

Fall 2008 - Treasurer's Tidbits



Greetings all,

Well, we are 2 months into our school year and I do hope all of you are well-entrenched into your Treasurers position. By now, all units should have an approved budget for this year and have completed an audit of last year's books. You need to send/email/fax a copy of your current budget and a copy of the audit of last years' books to the state office NOW if you have not already done so.

***** Remember** Your MEMBERS approve the budget; your MEMBERS approve any and all changes to it; 2 Signatures on every check; No checks get written without a receipt; don't accept monies from anyone who can't wait while you count it in front of them and get a receipt from you!***

It's also time to file that 990. If you deposited \$25,000 or more into your bank account last school year, you will file the 990-EZ. If you deposited less than \$25,000, you will file a 990-N (this one is done only on-line). THESE ARE DUE SATURDAY, NOVEMBER 15!!! (if your PTA's fiscal year ended on 6/30/08 – which is almost all of you). I am attaching instructions for both.

PLEASE make sure your Membership Chair is bringing you membership dues MONTHLY by the 20th and YOU are depositing them and sending \$3.75 for each member to the state office by the 25th. The due date is the 28th of each month for receipt of dues. Do not hold onto membership dues and send them all to us in December!

I wish you and yours a **WONDERFUL HOLIDAY SEASON!** Thanks for taking on this most important PTA position!

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