

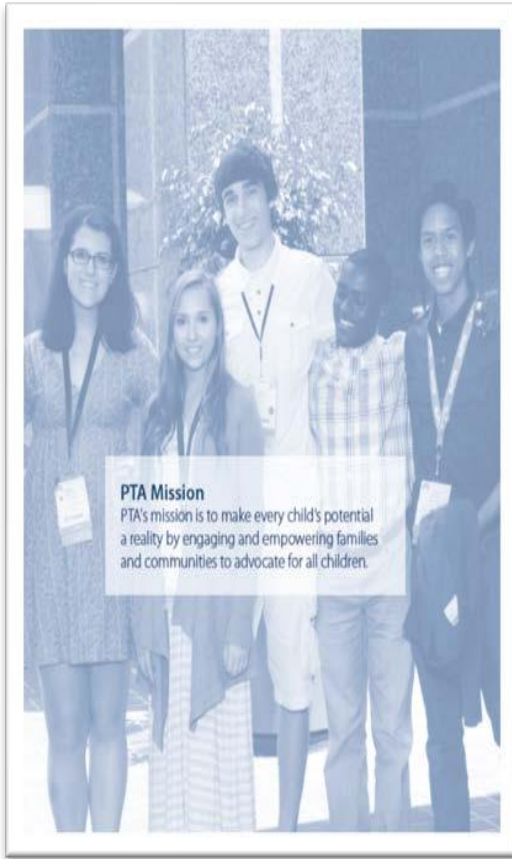


WHAT SHOULD YOUR PTA BE FUNDING?

KATHY HARRISON
TREASURER

TREASURER@VAPTA.ORG





PTA Mission

PTA's mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

Our Shared Mission:
To make every child's potential a reality by engaging and empowering families and communities to advocate for all children

★ Fiduciary Responsibility (Fiduciary Obligation)

- A legal obligation to act in best interest of organization
- Act as a fiduciary: someone entrusted with the care of money or property
- All** board members are responsible – not just officers or treasurer

BUILD YOUR BUDGET

Setting Priorities:

- Operational & Program Expenses
- Membership Goal
- Income Goal & Fundraising Mix

BUILD YOUR BUDGET

- ★ **Plan programs**
- ★ **Communicate with your Principal**
- ★ **Discuss your school needs**
- ★ **Create the budget for the year**
- ★ **Plan fundraising activities to support your budget**

HOW MUCH IS ENOUGH?

- ★ How much of the budget will go to school related needs?
- ★ How much toward programs directly benefiting students?
- ★ What percentage of the budget will go toward staff/faculty appreciation?
- ★ How much funds are needed to meet your current year goals? Future goals?

BUDGET REVIEW & APPROVAL

- ★ Present budget to the Executive Board
- ★ Post 30 days in advance of general membership
- ★ Present to general membership

IS IT IN THE BUDGET?

- ★ Only approved expenses can be paid
- ★ Everything must have a receipt/invoice
- ★ Always use a reimbursement form

FUNDRAISING

- A PT(S)A is NOT a fundraising or money raising organization
- Purpose is to promote the welfare of children
- Educate parents, teachers and the community to the needs of schools

FUNDRAISING

- Material aid is NOT a function of the PT(S)A
- Funds should be for a definite, pre-determined and budgeted purpose

FUNDRAISING

- 3 to 1 Rule:

For every ONE fundraising activity there should be at least THREE non-fundraising activities or programs.

- Aimed at helping parents, children, or advocating for school

FUNDING RULES

- ★ All fundraising activities must be approved by the general membership
- ★ Under NO circumstances should a PTA collect, donate, or raise funds for another organization (\$ should not mingle)
- ★ PTAs may donate money to another PTA

COMMUNITY SUPPORT FOR FUNDS

★ Corporate Programs

- Box Tops 4 Education (online)
- Amazon Smiles
- Grocery store purchases

★ Sponsor Nights

- Local restaurants
- Book stores
- STEM/Math/Arts
- SAT/ACT classes
- Community giving

★ Events

- Dances, performances, talent show
- Dinners, award ceremonies
- Fall or Spring festivals, BINGO night, Movie Night
- Book fairs, author night

WHAT PT(S)A CAN FUND

- ★ Awards
- ★ Communications/Publicity
- ★ Classroom/School Enrichment Programs
 - ★ PTA must ensure that the equipment or program can be demonstrated to relate to the curriculum
- ★ Committee Expenses

WHAT PT(S)A CAN FUND

- ★ Cultural Arts
- ★ Family Engagement
- ★ Field Trips
 - ★ The IRS requires that the PTA be able to demonstrate how the field trip is directly related to curriculum
 - ★ The PTA may be liable for any injury or damages that occur

WHAT PT(S)A CAN FUND

- ★ Guest Speakers
- ★ Hospitality
- ★ Leadership Training
- ★ Legislative Activity
- ★ Membership Supplies
- ★ Memorials

WHAT PT(S)A CAN FUND

- ★ Parent Workshops/Seminars
- ★ Postage and Stationery
- ★ Promotional Items
- ★ PTA Dues-National, State, Council
- ★ PTA Newsletters/Publications
- ★ PTA/School Related Celebrations

WHAT PT(S)A CAN FUND

★ Scholarships

- ★ In accordance with IRS regulations, the PTA bears the responsibility of ensuring that the funds presented to graduates are used to further education and/or training

★ Special Events

★ Volunteer Appreciation

WHAT PT(S)A CANNOT DO

- ★ Sign contracts for maintenance of donated equipment
- ★ Sign contracts for more than one year ahead
- ★ Pay for individual membership dues, but CAN sponsor a membership
- ★ Pay for teacher/admin salaries
- ★ Pay for substitute teachers
- ★ Purchase personal use equipment for staff

BE CAUTIOUS...

- ★ Basic school supplies
- ★ Capital improvements
- ★ Contributions to Other Associations
 - ★ PTAs may not make monetary contributions to non-charitable organizations, no matter how worthy the cause.
- ★ Funding of School Personnel
- ★ Janitorial Supplies

BE CAUTIOUS...

- ★ Playground Equipment
 - ★ PTAs may be liable for ANY injury sustained by ANYONE using the equipment at ANY time and it will not be covered by the PTA's liability insurance.
- ★ Presentation Equipment
- ★ Principal's Discretionary Fund
- ★ School Office Equipment
- ★ Teacher Development
- ★ Technology

HOW TO BE CAUTIOUS

- ★ Donation of Equipment
 - ★ Donations or contributions of materials and/or equipment to a school district become the property of the district and the district is free to use the equipment in any manner it deems appropriate.

HOW TO BE CAUTIOUS

★ Grant Process for Equipment

After assurance that the school wants the equipment, the grant agreement should be signed between the PTA and the school principal. The agreement should specify:

1. The amount of the grant.

2. The "sole and express" purpose of the grant.

3. A date by which the school must spend the grant funds.

4. Unused grant funds must be returned to the PTA.

The PTA should then provide the money and allow the school to make the purchase.

SAMPLE GRANT AGREEMENT

_____ PTA hereby gives to the _____ School a monetary grant in the amount of _____ Dollars (\$) by check number _____.

This grant is for the sole and express purpose of:

It is agreed, that the grant funds will be spent for the stated purpose on or before: _____ or the funds will be refunded to the PTA. Any unused or unexpended funds will be refunded to the PTA. The School will provide a complete accounting of the expenditure of the grant funds to the PTA. The School agrees to maintain the above-described property at _____ for a period of not less than _____ years from the date of purchase.

Date: _____

PTA Officer _____

PTA Officer _____

Date: _____

Principal _____

HOW TO BE CAUTIOUS

★ Hold Harmless Process

The school should agree to:

1. Accept ownership of the described equipment.
2. Accept responsibility for the installation, operation, and maintenance of the described equipment.
3. Hold the PTA harmless from any claim or lawsuit arising from damages caused by or from the use of the equipment.

SAMPLE HOLD HARMLESS AGREEMENT

The _____ PTA presents to the _____
School the following described equipment:

The School hereby agrees to:

1. Accept ownership of the above-described equipment.
2. Accept responsibility for the installation, operation and maintenance of the above-described equipment.
3. Hold the PTA harmless from any claim or lawsuit arising from damages caused by or from the use of said equipment.
4. Keep the above-described equipment at _____ for a period of no less than _____ years.

Date: _____

PTA Officer _____

PTA Officer _____

Date: _____

Principal _____

ONGOING REVIEW OF FUNDS

- ★ Review programs/fundraisers after completion and at the end of the year
- ★ Review budget projections to actual monthly
- ★ Work with school to determine appropriate funding requests and support of teachers and community
- ★ Make recommendations to future

Board



★ QUESTIONS ?



THANK YOU

✉ TREASURER@VAPTA.ORG

🌐 WWW.VAPTA.ORG

