

## Suggestions on Changes to PTL Treasurer Duties

### About these suggestions...

These suggestions were developed in a meeting between Tamara Young, the current PTL Treasurer, and Pat Powell, Business Director. They would make the PTL financial practices similar to those of the school cafeteria. The PTL would still be responsible for decision making and approval of expenditures, but it would free up a great deal of time for the Treasurer.

### Budget

#### Current practice:

The Treasurer creates the budget (with support of the Executive Board) for the school year

#### Suggestion:

The Treasurer will continue to create the budget. The Business Manager would use the approved budget in the financial reporting

### Financial Reporting

#### Current practice:

The bylaws state that the Treasurer "presents a statement of accounts at every meeting of the PTL and upon request (including itemizations of balances in each specific fund.)" (*Article VI, Section 4e*)

A formal written report is not usually prepared

#### Suggestion:

Business Director would set up bookkeeping using the program that the church and school use for financial reporting. She would record all deposits and payments, and prepare a financial report for the Treasurer each month, showing budget and actual income and expense. The Treasurer would present the current report at each PTL meeting.

### Making Payments

#### Current Practice:

- Receipts are presented to the Treasurer for reimbursement
- Invoices are forwarded to the Treasurer for payment
- The Treasurer writes the check and records the payment.

#### Suggestion:

- Receipts would be presented to the Treasurer for reimbursement, and after approval by the Treasurer, sent to the business office for payment.
- Invoices received in the school office would be sent to the business office, where they will be scanned and emailed to the Treasurer for approval.
- Business office would write checks and record the payments.
- Checks signed by one of the approved signers on the account (currently Treasurer or President)

### Payment Approval

#### Current Practice:

The PTL Executive committee approves general expenditures. (*Bylaws Article IX, Section 1b*)

#### Suggestion:

The Treasurer would be responsible for securing approval from the Executive committee where necessary. Payments would not be made without approval.

## Suggestions on Changes to PTL Treasurer Duties

### Check Signing

#### Current practice:

The Treasurer typically signs all checks. The PTL President is also a signer on the checking account (*Bylaws Article VI, Section 1e*)

#### Suggestion:

Add the Principal as a check signer, in case the Treasurer or President are not available to sign checks. Sometimes invoices arrive over the summer that need to be paid; this would streamline that process.

- Under no circumstances would checks be signed by the business office.
- All payments would still be approved by the Treasurer.

### Deposits:

#### Current Practice:

The Treasurer makes periodic deposits at the bank

#### Suggestion:

At the end of each event, the event chair would count any funds received and give the funds to the business office to verify and deposit. The business director would provide the Treasurer with the total amount deposited and the income category. We currently keep a log of all checks deposited, so we could provide that if needed (for example, to fill Spirit Wear orders).

### Bank Statements:

#### Current Practice:

The business office downloads bank statements from the bank each month, and provides them to the Treasurer. The Treasurer reconciles the checking and savings accounts.

#### Suggestion:

The business office would continue to provide statements to the Treasurer, but would reconcile the accounts.

### Record keeping:

#### Current Practice:

"The Treasurer shall maintain a ledger of accounts and a budget for the league. This is to be itemized to reflect the activity and balance in each fund." (*Bylaws Article IX, Section 3*)

"Once invoice has been paid, the following information should be recorded on the PTL copy of the invoice: a) Paid date; b) Check number; c) Check amount" (*Bylaws Article IX, Section 1d*)

#### Suggestion:

On an ongoing basis, the business office would provide the treasurer with copies of each deposit, copies of each invoice and the check used to pay it, along with monthly bank statements and financial reporting. These could be provided as PDFs emailed to the Treasurer. The business director would record all deposits and payments in the bookkeeping program, using the income and expense categories provided by the Treasurer.

### Health Snack Sale Funds

#### Current Practice:

The Treasurer currently tracks the Healthy Snack funds earned by each class, which carry forward from year to year to help fund their class trip in 8<sup>th</sup> grade. These are in a separate savings account.

#### Suggestion:

The business director would track those funds separately in our bookkeeping program.

## **PTL Bylaws related to the duties of Treasurer**

### **Article VI – Duties of Officers**

#### Section 1 – President

e. Is co-signor on PTL accounts.

#### Section 4 – Treasurer

- a. Receives all monies directed to the PTL.
- b. Maintains accurate records of itemized expenditures/income.
- c. Maintains balanced bank account/checking account at approved institution.
- d. Pays out funds as authorized by the PTL.
- e. Presents a statement of accounts at every meeting of the PTL and upon request (including itemizations of balances in each specific fund.)

\*Note: The Treasurer's accounts are examined during the transitional period (May –June 30) by the congregation's auditor(s) who, when satisfied that the Treasurer's annual report is correct, signs a statement of that fact. After the audit is completed and the term of office is expired, the Treasurer shall turn over all money and records to the newly elected Treasurer. All debts/invoices are to be paid in full prior to the transference of books.

### **Article IX – Disbursement of Funds**

#### **Section 1**

a. Receipts must be presented to the treasurer for reimbursement or payment.

Including:

1. Vendor information
2. Purchase description
3. Quantity and amount

b. The PTL Executive committee approves general expenditures.

c. Special Requests are approved by majority vote at the PTL meetings.

d. Once invoice has been paid, the following information should be recorded on the PTL copy of the invoice:

- a. Paid date
- b. Check number
- c. Check amount

#### **Section 2**

Proceeds of the TLS PTL will be directed towards the following programs as determined by 2/3 majority vote of members present at the general PTL meeting. A notice shall be placed in the all Trinity communication formats and on the PTL bulletin board announcing an upcoming vote on allocation of funds. A minimum of \$500.00 is to be transferred annually to the newly elected board.

- a. Teacher Enhancement Fund – bonuses, birthdays, monies for seminars
- b. Resource Fund – classroom supplies, field trips, teacher wish lists
- c. Playground Fund – playground equipment, ground covering

- d. General Fund – for unforeseen PTL expenses and to fund general PTL related activities
- e. 8th Grade Class trip/ Healthy Snack proceeds.

### **Section 3**

The Treasurer shall maintain a ledger of accounts and a budget for the league. This is to be itemized to reflect the activity and balance in each fund.

### **Section 4**

No PTL monies may be used for personal use. Violation of this shall result in immediate termination of office/membership and restitution shall be made to the PTL.

## **Article V – Officers, Election, Terms of Office**

### **Section 2**

The newly elected board shall begin their tenure at the conclusion of the May PTL meeting.

### **Section 4**

There is a transitional period for the office of Treasurer beginning with the May PTL meeting and extending until July 1, after the completion of an audit held by the congregation's auditor(s).

### **Section 5**

All officers are elected to a two school year (2) year term. A person may not be elected to serve more than a maximum of two consecutive terms in any one office.

## **PTL Committees and Activities**

### **Section 1**

Committees and activities may be selected by the Executive Board to assist in attaining the goals of the PTL. They may be of any size, as determined by the PTL.

### **Section 4**

The Treasurer shall oversee the following Committee:

#### **A. Spirit Wear Committee**

1. Bi-annual spirit wear order placed
2. 2-3 times a year host a Dress Code Clothing Exchange

*Source: TLS website, accessed 4/11/2019*