will be adopted by General Membership:

Auditor’s Signature:  
Date:

* If Audit is completed by an accountant, only the accountant’s signature is required. *

Audit Committee Chairperson:
   Signature:  
   Date:

Audit Committee Member:
   Signature:  
   Date:

Audit Committee Member:
   Signature:  
   Date:

After completion, please mail completed audit packet to: NJPTA, Attn: Audits, 8 Quakerbridge Plaza, Suite F, Mercerville, NJ 08619; fax to: 609.587.0500; email to: treasurer@njpta.org
NJPTA Audit Packet ~ ____________ Fiscal Year
PTA Name: _______________ Local Unit: ________

To be completed by the Treasurer prior to turning over the books for audit.

<table>
<thead>
<tr>
<th>Date of Audit:</th>
<th>Local Unit #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of PTA:</td>
<td>County:</td>
</tr>
<tr>
<td>EIN #:</td>
<td>Charities Reg. #:</td>
</tr>
</tbody>
</table>

**PER CHECK REGISTER**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Beginning Balance (must match ending balance from previous year’s audit)</td>
</tr>
<tr>
<td>2</td>
<td>Total Income/Receipts</td>
</tr>
<tr>
<td>3</td>
<td>Add line 1 and line 2</td>
</tr>
<tr>
<td>4</td>
<td>Total Expenses/Disbursements</td>
</tr>
<tr>
<td>5</td>
<td>Ending Balance (must match check register balance at the end of this fiscal year)</td>
</tr>
</tbody>
</table>

**PER BANK STATEMENTS**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Ending balance ~ June bank statement</td>
</tr>
<tr>
<td>7</td>
<td>Outstanding checks (if necessary, use additional sheet)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Check #</th>
<th>Payable to:</th>
<th>Amount:</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</table>

Outstanding Check Total:

Subtract Outstanding Checks Total

<p>| | |</p>
<table>
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<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>8</td>
<td>Balance on Hand (must match line 5 above)</td>
</tr>
</tbody>
</table>
AUDIT COMMITTEE CHECKLIST

Does the PTA have its IRS Employer Identification Number (EIN)?

#____-___________

____ Yes  ____ No

Does the PTA have liability and bonding insurance?

____ Yes  ____ No

INCOME

Was all of the income properly allocated and categorized in accordance with the budget?

____ Yes  ____ No

EXPENDITURES

Were all expenditures properly allocated and categorized in accordance with the budget?

____ Yes  ____ No

Is there a proper bill or voucher for each expenditure?

____ Yes  ____ No

Was each expenditure a part of the budget?

____ Yes  ____ No

GOVERNMENT REQUIREMENTS

Did the PTA file either a 990N, 990EZ or 990 with the IRS?

____ Yes  ____ No

Did the PTA file a CRI-200 or CRI-300 Form with the State of New Jersey?

____ Yes  ____ No

Did the PTA file a NJ Annual Report (if incorporated)

____ Yes  ____ No

CHECKS/BANKING

Were all checks properly signed by authorized PTA officers?

____ Yes  ____ No

Are all checks sequentially numbered?

____ Yes  ____ No

Are all checks accounted for?

____ Yes  ____ No

Were all bank statements properly reconciled by the treasurer on a monthly basis?

____ Yes  ____ No

BUDGET/REPORTS

Is there an approved motion in the minutes for the budget?

____ Yes  ____ No

Did the treasurer submit regular written financial reports?

____ Yes  ____ No

Were the financial records maintained in an orderly manner?

____ Yes  ____ No

EXPLAIN ALL “NO” RESPONSES:
The purpose of this form is to verify that your PTA’s tax exempt status is intact with the IRS and the State of New Jersey.

**Which IRS 990 form should you file?**

All PTAs must file with the IRS a form 990N (electronic filing), a form 990EZ or a form 990 annually. These various 990 forms are due to the IRS by November 15th. See information below to determine which form 990 you should file:

990N ~ File the 990N if your gross receipts were between $0 and $50,000
990EZ ~ File the 990EZ if your gross receipts were between $50,000 and $200,000
990 ~ File the 990 if your gross receipts were over $200,000

**Which CRI form should you file?**

If your PTA is registered as a charitable organization in the State of New Jersey, you need to file a CRI form.

CRI200 ~ File and pay fee if your gross receipts were under $25,000
CRI300r ~ File and pay fee if your gross receipts were $25,000 or more

**Instructions:**

Make a copy of the completed 990 and CRI forms to keep for your PTA’s permanent file. Complete the information below:

<table>
<thead>
<tr>
<th>PTA Name:</th>
<th>Local #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>EIN#:</td>
<td>Charities Reg. #:</td>
</tr>
<tr>
<td>990 form filed:</td>
<td>Charities form filed:</td>
</tr>
<tr>
<td>Submitted by:</td>
<td></td>
</tr>
<tr>
<td>PTA Position:</td>
<td>Email:</td>
</tr>
</tbody>
</table>

Once you have completed the appropriate 990 and CRI (if applicable) make a copy of the first page of each return and submit, along with this completed page, to the NJPTA office:

NJPTA, Attn: Audits, 8 Quakerbridge Plaza, Suite F, Mercerville, NJ 08619
Fax to: 609.587.0500, Email to: treasurer@njpta.org
Step by Step Instructions for E-filing IRS Form 990-N (e-Postcard)

How to file:
- The Form 990-N electronic-filing system moved from Urban Institute’s website to IRS.gov in February. All filers must register at IRS.gov prior to filing their next Form 990-N. This is a one time registration; you won’t be asked to register again when filing next year.
- Form 990-N must be completed and filed electronically. There is no paper form.
- Form 990-N filers may choose to file a complete Form 990 or Form 990-EZ instead.
- For filing system and website issues, see How to File: Frequently Asked Questions. If site issues are unresolved, call TE/GE Customer Accounts Services at 877-829-5500. A representative will file your Form 990-N information.
- Organizations should continue efforts to file, even if late.

Prior to filing your form, please review the following information:

Who must file:
Most small tax-exempt organizations whose annual gross receipts are normally $50,000 or less can satisfy their annual reporting requirement by electronically submitting Form 990-N if they choose not to file Form 990 or Form 990-EZ instead.

Exceptions to this requirement include:
- Organizations that are included in a group return,
- Churches, their integrated auxiliaries, and conventions or associations of churches, and
- Organizations required to file a different return

Form 990-N filing due date:
Form 990-N is due every year by the 15th day of the 5th month after the close of your tax year. You cannot file the e-Postcard until after your tax year ends.

Example: If your tax year ended on December 31, the e-Postcard is due May 15 of the following year. If the due date falls on a Saturday, Sunday, or legal holiday, the due date is the next business day.

If your 990-N is late, the IRS will send a reminder notice to the last address received.

While there is no penalty assessment for filing Form 990-N late, organizations that fail to file required Forms 990, 990-EZ or 990-N for three consecutive years will automatically lose their tax-exempt status. Revocation of the organization’s tax-exempt status will happen on the filing due date of the third consecutively-missed year. Watch this IRS YouTube presentation for more information.

Information you will need when filing Form 990-N:
Form 990-N is easy to complete. Completing the e-Postcard requires the eight items listed below:
1. Employer identification number (EIN), also known as a Taxpayer Identification Number (TIN).
2. Tax year
3. Legal name and mailing address
4. Any other names the organization uses
5. Name and address of a principal officer
6. Web site address if the organization has one
7. Confirmation that the organization’s annual gross receipts are $50,000 or less
8. If applicable, a statement that the organization has terminated or is terminating (going out of business)
Overview

These instructions are intended to help clarify and supplement the Instructions for Form 990-EZ as published by the IRS. They are not intended to replace those instructions. Both the form and the IRS instructions are available on the IRS website (IRS.gov), or call the IRS at (800) TAX-FORM (829-3676) to have them mailed to you. If you have questions or need additional assistance, call or email New Jersey PTA, 609-587-0100 or treasurer@njpta.org.

Items A–L

A. Fiscal year—The fiscal year is stated in your PTA’s bylaws and is the 12-month period used to set the activities and budget year of the PTA; for example, July 1, 20XX, through June 30, 20XX.

B. Check if applicable—Check the appropriate box to indicate the type of return: initial return, final return, amended return, or change of address.

C. Name, address—If the Form 990-EZ has a preaddressed mailing label, please attach that label in this box. If there is no preaddressed mailing label, insert the name and address of your PTA.

D. Employer identification number—If there is a preaddressed mailing label, no entry is necessary in this space. If there is not a preaddressed mailing label, insert your PTA’s employer identification number.

E. Telephone number—Use the PTA president’s phone number.

F. Four-digit group exemption number—The group exemption number for New Jersey PTA is 2268.

G. Accounting method—Normally, local PTAs would check the box marked “Cash.”

H. For organizations receiving $5,000 or more, in money or in kind, from any one contributor during the year—There are some special rules that apply. See instructions for Schedule B before answering.

I. Website—Give the association’s Web address or write “N/A” if one is not available.

J. Type of organization—Check the first box and insert the number “3”

Note: Because you are exempt under Section 501(c)3, you must file Schedule A with the Form 990-EZ.

K. Gross receipts less than $50,000—If your PTA’s annual gross receipts are normally less than $50,000, check this box and you are not required to complete the rest of this form. Sign the return and mail it to the IRS. Retain a copy for your PTA’s permanent records. (To help determine if your PTA’s receipts are normally less than $50,000, refer to the General Instructions B.)

L. Enter gross receipts—Add lines 5b, 6b, and 7b to line 9. If gross receipts are $200,000 or more and/or total assets are $500,000 or more, you must file Form 990 instead of Form 990-EZ.

Part I: Revenue, Expenses, and Changes in Net Assets or Fund Balances

Line 1 PTAs may have some income to be entered on this line. Carefully read page 9 of the IRS instructions to help make that determination.

Line 2 Enter any income generated from program services. Program services are primarily those services that form the basis of a PTA’s exemption from taxes.
Line 3 The membership dues collected by the PTA would be entered on this line. Please note: Do not include the portion of membership dues that is sent to a council or to the state PTA.

Line 4 If the PTA earned interest on a savings account, certificate of deposit, or other investment, that interest income would be entered on this line.

Lines 5a, 5b, 5c Usually, local PTAs would not have entries on these lines.

Line 6 Check the box for gaming if any special-event amount is from gaming. Gaming includes, but is not limited to, bingo, raffles, casino nights, and coin-operated gambling devices. Line 6a Income entered on this line would be from activities that were not included on line 1 and that did not involve the sale of merchandise. Income on this line is from special fundraising events and activities whose primary purpose is to raise funds.

Line 6b Any expenses incurred from the activities reported on line 6a would be entered on this line. Line 6c Subtract line 6b from line 6a.

Line 7a Income entered on this line would be from activities involving the sale of merchandise or a product (e.g., T-shirts, pizza, books) and would be income that is not included on line 2 or line 6a minus returns and allowances.

Line 7b Any expenses incurred from the activities reported on line 7a would be entered on this line, including the cost to the PTA to purchase the product or merchandise that the PTA resold.

Line 7c Subtract line 7b from line 7a.

Line 8 Any income not already reported would be entered on this line. A description of that income must be included.

Line 9 Add together lines 1, 2, 3, 4, 5c, 6c, 7c, and 8 and enter the total on this line.

Line 10 If the PTA distributed some of its funds in the form of grants, that amount would be entered on this line.

Line 11 A PTA should not have an entry on this line.

Line 12 A PTA would, generally, not have an entry on this line unless it was an employer.

Line 13 If the PTA paid for accounting, legal, or other services or made payments to individuals who acted as independent contractors in providing services to the PTA, those expenses would be entered on this line. If payments were made to an independent contractor, the PTA may need to file a Form 1099-MISC. Do not include the portion of membership dues that is sent to a council or state PTA.
Line 14 A local PTA may not have an entry on this line.

Line 15 Enter amounts for the types of expenses outlined, if those expenses can be determined. (If the PTA publishes a newsletter, those expenses would be entered here.) Do not include any expenses already included on lines 6b and 7b.

Line 16 Any expense not already included in this report should be entered on this line. A description will have to be attached. (See example below.)

Line 17 Add together lines 10, 11, 12, 13, 14, 15, and 16 and enter the total on this line.

Line 18 Subtract line 17 from line 9. If line 17 is more than line 9, enter the difference between the two amounts in parentheses.

Line 19 The entry on this line would be from last year’s Form 990-EZ. It would be the same as the “carry forward” from last year to the beginning of the current year.

Line 20 A PTA should not have an entry on this line.

Line 21 Add together lines 18, 19, and 20 and enter the total on this line.

**Part II: Balance Sheets**

Line 22(A) The entry on this line should be the total of all the PTA’s funds in its checking and savings accounts or other investments at the beginning of the current year—which is the same as at the end of last year. This amount should be the same as line 19 (if the accounting method specified in item G is cash).

Line 22(B) The entry on this line should be the total of all the PTA’s funds in its checking and savings accounts or other investments at the end of the current year. This amount should be the same as line 21. Line 23(A) and 23(B) Usually, a local PTA would not have an entry on this line.

Line 24(A) and 24(B) Usually, a local PTA would not have an entry on this line.

Line 25(A) Add together lines 22(A), 23(A), and 24(A) and enter the total.

Line 25(B) Add together lines 22(B), 23(B), and 24(B) and enter the total.

Line 26(A) and 26(B) Usually, a local PTA would not have an entry on this line. However, if there is a balance due to the state PTA for state and national dues, that amount would be entered here.

Line 27(A) Subtract the entry on line 26(A) from the entry on line 25(A).
Line 27(B) Subtract the entry on line 26(B) from the entry on line 25(B).

Please note: The entry on line 27(B) must agree with the entry on line 21.

Part III: Statement of Program Service Accomplishments

Review page 15 of the IRS instructions very carefully. The following are examples of programs:

Line 28 Parent Involvement. Add together all expenses related to this program service and enter them under “Expenses” on line 28a. Fully describe the types of services provided. Include any expenses in the form of grants in the space provided.

Lines 29, 30, and 31 Same instructions as for line 28.

Line 32 Add together the “Expenses” from lines 28a, 29a, 30a and 31a and enter that total on this line.

Please note: The total does not have to equal the total amount of expenses listed on line 17.

Part IV: List of Officers, Directors, Trustees, and Key Employees

List each and every officer and board member of your PTA. Attach a separate sheet of paper if necessary. In columns C, D, and E, a PTA would usually enter a zero.

Part V: Other Information

Line 33 PTAs would usually answer “No.” Line 34 PTAs would usually answer “No.”

Line 35a PTAs would usually answer “No.” If the answer is “Yes,” you are required to file Form 990-T to report unrelated business income.

Line 36 PTAs should answer “No” unless the PTA is dissolving.

Line 37a Enter a zero.

Line 37b PTAs should answer “No.” A 501(c)(3) organization will lose its tax-exempt status if it engages in political activity.

Line 38a PTAs should answer “No.” They should not be engaged in this activity.

Line 39a and 39b No response is required.

Line 40a Enter the amount of excise tax paid for each section: 4911 (excess lobbying expenditures), 4912 (disqualifying lobbying expenditures), 4955 (political expenditures). The amount in each should be zero for local PTAs.
Line 40b Refer to “Excess Benefit Transactions,” on page 34 of this guide, for a definition of excess benefit transaction. Local PTAs should enter “No.”

Lines 40c, 40d, and 40e Should be zero for local PTAs.

Line 41 Insert state name if required.

Line 42a List the name, phone number, and address of the current treasurer.

Line 42b PTAs would usually answer No.”

Line 42c PTAs would usually answer No.”

Line 43 No response is required.

**Sign and date the return.**

*It should be signed by the president.*

PTAs exempt under Section 501(c)3 must also complete and file Schedule A.

PTAs exempt under Section 501(c)3 may be required to complete and file Schedule B.

The completed Form 990-EZ must be mailed to the IRS service center by the 15th day of the fifth month following the end of the PTA’s fiscal year.

- RETAIN A COPY OF THE COMPLETED Form 990-EZ FOR THE PTA’s PERMANENT RECORDS.
- Copy page 1 of your return and mail to New Jersey PTA with completed 990 Verification Form.
PTA Check Request Form

Requested by: ____________________________
Date: ___________ Amount: _________________
Payable to: _______________________________________
Reason for Check:
_________________________________________________
Budget Category:
_________________________________________________
Authorized by: ____________________________________

In complete forms will not be accepted.

PTA Check Request Form

Requested by: ____________________________
Date: ___________ Amount: _________________
Payable to: _______________________________________
Reason for Check:
_________________________________________________
Budget Category:
_________________________________________________
Authorized by: ____________________________________

This expense voucher must be submitted to the Treasurer within 30 days of the expense and must have receipts, invoices or order forms attached. All information must be filled out completely. Incomplete forms will not be accepted.
Income Receipt & Deposit Voucher Form

Submitted by: ________________________________
Date:______________ Amount: ________________
PTA Committee:

Source of Income:

___________________________
Cash: $______________
Checks: $______________
Credit Cards: $______________

Counted by: ________________________________
Submitter: ________________________________
Treasurer: ________________________________

Incomplete forms will not be accepted.
Deposits should be turned into the treasurer immediately at the close of any events. Monies should not be brought home.
**CHECKING ACCOUNT RECONCILIATION WORKSHEET**

<table>
<thead>
<tr>
<th>Deposits not on bank statement</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Amount</td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong>*</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ending Balance per Bank Statement</th>
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</thead>
<tbody>
<tr>
<td>(+) Deposits not shown on statement*</td>
<td></td>
</tr>
<tr>
<td>Sub Total</td>
<td></td>
</tr>
<tr>
<td>(-) Checks outstanding**</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL 1** $___________

<table>
<thead>
<tr>
<th>Checks outstanding</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Check #</td>
<td>Amount</td>
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<td></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
</tr>
</tbody>
</table>

| Ending balance per checkbook |   |
| SUBTRACT any charges        |   |
| Sub Total                   |   |
| ADD any interest paid       |   |

**TOTAL 2** $___________

**TOTAL 1 should equal TOTAL 2**

1. If TOTAL 1 and TOTAL 2 do not match, check for addition/subtraction error. If your math is correct, make sure that all deposits and checks are recorded. Be sure to record in the checkbook any interest and bank charges noted on the bank statement.

2. Mark all cleared checks and deposits in your checkbook.

3. Note in your checkbook at which point your reconciled your checkbook with the bank statement.
TABLE OF CONTENTS

1. Table of Contents - detail
2. List of Important Numbers
3. Contact Information
4. ST-5 Tax Exempt Certificates
5. Originating Papers
6. IRS Tax Return (990N, 990ez or 990)
7. NJ CRI-200/CRI – 300R and fee
8. NJ Annual Report and fee
9. NJPTA Annual Audit
10. PTA Bylaws and budgets
11. State of NJ Gaming License (if applicable) – renewable every 2 years
TREASURER’S PERMANENT FILE TABLE OF CONTENTS – Detail

1. **List of Important Numbers** – These numbers are specific to your PTA – fill in the blanks keeping in mind some of these items may not apply to you. Update as needed.

2. **Contact Information** – Provided is a list of phone numbers, addresses and websites for various offices you may need to contact. Keep permanently.

3. **ST-5 Tax Exempt Certificates** – This form, issued by the State of NJ, is used to purchase taxable items that are tax exempt to PTAs because of their non-profit status. Make copies as needed and provide to PTA committee members purchasing taxable items. Keep the original in the Treasurer’s Book permanently.

4. **Originating Papers** – Keep these papers in the Treasurer’s Book permanently.
   - Articles of Incorporation including bylaws
   - Certificate of Incorporation stamped and filed by the State of NJ
   - State of NJ Exempt Organization Permit
   - State of NJ Sales Tax Certificate of Authority

5. **IRS Tax Return** – All PTAs must file a yearly report of income with the IRS by the 15th day of the fifth month following the end of their fiscal year. If your PTA’s gross income is less than $50,000 you can file the 990N e-postcard. If your PTA’s gross income is between $50,000 and $200,000, you must file the 990ez with Schedule A and if your PTA’s gross income is over $200,000 you must file the 990. All of these forms are available on the IRS website at [www.irs.gov](http://www.irs.gov) or call (877) 829-5500. Keep all tax returns 7 years.

6. **NJ CRI-200 or NJ CRI-300R** – This form is due within 6 months of your fiscal year end. If your PTA’s gross contributions were less than $25,000 you will file the NJ CRI-200 and pay a $30 fee. If your PTA’s gross contributions were more than $25,000 you will file the NJ CRI-300R and pay a $60 fee. These forms are available on the NJ Consumer Affairs website at [www.njconsumeraffairs.gov/charity/charfrm.htm](http://www.njconsumeraffairs.gov/charity/charfrm.htm) or call (800) 242-5846. Keep 7 years.

7. **NJ Annual Report and fee** – Every year your PTA will receive a blue notice from the State of NJ reminding you to pay your NJ Annual Report fee. You must pay this online and the notice has all the information you’ll need to log in and pay this $25 fee via e-check. This fee is due annually on you date of incorporation and you will generally receive the notice 3 months before the due date. Pay it upon receipt – do not file it away and forget about it. If it is left unpaid for 2 years in a row, the state imposes a $150 re-instatement fee. Keep 7 years.

8. **PTA Bylaws and budgets** – Your PTA Bylaws are updated every three years and your president should have copies. Keep current bylaws only. Keep current year’s budget and a few years of past budgets as an historical record.

9. **NJPTA Annual Audit** – An annual audit of your books is required by the NJPTA. Your president receives the form from NJPTA or it can be downloaded from the NJPTA website at njpta.org. The audit is performed by three PTA members (non-check signers). See audit instructions. Keep 7 years.

10. **State of NJ Gaming License** – If your PTA runs 50/50s, bingos or gift auctions, they must have a gaming license from the State of NJ. You must maintain a separate checking account for the income and expenses associated will all gaming activity. Visit the NJ Department of Legalized Games of Chance at [www.njconsumeraffairs.gov/lgccc.htm](http://www.njconsumeraffairs.gov/lgccc.htm) for more information or call (973) 273-8000. You will also need to submit paper work to your local municipality. Keep current license only.
# IMPORTANT CONTACT INFORMATION FOR PTA TREASURERS

<table>
<thead>
<tr>
<th>Questions Regarding</th>
<th>Agency and mailing address</th>
<th>Phone and web address</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IRS group</strong></td>
<td><strong>exemption</strong></td>
<td></td>
</tr>
<tr>
<td>determination letter</td>
<td>NJ PTA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8 Quakerbridge Plaza, Suite F Mercerville, NJ 08619</td>
<td>609-587-0100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>fax 609-587-0500</td>
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<tr>
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<td><a href="http://www.njpta.org">www.njpta.org</a></td>
</tr>
<tr>
<td><strong>Annual Reports,</strong></td>
<td><strong>Copies of Articles of Incorporation</strong></td>
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<tr>
<td>ST-5 Certificate</td>
<td>Regulatory Services Branch Exempt Organization</td>
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</tr>
<tr>
<td>(sales tax exempt</td>
<td>Unit NJ Division of Taxation PO Box 269</td>
<td></td>
</tr>
<tr>
<td>certificate)</td>
<td>Trenton, NJ 08646</td>
<td>609-292-9292</td>
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<td></td>
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</tr>
<tr>
<td>NJ CRI-200</td>
<td>NJ Division of Consumer Affairs Charities Registration Section</td>
<td></td>
</tr>
<tr>
<td>NJ CRI-300R</td>
<td>124 Halsey Street Newark, NJ 07101</td>
<td>800-242-5846</td>
</tr>
<tr>
<td>(NJ Charitable Reg. form)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bingo, raffles, 50/50s Gaming license</td>
<td>NJ Division of Consumer Affairs Legalized Games of chance 124 Halsey Street Newark, NJ 07101</td>
<td>973-273-8000</td>
</tr>
<tr>
<td>IRS tax forms</td>
<td>Internal Revenue Service</td>
<td></td>
</tr>
<tr>
<td>990N, 990EZ, 990</td>
<td></td>
<td>877-829-5500</td>
</tr>
<tr>
<td>Schedule A</td>
<td></td>
<td>609-989-0533</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="http://www.irs.gov">www.irs.gov</a></td>
</tr>
<tr>
<td>PTA logo that you can customize</td>
<td>PTA National 1250 N. Pitt Street Alexandria, VA</td>
<td>800-307-4782</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="http://www.pta.org/logos_and_usage.asp">www.pta.org/logos_and_usage.asp</a></td>
</tr>
</tbody>
</table>
SAMPLE BUDGET

BUDGET OF ______________________________(NAME OF PTA/PTSA)

YOUR FISCAL YEAR ________________

WORKING CAPITAL (balance from previous year) $1,000.00

RECEIPTS (Income)
Membership Dues (local portion only) $900.00
Fund Raising – List (Shown as gross receipts – before Deductions for expenses)
  Book Fair $500.00
  Bazaar $1,000.00
  Fall Festival $2,000.00
Miscellaneous Receipts $200.00
Interest (Savings, CDs, etc.) $100.00

TOTAL RECEIPTS $5,700.00

EXPENSES- List each separately
Officers’ Reimbursement (telephone, mileage, tolls, postage) $50.00
Chairmen Reimbursement (same as above) $50.00
Stationary $30.00
Office Supplies $25.00
Printing $100.00
Programs (Speakers, equipment, etc.) $1,000.00
Cultural Arts $400.00
Publications & Educational material (State & National) $200.00
Subscriptions (Our Children, NJPT, newsletters) $60.00
Leadership Training $100.00
Conventions (State & National) $300.00
Council Dues $25.00
Awards, Recognition & Insignia $150.00
Contributions (Founder’s Day, NJPTA Bldg & Site, Scholarships) $100.00
Insurance and Bonding $85.00
Incorporation Fee $15.00
CRI Filing Fee $60.00
Fund Raising Expenses – List Each Event
  Fall Festival $1,200.00
  Bazaar $700.00
  Book Fair $250.00

TOTAL EXPENSES $4,900.00

UNALLOCATED RESERVES* $800.00

TOTAL $5,700.00

*Leave a balance of sufficient funds to get the new PTA year off to a good start until your first fundraiser.

**State & National Dues may be shown for informational purposes. They are not included in your budget, but still need to be remitted to the NJPTA.

Executive Board Approved ________________ General Membership Adopted ________________

Date ___________________________ Date ___________________________
SAMPLE TREASURER’S REPORT
Your School PTA
General Membership Meeting December 30, 20XX

Balance on hand as of October 20XX $1,100.00

Income
Dues 30 members @$1.00 $130.00
Bazaar $150.00

Total Income $280.00
$1,280.00

Expenditures
Postage, Publications and Subscriptions $159.00
Hospitality $50.00
Convention Delegate Registration $71.00

Total Expenditures $280.00

Balance on hand December 30, 20XX $1,000.00

Balance on hand February 15, 20XX $1,100.00

Income
Dues 30 members @$1.00 (local PTA portion) $30.00
Book Sale $150.00

Total Income $180.00
$1,280.00

Expenditures
Check #1110 Stamps $9.00
Check #1111 Dance Committee $200.00
Check #1112 Hospitality $25.00
Check #1113 NJPTA Subscriptions $15.00
Check #1114 Program Expense $10.00

Total Expenditures $259.00

Balance on hand as of March 15, 20XX $1,021.00

Treasurer’s Signature
### Sample PTA INCOME REGISTER

**February, 20__**

<table>
<thead>
<tr>
<th>Description</th>
<th>From/Receipt</th>
<th>Amount Received</th>
<th>Bank Deposit</th>
<th>Membership Fees</th>
<th>Fund Raiser</th>
<th>Misc./Donation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Memberships</td>
<td>Karen/771</td>
<td>100.00</td>
<td></td>
<td>100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Candy/Gift Wrap</td>
<td>John/772</td>
<td>950.00</td>
<td></td>
<td></td>
<td>950.00</td>
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<tr>
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<td>John/774</td>
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<tr>
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**MONTHLY TOTALS**

```
8,590.38  8,590.38  220.00  8,165.00  205.38
```

- AMOUNT RECEIVED column must equal BANK DEPOSIT column.
- The sum of the MEMBERSHIP FEES, FUND RAISER, and the MISC columns must equal both the AMOUNT RECEIVED and BANK DEPOSIT columns.
- The amount in the MEMBERSHIP FEES, FUND RAISER, and MISC columns are transferred to the MONTHLY TREASURER'S REPORT.
- The BANK DEPOSIT column must equal the amount shown on the BANK STATEMENT for deposits.
### Sample PTA EXPENSE REGISTER

**February, 20____**

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<th>Check No.</th>
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<th>Volunteer Recognition</th>
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<th>Projects</th>
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**MONTHLY TOTALS**

- 7,772.29
- 36.50
- 20.00
- 27.25
- 0
- 150.00
- 7,538.54

- The sum of the **ADMIN**, **LEADERSHIP EDUCATION**, **COMMITTEE**, **VOLUNTEER RECOGNITION**, **MEMBERSHIP FEES**, and the **PROJECTS** columns must equal the **CHECK AMOUNT** column.

- The **CHECK AMOUNT** column must equal the amount shown on the **BANK STATEMENT** for withdrawals.
### Sample PTA Money Receipt/Tally Sheet

**Date:** ____________________________
**Program Project:** ____________________
**Committee Chair:** ____________________

<table>
<thead>
<tr>
<th>Qty</th>
<th>Amount</th>
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<tbody>
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</tr>
<tr>
<td>$100s</td>
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</tr>
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<td>$50s</td>
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<td>$5s</td>
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<td>$1s</td>
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<tr>
<td>Quarters</td>
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<tr>
<td>Dimes</td>
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<tr>
<td>Nickels</td>
<td></td>
</tr>
<tr>
<td>Pennies</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

Counted by: ____________________________
Counted by: ____________________________
Always have two people count the money!
Date Rec’d by Treasurer: ________________
Treasurer’s Signature: ____________________

Amount Verified: ___ Yes ___ No Verified
by two: ___ Yes ___ No Initials of
Verifiers: _______________ _______

---

### Sample PTA Cash Box/Starting Inventory

**Date:** ____________________________
**Program Project:** ____________________
**Committee Chair:** ____________________
**Amount Issued:** $ __________________

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<tr>
<th>Qty</th>
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<tbody>
<tr>
<td>$100s</td>
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</tr>
<tr>
<td>$50s</td>
<td></td>
</tr>
<tr>
<td>$20s</td>
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<td>Quarters</td>
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<td>Dimes</td>
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<td>Nickels</td>
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</tr>
<tr>
<td>Pennies</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

Additional Items:
- Cashbox
- Bank Money Bag
- Receipt Book
- PTA Stamp
- Calculator
- Pens
- Scratch Paper

Received By: ____________________________
Treasurer: ____________________________

Amount Verified: ___ Yes ___ No Verified
by two: ___ Yes ___ No Initials of
Verifiers: _______________ _______
Sample PTA Application for Funds Request

Program/Project Title:

Is this a continuation of an existing program?
D Yes D No

Program/Project Start

Date: Ending Date:

Proposed Program/Project Budget

<table>
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<tbody>
<tr>
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<td>Equipment</td>
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<tr>
<td>Other</td>
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<td>$___________</td>
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<td>Donations</td>
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<tr>
<td>Grants</td>
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<tr>
<td>Fees</td>
<td>$___________</td>
</tr>
<tr>
<td>Other</td>
<td>$___________</td>
</tr>
<tr>
<td>Total</td>
<td>$___________</td>
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</tbody>
</table>

Total Amount of Funds Requested $

Please return complete form to a PTA officer. Additional comments may be attached. All fund applicants are encouraged to present their plans in person.

Sample PTA REIMBURSEMENT VOUCHER

DATE: ________________________________

NAME: ____________________________________________________________

PHONE: ________________________________

COMMITTEE/PROJECT: _______________________________________________

AMOUNT: ________________________________

CHECK PAYABLE TO WHOM (NAME/COMPANY): ________________________________

SIGNATURE OF PERSON SUBMITTING BILL: ________________________________

SIGNATURE OF COMMITTEE CHAIR: _______________________________________

Please attach your receipt to this form and turn into the Treasurer. You may use the same form for more than one receipt if they are for the same project or committee. If you have expenditures for more than one project on one receipt, please copy the receipt, circle or highlight appropriate amounts for each project/committee and use separate reimbursement forms.

-------------------------------------------------------------------------FOR TREASURER’S USE ONLY

DATE: ___________ CHECK# ___________AMOUNT: $_________ LEDGER ACCOUNT: __________________________
Restricted Donation Form

_______________________________ hereby gives to the _______
_______________________________ School District (or other recipient) 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:

__________

Any unused or unexpected funds must be reported to the PTA (organization). PTA approval is
required to spend any remaining funds. The School District (recipient) will provide a complete
accounting of the expenditure of the grant funds to the PTA (organization.)

If property is involved, the School District (recipient) agrees to maintain the above described
property at______________________________for a period of not less than ____ years from the date of purchase.

Date: __________

________________________________
Officer

________________________________
Officer

Date: __________

________________________________
Superintendent (or authorized signer)

________________________________
Principal (or authorized signer)
## CONTINUING PROGRAMS/PROJECTS

<table>
<thead>
<tr>
<th>Name</th>
<th>Description/Reason</th>
<th>Est. Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region Workshops</td>
<td>PTA and the Law</td>
<td>Est. Cost</td>
</tr>
<tr>
<td>Legislative Assembly</td>
<td>State PTA Convention</td>
<td>Est. Cost</td>
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<table>
<thead>
<tr>
<th>Name</th>
<th>Description/Reason</th>
<th>Est. Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region Workshops</td>
<td>PTA and the Law</td>
<td>Est. Cost</td>
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<tr>
<td>Legislative Assembly</td>
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<tr>
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<tr>
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<td>PTA and the Law</td>
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## MEMBERSHIP SERVICE FEES

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<td>PTA and the Law</td>
<td>Est. Cost</td>
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<td>State PTA Convention</td>
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<tr>
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<th>Description/Reason</th>
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<td>PTA and the Law</td>
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## NEW PROGRAMS/PROJECTS

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<td>Outstanding Advocate</td>
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<tr>
<td>Newsletter</td>
<td>Legislation</td>
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<tr>
<td>Programs</td>
<td>Advocacy</td>
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<tr>
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<th>Description/Reason</th>
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<td>Membership</td>
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