

Council Clippings

Monthly Newsletter of
St. Joseph PTA Council



*Congratulations to our
2013-2014 Graduates*

Volume 29, Issue 9

May 2014



Presidents Corner...

It is the last month of the year and I want to take this time to say, Thank you! Thank you for the countless hours you have put in working for your unit! Thank you for the effort you have given. Thank you for bearing with me as I learned more and more about the position I hold! Thank you for helping those officers around you as they learned more and more about the positions they held! Thank you for caring for our kids! You each amaze me with all that you bring to the PTA table. Each and everyone of you have a different road you are walking a different plan that your implementing yet have all come together for one cause; for OUR CHILDREN TO HAVE A VOICE.

Our Council intends to offer more training this coming year as well as mentoring for the units. My goal is to bring our units together to create a council whose voice will be heard loud and clear! What is important for the children of St. Joseph will be heard by all those who need to hear. I want to unite our units in such a way that if you have a question you know you can call on another unit and have that help you need!

As you wrap this year up, I would ask that you remember to **please send St Joseph Council your officers list as well as MO PTA**. This is how we will keep in contact with you. This is the time you will be setting your budgets for next year. **Remember that you will need to have your unit vote on those budgets or as of July 1, you cannot move forward with anything that requires money until your unit has voted to approve your budget.**

If your unit needs assistance of any kind wrapping up the years budget please don't hesitate to contact YOUR St. Joseph PTA Council. That is exactly what we are here for! **If you haven't signed up for the training from MO PTA please remember St. Joseph Council is reimbursing each unit for up to 2 officers that sign in the night of May 8.**

We will be presenting our proposed budget at the May 5 PTA Council meeting please come!

Thank you Again for all you do!

Joyce Brewka
St. Joseph PTA Council President

St. Joseph PTA Council Request/confirmation Form For Button Machine

Name _____ Date _____

Address _____ Telephone # Home _____

Organization _____ Work _____

Project or function _____ Email _____

Date & Time Requested _____

Number of Components Needed _____ Send request to:
(Plastic Cover, Shell, Pin Back=1 Component) Derrick Brewka
806 South 38th
St. Joseph, MO 64507
816-390-7287
j3girlsmom@yahoo.com

Signature _____

Title _____

Send Bill To: _____

**Make Checks Payable to:
ST. JOSEPH PTA COUNCIL**

For Council Use Only

Button Machine reserved for _____ Check out date _____

Date _____ Signature _____

Confirmation Sent _____ Check in date _____

Signature _____

Number of Components Issued _____

Number Returned _____ Date _____

Number Used @ _____ Total Due _____

Confirmation

Your Request for the Button Machine is confirmed for _____

Signature _____ Date _____

TREASURER'S REPORT
Clarence Carpenter Memorial Fund Board
17-Mar-14

BALANCE ON HAND	January 21, 2014	\$6,258.87
Receipts:		
School PTA Donations		
Council/Other Donations	250.00	
Memorial Donations	500.00	
Interest Income (checking)	0.69	
Help a Child to See	4,301.30	
Miscellaneous		
Total Receipts		<u>5,051.99</u>
TOTAL		\$11,310.86

Disbursements:

Vision Expenses	1423.50
Dental Expenses	
Secretarial Expenses	
Gifts to SJSD	
Postage	
Treasurer's Expense	
Help a Child to See Expense	
Insurance Bond for Treasurer	
Miscellaneous	

Total Disbursements: 1,423.50

TOTAL BALANCE March 17, 2014 \$9,887.36

MONEY MARKET ACCT #7625

Beginning Balance 1/21/14	\$10,464.49	
Interest Paid	\$2.75	
Ending Balance 3/17/14	\$10,467.24	\$10,467.24
TOTAL FUNDS FOR CC BOARD		\$20,354.60

Council Clippings Article Assignments for
September 2014
Articles are due August 10, 2014

<input type="checkbox"/> <u>Presidents Report</u>	<input type="checkbox"/> <u>Character & Spiritual</u>
<input type="checkbox"/> <u>Treasurer</u>	<input type="checkbox"/> <u>Regional</u>
<input type="checkbox"/> <u>Membership</u>	<input type="checkbox"/> <u>Director article</u>
<input type="checkbox"/> <u>National Convention</u>	<input type="checkbox"/> <u>State Convention</u>
<input type="checkbox"/> <u>Clarence Carpenter Annual report</u>	<input type="checkbox"/> <u>Information</u>
	<input type="checkbox"/> <u>Ways & Means</u>

All articles must be emailed to Lori Prussman at
aokmom@hotmail.com, subject: CLIPPING ARTICLE.
Thank you for getting your articles to me in a timely manner.

"Life isn't about finding yourself. Life is about
creating yourself." - George Shaw

Submitted by Mollie Siemens

Thank you Mollie for being our Character and Spiritual
Leader for 2013-2014! Best Wishes and God Bless!



Treasurer's mini workshop....

In this addition of Clippings we will be giving you much information regarding what the treasurer needs to do to close out the year and some other helpful hints. These hints come from **National PTA Money Matters 2012-2013**.

There are a lot of “myths” about how a PTA should handle their money. I hope that these tidbits will be of help. As always if you need more assistance please do not hesitate to call me, **Lori Prussman, MOPTA Treasurer, 816-262-2664 or email me at lorip@mopta.org**.

Bank Accounts

All PTAs having bank accounts are required to provide the bank with an IRS Employer Identification Number (EIN). (Do not use any individual's Social Security number.) The section on IRS Form SS-4 (see page 31) describes how to acquire this number.

Savings Accounts

In planning the budget, it is not uncommon for PTAs to have small contingency savings accounts for the following reasons:

- Efficient management of funds (funds earn interest until they are expended)
- Reserve to carry on programs during the summer and fall until dues are collected
- Monies to finance unexpected but approved projects or programs

Emergency Reserve Fund

The emergency reserve fund is considered an integral part of each PTA's planning and budgeting process. The emergency reserve fund is intended to serve as a means to retain financial stability in the event of an unforeseen development such as unplanned expenses arising from a project or an unexpected increase in inflation.

As a rule, a healthy reserve is between one-half to one year's average expenditures.

Preparation for a Financial Review/Internal

For clarification purposes, a financial review represents an internal process performed by two or more members of the financial review committee or their designees. An audit represents an extensive external process performed by a certified public accounting (CPA) firm for a fee.

The first step in the review process should be appointment of a financial review committee. This committee should be made up of members who do not have signature authority over the bank account or relative to a person with signature authority. Check with your local bylaws for any additional requirements.

Financial records should be put in order for the financial review—shortly before the end of the term of office or the end of the fiscal year. The outgoing treasurer cannot pay bills after the books are closed for financial review. Upon assuming office, the incoming treasurer may deposit funds in the PTA bank account. It is recommended that during the financial review process, expenditures within an adopted budget be limited to those of an emergency nature. The financial review should be completed as quickly as possible.

The treasurer shall deliver the following to the reviewer:

- ☐ A copy of the last financial review report
- ☐ Checkbook and canceled checks
- ☐ Bank statements and deposit receipts
- ☐ Treasurer's book or ledger
- ☐ The annual financial report
- ☐ Itemized statements and receipts of bills paid
- ☐ Check requests
- ☐ Copies of board, executive committee, and organization minutes that would include an adopted budget, as well as any amendments that were approved during the year
- ☐ Current bylaws and standing rules
- ☐ Any other information requested by the financial review committee

Preventing Theft, Fraud, and Embezzlement

Every organization should have a strong system of internal controls. Internal controls are not only for large organizations; there are steps small organizations can take to protect their assets as well. They may not have enough volunteers or employees to maintain strict segregation of duties but internal controls are still possible. Without good internal controls it could take months to become aware of a problem.

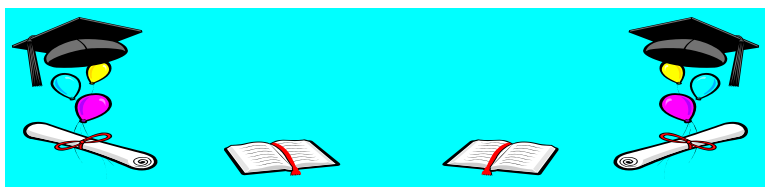
Internal Controls

Internal controls are a process designed to provide reasonable assurance regarding the reliability of financial reporting, the effectiveness and efficiency of your operations, and compliance with applicable laws and regulations.

Implementing proper internal controls provide assurance that:

- Fraud will be discovered on a timely basis
- Perpetrators will be identified
- A strong deterrent to improper activities is in place
- Loss will be covered by insurance

Good internal controls will take away the opportunity needed by desperate people to commit a crime. What will cause a normally good person to reach this point? Gambling debts, divorce, illness, drug problems, peer pressure, and work lay-offs are some of the reasons that are given when people are questioned about these abuses. It may be hard to take appropriate action when you have compassion for the person committing the fraud, but that should not be part of the consideration.



Fraud Prevention Checklist

- ☐ Open and review the bank statements—Someone independent of the check processing should receive the unopened bank statement and review the activity before passing it on to the person responsible for the reconciliation. This may be a requirement of your bonding insurance.
- ☐ Reconcile bank accounts monthly—The importance of bank reconciliations should not be overlooked; they should be completed monthly and presented to the executive committee, finance committee, or similar committee. Question unexplained reconciling items.
- ☐ Verify wire transfers—Work with the bank to set-up a system of verifications of wire transfers.
- ☐ Provide appropriate system access—Make certain everyone has system access to perform their duties, but access should be limited to what they need to do their job.
- ☐ Verify cash logs—Verify cash receipts with the cash log and with the bank deposit slips.
- ☐ Re-count cash—Have a second person involved in verifying the cash count.
- ☐ Make daily bank deposits—It is the association's money, and they should have access to it as soon as possible.
- ☐ Review the accounts payable vendor list—Review periodically for suspicious names and addresses.
- ☐ Protect checks—Store checks in a secure area, never pre-sign checks, limit the number of check signers and bank accounts, use pre-numbered checks, watch for missing checks or checks used out of sequence, and do not make checks payable to cash.
- ☐ Document bills and requests for payment—Mark invoices as paid and file them in a timely fashion. Do not pay a photocopied or altered invoice; the description of service on an invoice should be clear and understandable. Do not make unauthorized refunds.
- ☐ Prepare regular financial statements—Financial information should always be timely and complete.
- ☐ Ask for proof of payment—Ask for proof of timely tax payments or other payments such as sales tax and incorporation fee.
- ☐ Ask for proof of filing—If the association is required to file a Form 990 and/or other legal documents, ask for proof of timely filing.
- ☐ Prepare a budget—Use your budget as a control document for comparison to actual expenditures.

Do not be afraid to ask questions. Do not assume you are the only one that does not know the background of a transaction. If you do not understand the answer, ask for further clarification. If you are a board member, you have a fiscal responsibility for keeping the association healthy and ongoing.

Suspected Fraud Action Step by Step

- Determine if insurance covers the loss.
- Consider whether to call the police.
- Consider whether to call the district attorney. Consider whether to meet with the individual.
- Contact your State PTA for resources and/or guidance.

Have a written policy with procedures describing how future incidences will be handled.

Check the insurance policy before you have a problem to see if it requires prosecution in order to recover a loss. You should also check the policy to see if it will cover losses if you do not have written controls in place or what happens if the controls are not followed. Many times this is grounds for denying a claim. You may want to check your state law to see if there are provisions that you may want to incorporate in your policy.

First Steps for Suspected Fraud or Theft

- Do not make accusations.
- Determine what other access the suspect has, what other types of fraud schemes the suspect could have perpetrated, the likelihood of collusion, the possible duration of the schemes discovered.
- Document all allegations.
- Gather facts, documents, and interviews.
- Identify all bank accounts involved and consider closing or freezing the accounts. Follow steps in the policy developed to cover such matters.
- Contact the authorities.
- Contact insurance company.
- **If it is determined that fraud did occur, National PTA recommends that the PTA should file an official report with the police department**

Final Steps Before Leaving Office Checklist

- ☐ Making sure that all state and national portions of dues have been collected and forwarded to the state PTA office.
- ☐ Balancing the books to prepare for the audit.
- ☐ Making sure that the PTA's books agree with the bank balance and outstanding checks, plus cash on hand.
- ☐ Preparing the annual report covering the term of office.
- ☐ Submitting IRS Form 990, 990-EZ, 990-N, 990-T, or other IRS forms if required. Preparing other reports required by the government.
- ☐ Arranging for the transfer of all records, reports, and files to the new treasurer. Obtaining and filing new signature cards with the bank, so that the new treasurer will
- ☐ be authorized to sign checks without delay.
- ☐ Arranging for bonding as required by the PTA.
- ☐ Forwarding the annual report to the appropriate PTA office.



Procedure books!

Each unit should have in place procedure books. They are essential to make your unit run smoothly. Having everyone on the same page will make a world of difference.

What should be included in a procedure book?

The basic sections should be.....

- First each should have a copy of “The Purposes of the Parent Teacher Association” and the “Mission Statement of the Parent Teacher Association”. This can be found in your tool kit that the state office will send out.
- Next should be a copy of your roster (officers list) including chairman. Please include names, numbers and email addresses for all of these people.
- Next should be your budget for the year. This should include all line items (Salute to school, Founders Day, Principals Day, etc.). At a glance you will have all of your financial numbers.
- Next a working calendar for the year. Makes planning a breeze if you have all of your dates sets before school starts.
- Next your current bylaws. These need to be updated every three years. The state office will have a list of when to renew and make updates.
- Next a section for your meeting agenda’s. It is good to have them on hand in case you need to go back and verify a task.
- Next a section for your meeting minutes. Again, a good thing to have on hand in case a question arises and you have them to refresh everyone’s memories.
- Next a section of your treasurer’s reports. Always good to have to keep track of spending.
- Presidents, I suggest you include your tool kit (supplied by the state office). This will contain valuable information you will need. Make copies of sections and distribute them to appropriate officers or chairman, but keep a complete copy for your records. This will help keep a handle on things if a copy is lost; you have an original to fall back on.

Submitted by Lori Prussman

Treasurer check list....

- Get 2014-2015 Budget approved
- Complete the Annual Survey of Financial Support to SJSD; a copy needs to be sent to PTA Council as well as Downtown
- Pay all end of year bills & close out books
- Prepare for financial review
- Once financial review is done; complete Financial Review form and the Annual Report form; copies must be sent to State PTA and PTA Council
- File IRS form (990N or other); confirmation must be sent to State PTA and PTA Council
- Make sure procedure book is updated
- Turn books in asap to the president so they can give them to the new treasurer
- Change signatures on checking account (have three signatures on signature card and always two signatures on checks)

End of the Year Check List

- ✓ Meet with your principal and schedule your event calendar; meeting dates, picture day, fundraiser, etc.
- ✓ New executive board will need to appoint chairman for committees.
- ✓ Collect and update procedure books or start new ones. These hold valuable information to help your unit run smoothly.
- ✓ Check your bylaws; when is your expiration date? Do you need to work on this over the Summer? Do you need to set a committee to update before school starts in the Fall? Bylaws must be up to date so that you will remain in good standings with the State and Council.
- ✓ Send officers to National Convention.
- ✓ Have a summer planning session, so you can have a jump on next year. Ask Council or State officers to assist with any questions you may have.

Submitted by Lori Prussman

The Budget

Sample Budget

_____**PTA**

Fiscal Year_____

Anticipated Revenue Based on 800 Members

RECEIPTS

Membership Dues

(800 Members at \$3.00—local portion only)\$2,400

Fundraising (or any means used for making money)

Fall Festival.....\$2,600

Local Corporate Sponsors.....\$950

Balance Brought Forward from Previous Year\$550

TOTAL RECEIPTS..... \$6,500

EXPENDITURES

Leadership Development\$1,500

Membership Promotion\$700

Programs\$1,000

Reflections\$500

District/Council Conferences.....\$300

State PTA and National PTA Conventions.....\$500

Newsletter and Publicity\$200

Bulletins/*Our Children*\$200

Officers' Reimbursement (telephone, tolls, stamps, etc.).....\$200

Chair's Reimbursement (telephone, tolls, stamps, etc.).....\$150

Past President's Pin.....\$40

Council Dues.....\$50

Scholarship.....\$200

Bonding/Liability Insurance\$300

Supplies.....\$200

Mailing Permit\$60

Postage\$400

TOTAL EXPENDITURES\$6,500

(Leave a balance of sufficient funds to get the new PTA year off to a good start. Monies will be needed for workshops, state conventions, etc.)

TOTAL\$6,500

Adopted by Association _____
(date)

Sample PTA Financial Review Form

Local PTA Name _____ Date _____

Council _____ District _____

Balance on Hand (date of last review)..... \$ _____

Receipts (from last review to date of review)..... \$ _____

Total Cash..... \$ _____

Disbursements (from last audit to date of review) \$ _____

Balance on Hand (date of review) \$ _____

Latest Bank Statement Balance \$ _____

Checks Outstanding:

(List check numbers) (Amounts)

Total Checks Outstanding \$ _____

Balance in Checking Account..... \$ _____

Date of Audit _____

We have examined the books of the organization _____
_____ PTA and find them to be (please choose one of the following to
complete the sentence):

☐ correct.

☐ incomplete.

☐ substantially correct with the following adjustments:

☐ incorrect.

Date review completed _____

Reviewers' signatures

(The report should be read by a member of the auditing committee or the secretary. The presiding officer should then call for the appropriate action.)

Unit in Good Standings Report 2014-2015

Unit Name: _____

	State PTA	Complete	Council	Complete
Financial review	X		X	
Annual report	X		X	
Tax confirmation	X		X	
PTA memberships to State PTA	X		X	
Current bylaws	X		X	
Officers form submitted by March 31st	X		X	
Council dues paid			X	
Insurance confirmation			X	
Unit budget			X	
Two memberships/Council President & Superintendent			X	
District form/their external audit			X	

MOTION FORM

Date:_____

I make a motion to_____

Signature

2nd

Please sign and pass this to the Secretary.

MOTION FORM

Date:_____

I make a motion to_____

Signature

2nd

Please sign and pass this to the Secretary.

Date:_____

St. Joseph PTA Council
Request for reimbursement and/or payment

Check payable to:	Check #	Check amount:
_____	_____	_____

Budgeted line item _____

Unbudgeted expenditures:

Purpose _____

Date approved by Council _____

Funds to come from _____

Council office or chairmanship _____

Date paid _____

ATTACH ALL RECEIPTS TO BACK

Date: _____

St. Joseph PTA Council
Request for reimbursement and/or payment

Check payable to:	Check #	Check amount:
_____	_____	_____

Budgeted line item _____

Unbudgeted expenditures:

Purpose _____

Date approved by Council _____

Funds to come from _____

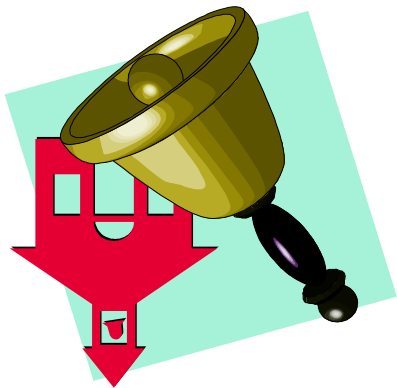
Council office or chairmanship _____

Date paid _____

ATTACH ALL RECEIPTS TO BACK

NEWSLETTER FOR PARENTS

ST. JOSEPH PTA COUNCIL



ST. JOSEPH PTA COUNCIL

St. Joseph PTA Council
PO Box 8716
St. Joseph, MO 64508-8716



