THIRTY-THIRD DISTRICT PTA

INSTRUCTIONS FOR COUNCIL TREASURER'S ANNUAL REPORT TO DISTRICT

This report is to be prepared in duplicate: one copy for the Thirty-Third District PTA treasurer and one copy for the council treasurer. Completing this report is essential for determining which tax forms must be filed for both Federal and State Income Tax Returns. PLEASE NOTE: if you have more than one account, you may report the less active accounts on a separate page and include subtotals on the main report, or you may prepare a report for each separate account and combine all accounts on one main report. CAUTION: Do not duplicate transferred amounts from one account to another in the total.

RECEIPTS: Indicate balance(s) on hand as of June 30, 2020, which should be the same as the ending balance reported on the Annual Report for July 2019 - June 2020.

1. Membership Dues – indicate only the portion that the council keeps. Fill in the council portion of dues per member times the number of members (for example: $.50 x 200 = $100). For Totem users, do not include the *number* of memberships paid via Totem. In cell H11, enter the total **dollar amount** of membership *dues* received via Totem. FYI: Councils only receive their portion of Totem dues. District, State, and National PTA portions are not included and are not passed through to district.
2. Program Service Revenue – any revenue received from events sponsored for parents and students (activities not meant as fundraisers).
3. Interest Income – interest received on checking and savings accounts.
4. Special Events and Activities – all receipts (gross) from fundraisers.
5. Other Income – any income not included in the above categories is included on this line.
6. Receipts Not Belonging to Council – the portion of the per capita membership that is passed on to the district for district, State, and National PTA dues, as well as insurance premiums for units and receipts from Founders Day are included here. Additionally include any other pass through money (i.e. unit reservations to district functions and State convention, membership envelopes, etc.).

# DISBURSEMENTS

1. Program Service Expense (Student Assistance & Parent Education) – the amount expended for student welfare and programs, awards, scholarships, leadership training, and parent education programs.

1. Direct Expenses of Special Events – all expenses incurred in fundraisers (see #4 above).
2. Organizational Expenses – president's reimbursable expenses, convention expenses, officers' and chairmen's expenses, council’s portion of insurance, supplies, etc. This category also includes Honorary Service Award pins and past presidents’ pins.
3. Honorary Service Award – include only the money sent to State PTA for each award (do not include cost of pin). This money is used for scholarships.
4. Founders Day – council donation as budgeted.
5. Other Disbursements – list anything that doesn't come under another category.

Disbursements Not Belonging to Council – per capita membership sent to district for district, State, and National PTA share of dues, as well as Founders Day receipts, unit insurance premiums, supplies purchased for units such as membership envelopes, reservations on behalf of unit members for district & State events, etc. Item #6 under RECEIPTS should be the same as item #7 under DISBURSEMENTS. Do not include any membership money received via Totem.

BALANCE ON HAND, ANNUAL REPORT JUNE 30, 2021–subtract TOTAL DISBURSEMENTS from TOTAL RECEIPTS AND BALANCE ON HAND. These figures must match the checkbook balance plus balances in any savings and/or investment accounts.

Draw a green line in the checkbook and ledger to show what has been included in this year's report and where the Treasurer will begin next year's report.