



You're on the PTA Board

Effective Function of PTA Boards

Saddleback Valley Council

PTA[®]

everychild.one voice.[®]



Thank You

I would like to thank you for giving of your time and energy to help make the PTA the best it can possibly be.

The intention of this document is to help you better understand the role of the PTA, its goals, its policies and its guidelines.

We appreciate your dedication.

The purpose of the PTA

- To promote the welfare of children and youth in home, school, community and place of worship
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

Volunteerism

- All PTA Members are Volunteers.
- Not all members will choose to be actively involved.
- Welcome and be open to all members.
- Celebrate your success!
- PTA mission & purpose = work for children
- Keep members = Have fun!
- Always be respectful of school staff and property.

PTA Structure

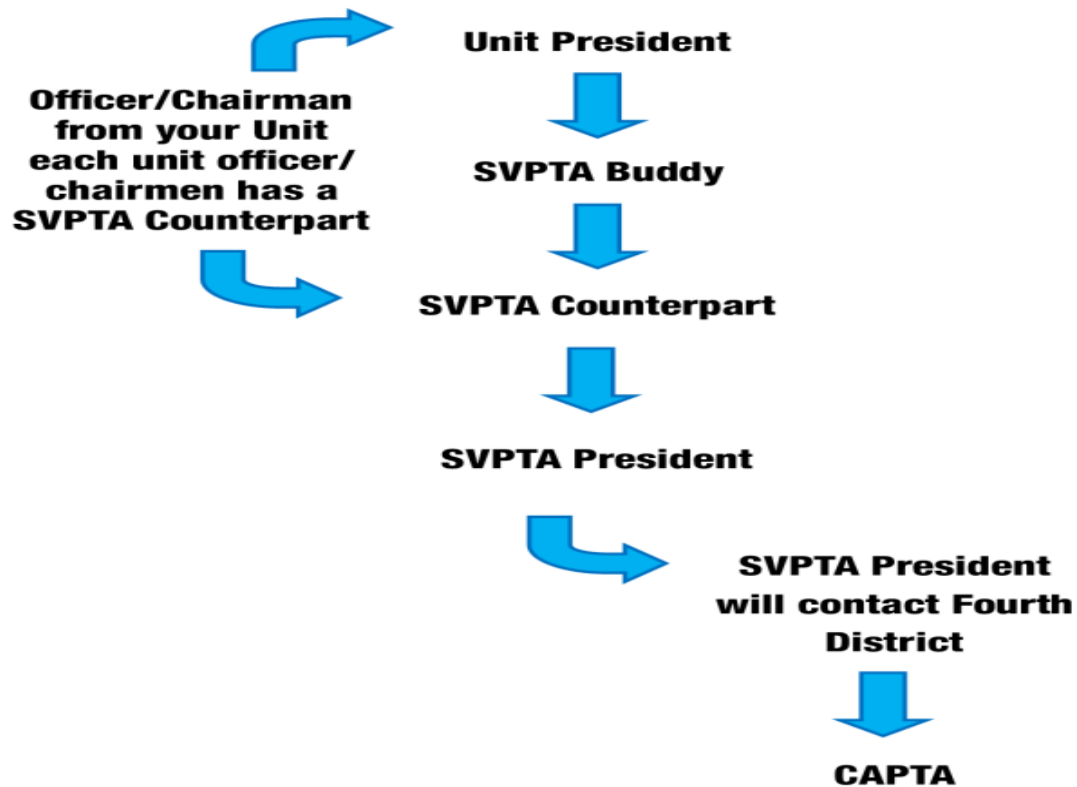
- ❖ Units - Schools
- ❖ Councils – Saddleback Valley Council
- ❖ District – Fourth District
- ❖ California State PTA
- ❖ National PTA

Basic policies of PTA

- Noncommercial
- Nonsectarian
- Nonpartisan

Chain of Contact

SVPTA CHAIN OF CONTACTS



Local PTA Leadership

- Executive Board – Consists of all officers and committee chairs as defined by current unit bylaws.
- Committee Chair – Committees are determined by the Executive Board and serve to meet the PTA goals. There are no Co-Chairs in PTA. Committee Chairs are required to attend Board meetings as needed.

Board Member Qualities

Board Member Role

Include but not limited to:

- Integrity
- Vision
- Ability
- Interpersonal Skill
- Open Mind
- Knowledge
- Creative Thinking
- Supportive
- Enthusiasm
- Collaboration
- Accept responsibility
- Participate at meetings
- Know the mission of PTA
- Know the purpose of PTA
- Recognize differences
- Respect differences
- Understand the budget
- Leadership Training
- Keep records and notes
- Encourage Membership
- Appropriate Behavior

Goal setting

■ Setting goals for an organization provides a road map that gives a target to strive for, plans for needed change, and something to look back on and measure. Goals allow a PTA to stay focused and on track, especially during conflict or challenges.

- ❖ ***Short-range goals:*** Can be accomplished now (starting today and within two weeks).
- ❖ ***Intermediate goals:*** Can be accomplished in the interim between short- and long-range goals.
- ❖ ***Long-range goals:*** Can be accomplished by the end of the term.

PTA Planning

- The PTA program, budget, membership plan and fundraising plan must be approved by the association at the first meeting of the year and **before** any plans are implemented.



Tools of Governance

- Bylaws
- Roberts Rules of Order
- Goals
- Meeting Agenda
- Budget – IRS Tax forms
- Legislative Platform - Advocacy

Bylaws...Bylaws...Bylaws...

- All Board Members - Officers and Chairs must read to understand the Bylaws that govern the PTA you serve.
- Elected board members retain a copy
- Bylaws are the general rules of operation for any PTA.
- Official Name
- Membership and dues
- Officers and Elections
- Duties of officers/chairmen
- Bylaws describe Requirements for:
 - Meetings/quorums
 - Being a PTA
 - Amending bylaws/standing rules

Roberts rules of order

Parliamentary Procedure- essential and valuable for the following reasons:

- ✓ PTA business must be handled efficiently and logically allowing for organized discussion and respectful debate.
- ✓ The majority wins but should be properly sought in open transparent discussion.
- ✓ The rights of the minority are protected and respected by allowing for open discussion and expression with respect and thoughtfulness to opposing views.



Executive Board's Duties

- Transact business as directed by the association and between association meetings
- Pay bills
- Create committees
- Fill Vacancies
- Present reports to the association
- Understand and question financial reports
- Protect the assets of the association
- Understand the organization
- Attend meetings

Financial Responsibilities

- This is the responsibility of all members of the executive board to protect the 501(C)3 non profit status of your PTA.
- A letter of determination regarding your units non profit status may be obtained from CAPTA.
- The PTA budget should support the PTA goals established.
- PTA fundraising should be done to meet the goals (3:1 general rule= 3 non-fundraising events for each fundraiser).
- All contracts must reviewed and signed by two board members one of whom must be the president.

PTA Financial Responsibilities cont.

- Never sign a blank check
- Forward per capita monthly
- All funds counted by two people (not related or residing in the same household)
- No Commingling
- Complete Financial reporting
- Receipts offered for all cash transactions
- Never restrict form of payment to cash ONLY; checks and money orders should be accepted.
- Never take funds home.



How to Handle Funds.

The Cash Verification Form is used to count and record all money collected for any event. This would include collecting membership, a book fair or T-shirt sales, any program or event where money is collected, including donations.

Fill out the top portion indicating the event (membership, book fair, carnival, etc). Sometimes events are dual events, such as a book fair where membership is collected at the same time, with one payment.

Two people always count the money. One person must be a PTA Executive Board Officer or Committee Chairman. The other person will be a PTA member, who is assisting.

Make a copy of the completed cash verification form for each person who counted cash and one copy to accompany the money. Seal the money in an envelope to be presented to the treasurer for deposit. If you have a Financial Secretary, that person will make the deposit.

A copy of the Cash Verification Form will be part of your Committee Report, for the event which has just taken place and you will report at the next Executive Board Meeting.

All membership dues (not belonging to the unit*) collected shall be forwarded to the Council PTA monthly.

Membership for the California State PTA starts July 1, so membership can be forwarded for the school year starting in July and August. Any time a member joins throughout the year, membership is forwarded to Council, even if it is just one member.

Types of Meetings

- Association:

The association is the voting body for all action taken, including adopting bylaws, adopting the program and the budget for the year, electing the nominating committee, electing officers and approving all contracts to be signed and all expenditures.

The Association must meet a minimum of 3 times a year or per your bylaws.

- Executive board:

The PTA executive board consists of the elected and appointed officers, the principal, the teacher representative and the committee chairmen. The executive board meets monthly to handle the transaction of necessary and detailed business between meetings of the association. The executive board is responsible for accepting and studying recommendations to be presented to the association for approval. The bylaws provide details about the executive board's responsibilities.

Guests may be invited to attend an executive board meeting as well as a meeting of the Association. A courtesy seat is granted by the president to the guests present. A guest may bring information to be shared with the group. However, guests do not participate in discussion or voting and should leave after their information is relayed.

Meeting Agenda

- The agenda is the President's responsibility to create but all must review and approve as the work of the board. The President is required to distribute the agenda to members 10 days prior to the meeting.
- Official business can only be conducted for items on the agenda. Items not on the agenda, brought up during the meeting can be discussed under new business but not voted on.
- Start on time and End on time! This is the responsibility of the entire board all should stay on task and relevant to the work at hand.
- Leave your own personal agenda at the door.
- Review the agenda and all material pertinent to the work outlined on the agenda before you go to the meeting if they are available to you. This way the board can do the work without needing to review the material at the time of the meeting.
- All PTA meetings must have quorum as stipulated in the bylaws to conduct business. No action can occur without the appropriate number of voting members required

Procedure Books

A procedure book should contain all materials needed to accomplish the work of the office or chairmanship, plus any additional information that a new volunteer would find helpful.

It is recommended that the procedure book contents be placed in a loose-leaf binder, large enough to hold 8-1/2" x 11" paper.

- The annual budget.
- PTA Calendar for the year.
- Materials from workshops and convention.
- Job descriptions that are updated regularly for easy reference.
- A list of the officers and chairmen with contact information
- A list of resource people and organizations with contact information.
- Current work plans including all fliers sent out for events.
- Previous program correspondence and files so that all officers can look back on their predecessors' work as needed.

Procedure books are created to help a PTA run smoothly and provide each chairman or officer with a record of what has been done in the past.

Remember the procedure book, as with all PTA materials, belongs to the association. Once a chairman or officer has moved out of a position, the procedure book should then be passed on to the next person filling the position.



Committee Volunteer Guidelines

Did I contact all of my volunteers to thank them for signing up?

Did I find out what their expectations were?

Did I explain the needs of the committee?

Did I inform them of the committee's plans for the event?

Did I invite them to the meeting to be recognized for their work?

Did I say thanks for their participation?

PTA Event Checklist

RIGHT AWAY:

Verify that activities comply with Insurance loss prevention guidelines as well as SVUSD restrictions.

Check the calendar

PTA Calendar, School Calendar

Find out the budget for the event

Get contract Signed

Get Insurance/Hold Harmless signed (if applicable)

Reserve the right space

Meet with committee for input & ideas

COMMUNICATIONS:

Let the teachers know the plan for the event

Get flyer approval by president and principal

Distribute flyer in plenty of time

ABOUT A MONTH PRIOR:

Release funds for the event

Submit article for the newsletter

Present committee ideas to executive board

WEEK OR TWO PRIOR TO EVENT:

Contact volunteers

Let custodian know what set up is needed

AFTER EVENT:

Thank all volunteers

Complete the event evaluation

Put together the procedure book

Submit all receipts to get reimbursed



Event Follow up

Event:

Date Occurred:

Did you enjoy the event? Why?

Do you think the event should happen next year?
If yes, When?

I wish I had known:

Changes to think about:

Do you want to chair this committee again next year?
If No, Any recommendations?

What other PTA positions would you be interested in?

PTA Communications

- Follow approval process at your unit.
- President and Principal must approve all notes and flyers BEFORE copying or going home.
- Content checklist: What,, When, Where, Purpose, Admission free or fee?
- Incorporate the current statewide membership theme and PTA logo in PTA communications
- Do not publish, without written permission, personal information about students or adults. This includes: Photographs, home addresses and/or telephone numbers, E-mail addresses.
- Date all materials.
- Always make it easy for the reader to identify and find the PTA.
- Contact information (units should use school address)
- Most important, include an e-mail address and phone number, so that a member can be reached for more information about the organization and event.



How do I get reimbursed

- ❖ Make sure funds are released at prior Association meeting per your units procedures
- ❖ Attach receipts to the reimbursement form
- ❖ President and secretary must sign off on reimbursement form prior to check being issued.

Duty of Loyalty

This means that a board member can never use information obtained as a member for personal gain, but must act in the best interest of the association.

- The duty of loyalty is a standard of faithfulness; a board member must give undivided allegiance when making decisions affecting the association.

Duty of Care

This means that a board member owes the duty to exercise reasonable care when he or she makes a decision as a steward of the association.

- The duty of care describes the level of competence that is expected of a board member and the duty to set in good faith, the best interest of the association.



10 Responsibilities of Board Members

- Follow the PTA Mission and Purpose
- Elect and support the President
- Ensure Adequate Resources
- Manage Resources Effectively
- Ensure Effective Planning
- Determine Board Effectiveness
- Understand your job and responsibilities
- Membership
- Accountability
- Continued Board Development

1

Follow the PTA
Mission and
Purpose:

- The reason why PTA exists
- Understand the mission and purpose
- Work toward common goals in a team effort

2

Elect and Support the President:

- Make sure there are guidelines in place to elect the best possible candidate for the office of President.
- President's do not try to do it all, assign jobs and look for others to help.
- Regular attendance at meetings- If you are unable to attend let your President know in advance – it is common respect and courtesy.
- You do not need to be friends, but it is important to demonstrate respect and understanding for the authority of this office. How would you want to be treated?

3

Ensure Adequate Resources:

- Financial - support appropriate fundraising, review the year end financial report and annual budget.
- Review budget requests from Committee Chairs and other requests.
- Volunteers – make sure that they have the training and resources required to do the task.
- Make sure that there are adequate volunteers to meet the goals of the organization.

4

Manage
Resources
Effectively:

- Financial review of the budget use for efficiency and adequacy prior to meetings and with each report filed by the Treasurer.
- Volunteer review reports from committee chairs and the plan of work filed in the beginning of the year for accuracy and ability to attain the goals set.
- Re-evaluate financial and volunteer requirements in order to meet goals.
- Delegate as needed.

5

Ensure Effective Planning:

- Program oversight but Do not micromanage!
- Approve Committee Plans of Work and monthly reports.
- Determine, Monitor, and strengthen programs and services.

6

Determine Board Effectiveness:

- Does the board resemble the community it serves? Is it culturally representative? Are there men and women represented?
- Are its goals appropriate? Goals need to be desired and attainable.
- Does the community support the PTA? If “no” evaluate. Why?
- Is the PTA transparent and relevant to the purpose, mission, and goals of the PTA in conjunction with the community. *“What’s In It For Me”?*

7

Understand Your Job and Responsibilities:

- Look at your job description if there is one.
- Read and familiarize yourself with the PTA Bylaws for a basic understanding of your job as well as other board members.
- Have an exit interview with the person you are taking over for or with the person taking your position.
- Get the existing binder or notes – ask for it.
- If it is a new position or there is nothing given to you talk with the President and Executive Committee members to get a list of expectations for your position.

8

Membership:

- Membership is everyone's business.
- PTA is a membership based association not a clique or a private club. Everyone is welcome to join!
- Enhance PTA public image. As a board member model appropriate behavior in person, in writing, in email, and in all social media.

9

Accountability:

- ❖ Ensure legal behavior
 - ❖ Ensure ethical behavior
 - ❖ Maintain moral behavior
- Make sure that all Board Members are held accountable for their behavior.
 - Discuss concerns with the individual first.
 - If there continues to be a concern discuss with the President and Executive Board.
 - It is imperative to maintain privacy and confidentiality of individuals and the board as it pertains to legal and ethical concerns.

10

Continued Board Development:

- ❑ Recruit New Board Members
- ❑ Orient new board members
- ❑ Assess board performance
- ❑ Participate in training
- ❑ Evaluate the needs of the Board
- ❑ Re-Evaluate...

Effective Board Characteristics

- ✓ The leadership is appropriate
- ✓ Members have confidence in their leader
- ✓ Growth and welfare of all members are considered
- ✓ Goals are clear and shared by all
- ✓ Group goals are compatible with individual goals
- ✓ Communication is open, frank and non-threatening



Effective Board Characteristics Continued

- ✓ There is a sense of agreed priorities
- ✓ Resources of members are used satisfactorily
- ✓ Goals are high but achievable
- ✓ Decision-making procedures and authority are appropriate
- ✓ Conflict is dealt with openly

Team Player

- Come prepared
- Arrive on time and stay till the end of the meeting
- Be attentive
- Be perceptive
- Help facilitate the discussion by taking an appropriate role in it.
- Be a contributor by:
 - Offer relevant discussion at the appropriate time.
 - Make your point in a clear and concise manner
 - Open to evaluation and constructive criticism
 - Be informative and proactive
- Don't be afraid to disagree
- Don't be afraid to be creative or innovative
- Give other board members the same respect you expect

Non-Productive Behavior

- Aggression – Bullying, working for status by criticizing or blaming others, showing hostility, deflating the ego or status of others
- Blocking - Interfering with the progress of the group by intentionally deviating from the subject of discussion, citing personal experiences unrelated to the problem, rejecting ideas without consideration arguing excessively.
- Clowning-Joking mimicking, disrupting the work of the group
- Competing - Vying with others to produce the best ideas, to talk the most, to play the most roles, to gain the leaders favor.
- Degrading- acting in a manner that criticizes others
- Special pleading - Introducing or supporting suggestions related to personal concerns or philosophies, lobbying
- Self Confessing - Expressing inappropriate personal feelings or points of view.
- Sympathy Seeker- trying to gain group members sympathy for one's problems or misfortunes, deploring one's own ideas to gain support
- Withdrawn - acting indifferently or passively, resorting to excessive formality, daydreaming, doodling whispering to others, wandering from the subject
- Recognition seeking - Attempting to call attention to one's self by loud or excessive talking, extreme ideas or unusual behavior



Thank you!

Have a great year!

PTA—A Century of Commitment to Children

For more than a century, PTA has reminded our nation of its obligations to children and provided resources and important information to parents and teachers. Whenever young people's education, health, safety, or well-being were threatened, PTA members were on the forefront of working to resolve those challenges. PTA has been instrumental in the passage of important laws and guidelines that we sometimes take for granted today, such as:

- Creating a separate criminal justice system for juvenile offenders
- Enforcing child labor laws
- Building Kindergarten into the public school system
- Supplying federally funded hot-lunches — that now feed more than 26 million children a day.
- Supporting school bus safety regulations
- Creating the content-rating system for television programs — yes, PTA supported the creation of that ratings indicator you now see in the upper-left corner of your TV screen.

Many of these concerns may not have been addressed if PTA members did not take up the cause!

PTA has never been shy to tackle tough issues — from talking about sex education as early as 1916 to supporting HIV/AIDS education programs in the 1980s, PTA has been there to help parents and teachers be partners in children's education.

Our Legacy of Caring Continues

PTA prides itself on being a powerful voice for children's education and health issues, a relevant resource for parents, and a strong advocate for public education efforts such as:

- Developing resources for parents and teachers to promote diversity and encourage inclusiveness in our schools;
- Offering practical information and tools for parents and teachers on a broad range of topics ranging from child nutrition and wellness to school/family communication to TV and media violence and bullying; and
- Supporting and speaking on behalf of children and youth before governmental bodies and other organizations to secure adequate laws for the care and protection of children and youth.

Times and issues may have changed, but advocating for children still requires steadfast parent involvement. That's why parent involvement remains at the core of all PTA's efforts. Today, more than 5.5 million PTA members actively work in schools and communities to make every child's potential a reality.

A Century of Caring

Throughout PTA's history, we have championed social, health, safety, and education issues affecting children and youth.

- 1900s** Juvenile Justice and Child Labor Laws
- 1910s** Establishment of Kindergarten
- 1920s** Nationwide Children's Health Project
- 1930s** Nutrition & Emergency Services
- 1940s** National School Lunch Act
- 1950s** Salk Polio Vaccine Trials
- 1960s** Child Protection & Toy Safety Legislation
- 1970s** Television & Media Violence
- 1980s** HIV/AIDS Education Program
- 1990s** TV Ratings/National Education Goals
- 2000s** Parent Involvement Standards defined in Federal Law

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Letter of Determination

Proof of tax-exempt status

What is a Letter of Determination?

A letter of determination is proof that a PTA is a constituent organization of the California State PTA. It is a packet consisting of:

1. Letter dated 1943 from the Internal Revenue Service
2. Letter from the California Franchise Tax Board
3. Current cover letter from the California State PTA office indicating the specific unit is a constituent unit and is in good standing. This letter also includes the unit's EIN (Employer Identification Number).

The letter of determination should be filed with the PTA's permanent financial records.

Why is a Letter of Determination needed?

1. To open a bank account for a 501(c)(3) non-profit
2. For some donation and grant applications
3. To prove the PTA's tax-exempt status

When is the Letter of Determination provided?

A newly organized unit receives a letter of determination packet upon its acceptance as a new unit by the California State PTA Board of Managers.

A "tentative/pending" letter of determination is sent to the unit upon receipt in the state office of the new unit application packet (which should be sent to the state PTA office within two weeks of organizing by the district). This is the letter of determination that a unit can use to open a bank account.

Who requests the Letter of Determination?

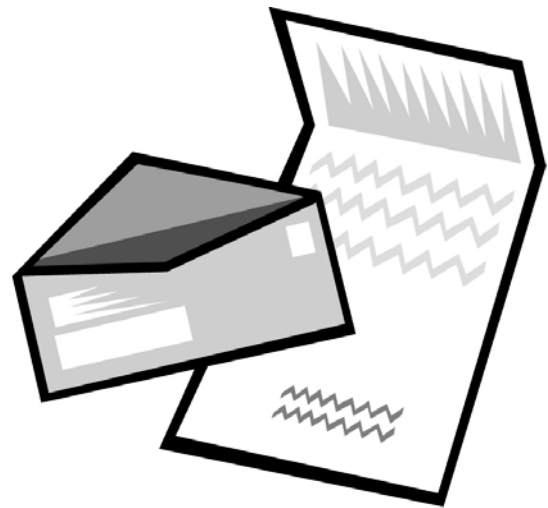
The PTA president requests a letter of determination from the state PTA office. The state office always sends the letter directly to the PTA president. An electronic copy is sent to the district president.

Public disclosure laws require that the letter of determination be given to anyone who requests it. Such requests are directed to the president or treasurer of the PTA in question.

The district PTA should not keep letters of determination on hand nor should the district or council provide a cover letter indicating a unit is in good standing. Only the California State PTA can verify PTA status.

Where does the state PTA office send the packet?

The California State PTA office sends the packet to the PTA president. The PTA president should provide it to whomever requests it.





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CONFLICT/WHISTLEBLOWER FORM

ANNUAL QUESTIONNAIRE UNIT NAME _____

NAME: _____ Telephone: (_____) _____

PTA POSITION: _____

Occupation: _____

Name of Employer: _____

Employer's Address: _____

_____ City State Zip

- I have read the California State PTA Conflict of Interest Policy (Section 2.3.2): Initial
- I have read the California State PTA Whistleblower Policy (Section 2.3.10): Initial
- I understand that as a board member, I have a responsibility to review the tax return: Initial
- Are you currently being compensated by the PTA for services rendered to the organization (whether as a part-time or full-time employee, independent contractor, consultant or otherwise) within the previous 12 months? Yes No
- Do you anticipate the receipt of compensation from the PTA for the rendering of services as described in question 1 above during the upcoming 12 months? Yes No
- If any person bearing any of the following relationships to you is currently being compensated by the PTA for services rendered to it as described in question 1 above within the previous 12 months, please list his or her name in the following space and indicate the person's relationship to you by using the relationships designated below (if no such person is being compensated, please print the word "none" in the first space): Yes No
Relationships: brother, sister, ancestor, descendent, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law
Name _____ Relationship _____
- If any person bearing any relationship to you as described in question 3 above anticipates the receipt from the PTA for the rendering of services to it as described in question 1 above within the next 12 months, please list his or her name in the following space and indicate this person's relationship to you (if no such person anticipates receipt of such compensation, please print the word "none" in the first space).
Name _____ Relationship _____
- Are you a director, an officer, an employee or an owner in any business or entity which has done business within the previous 12 months with the California State PTA, or currently is, or is contemplating doing business with the corporation? Yes No
If yes, please explain type of business, type(s) of transaction(s), relationship:

Date: _____, 20____

Signature _____

Type or print name _____

Records retention schedule and destruction policy

It is very important that certain records be retained. The current IRS letter of determination, the current bylaws and standing rules approved by the state parliamentarian, and articles of incorporation (for incorporated PTAs) must be readily accessible at all times.

Listed here are items that must be reviewed on a periodic basis and kept in a safe place. Members of the executive board must properly dispose of records by shredding the document within 30 days of the expiration of the holding period.

To assist in this process, it is recommended that upon filing records, note on the outside of the box a "Destroy After" date.

PERMANENT STORAGE

All audit reports

Articles of Incorporation

Canceled checks for important transactions (e.g., taxes, contracts). Checks should be filed with papers pertaining to each transaction.

Corporation exemption documents (if incorporated)

Reports filed with the Attorney General

Corporation reports filed with the Secretary of State

Legal correspondence

Insurance records:

- Accident reports
- Claims
- Employee Acknowledgement Forms
- Insurance Incident Reports
- Policies

Ledgers (bound)

Minutes of executive board and association (bound)

PTA Charter

Tax documents:

- Exempt status
- Group exemption
- Letter assigning IRS Employer Identification Number (EIN)
- State and federal tax forms, as filed

Correspondence with state or federal agencies

Trademark registrations

10 YEARS

Financial statements (year-end) and budgets

Grant award letters of agreement

7 YEARS

Bank statements that contain photocopies of canceled checks

7 YEARS (continued)

Cash receipt records

Checks (other than those listed for permanent retention)

Expired contracts and leases

Invoices

List of board members and their contact information

Payment authorization and expense forms (receipts attached) for payments to vendors or reimbursement to officers

Purchase orders

Sales records

3 YEARS

General correspondence

Employee records (post-termination)

Employment applications

Membership lists, including names and full contact information

1 YEAR

Bank reconciliations

Certificates of Insurance

Correspondence with vendors if non-contested

Duplicate deposit slips

Inventories of products and materials, updated yearly

Membership envelopes/forms for current membership

NOTE: Financial officers have a fiduciary responsibility to protect sensitive and confidential information. Copies of deposited checks should be shredded after the audit has been completed.

CASH VERIFICATION FORM

(Membership, Fundraisers, Donations)

UNIT NAME _____

ACTIVITY _____ DATE _____

COINS

_____ x 1¢ = _____
 _____ x 5¢ = _____
 _____ x 10¢ = _____
 _____ x 25¢ = _____
 _____ x 50¢ = _____
 _____ x \$1 = _____

TOTAL \$ _____

CURRENCY

_____ x \$ 1 = _____
 _____ x \$ 5 = _____
 _____ x \$ 10 = _____
 _____ x \$ 20 = _____
 _____ x \$ 50 = _____
 _____ x \$100 = _____

TOTAL \$ _____

CHECKS *Attach adding machine tape of itemized checks.*

# _____ \$ _____	# _____ \$ _____
# _____ \$ _____	# _____ \$ _____
# _____ \$ _____	# _____ \$ _____
# _____ \$ _____	# _____ \$ _____
# _____ \$ _____	# _____ \$ _____
# _____ \$ _____	# _____ \$ _____
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# _____ \$ _____	# _____ \$ _____
# _____ \$ _____	# _____ \$ _____
# _____ \$ _____	# _____ \$ _____
# _____ \$ _____	# _____ \$ _____
# _____ \$ _____	# _____ \$ _____
# _____ \$ _____	# _____ \$ _____

TOTAL \$ _____

GRAND TOTAL \$ _____

Membership Dues

_____ members @ \$ _____ (dues) = \$ _____ + donations = \$ _____ Grand Total \$ _____

FOR OFFICIAL USE ONLY	
Signature _____	Amount Received: \$ _____
Signature _____	Signature _____
Signature _____	Date _____

PAYMENT AUTHORIZATION/REQUEST FOR REIMBURSEMENT

ATTACH ALL RECEIPTS TO THIS EXPENSE STATEMENT

Name _____
 PTA Position _____
 Address _____
 City/Zip _____
 Telephone (_____) _____ Email _____

Expenditure was for: _____

List Expenditures: _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
TOTAL EXPENSE \$ _____

Total Amount Claimed From Above \$ _____
 Minus Advance Received \$ _____
 Reimbursement Claimed \$ _____
 Not claimed – donate to PTA \$ _____
 Refund to PTA (Enclose Check) \$ _____

Signature _____ Date _____

FOR PTA TREASURER USE:

- Membership-approved activity Funds released by membership
 Executive Board-approved expenditure

Check Number	Category	Amount Advanced	Expenses	Amount Owed or Due

President's signature: _____ Date: _____

Date approved in minutes: _____ Secretary's signature: _____