



**THROUGH THE
DISTRICT TREASURER**

**RESOURCE GUIDE
2016-2017**



All forms in this guide are available online www.trta.org.



Hearts of Texas -TRTA Proud!

2016-17 District Treasurers!

Five “**hearts**” to remember:

♥ Every membership year begins after an **AUDIT!**

♥ Gather information and prepare a **BUDGET!**

♥ **BONDING** is important! Do you have an EIN?

♥ **FINANCIAL REPORTS** are a must! 4 in all is required.

♥ Fulfilling the budget process requires many **TASKS!**

The ♥ of our tasks is documentation of the monies spent according to the budget, and a balanced checkbook reconciled to the bank statement.

Treasurer's Duties----- The TRTA District Treasurers shall:

1. Serve as the chairman of the Finance/Budget

Hints: check your District ByLaws and Standing Rules for further info on your charges as Treasurer. **Tips:** develop a skeleton budget before the meeting makes it easier to make changes, call TRTA to find out what your District membership is for the \$3.00 rebate you will be receiving, if you don't have guidelines for payments of vouchers or convention expenses- the committee should formulate one.

2. Perform administrative tasks such as signing or cosigning District checks and authorizing expense vouchers according to the budget

Hints: only pay an expense that has receipts and part of the budget, bonding requires 2 signatures on a check, do a reconciliation and don't forget to have someone other than a check signer check your bank statement **Tips:** make sure you attach the receipt to the voucher

3. Keep an accurate record of the District's Financial transactions

Hints: keep a check register, update Financial reports, keep your ledger ("black book") up to date, reconcile your check book to the bank statement, keep important records the required length of time **Tips:** I keep a notebook with monthly dividers. Each month has the bank statement, Treas Report, vouchers paid in that month, etc.. Some prefer folders, I like it all in one place. I keep digital (excel) records to check my calculations; ex: check register, spreadsheet etc.

4. Monitor the status of funds relative to the approved budget

Hints: don't pay anything not in the budget, keep records up to date, check and reconcile bank statements **Tips:** send a monthly report to the District President to keep them updated

5. Develop the District Budget with participation of the District President and Finance/Budget Committee

Hints: start with the ending balance of the previous membership year, add the TRTA rebate of \$3.00. Look at the previous years allotments and money used to formulate a skeleton budget **Tips:** I have it ready to go on my laptop, then you can play with the numbers, give everyone a paper copy so that they can follow along and make suggestions to raise, lower or add an entry.

6. Prepare financial reports for meetings of the District Executive Committees, the Fall Convention and the Spring Leadership Training Conference

Hints: samples are in the resource guide- be brief- budget spent to date, balance in the budget and balance on hand, at each meeting provide signed financial reports to the District President and Secretary for their records, at the Executive Committee meeting have one for everyone and at the Fall and Spring meeting one per table unless your District President wants more. **Tips:** use technology when possible-give your financial report to the membership on power point, send it to the District technology person- have her load it with the other items presented at the meeting. **Important**

Information: Your duties at Spring Leadership Training Conference- be prepared to train the Local Treasurers. Ask your District President who is responsible for training the Local Treasurers- they may appoint a local treasurer. You are responsible for sending in complete information to be reimbursed for this conference by TRTA. You will get a packet from TRTA with three forms in it: 1-reimbursement conference and travel cost, 2-travel vouchers, and 3-local unit Registration forms. You will also receive the procedures for how to submit those forms. **Hints:** fill them out and return to TRTA promptly for prompt reimbursement, send in all the travel vouchers, and a registration form for each local unit. **Tips:** Make sure every local President brings you a registration form of those attending with corrections if any. Don't pay any travel until you know how many to allow.

7. Assemble materials for annual audit;

Hints: see preparing for an audit in resource guide **Tips:** conduct the audit as soon as possible after the membership year, if you are outgoing Treasurer, the incoming Treasurer should attend to observe the audit-lots of information for them to help with their new position.

8. Perform other duties to fulfill the objectives of TRTA

9. Consider including Local Presidents in preparation of subsequent year's proposed District budget**Consider including the state Convention District Leadership Training Session**

Hint: This is your only chance for training and more important if you are current treasurer you are a DELEGATE, and remember to include the Secretary and Treasurer in budget for convention.

Big Tip of the Day: There is a list of the District Treasurers in your resource guide, call one of us to help you out. There are many samples in the Resource Guide check them out. Use your guide, use your resources, ask the Treasurer who preceded you. I met with the outgoing Treasurer and gained a lot of insight and felt a lot better for the time spent.

Now we are deep in "Hearts of Texas" and Ready to serve TRTA as District Treasurer!

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Treasurer Duties

The TRTA District Treasurers shall:

1. Serve as the chairman of the Finance/Budget Committee.
2. Perform administrative tasks such as signing or cosigning District checks and authorizing expense vouchers according to the budget;
3. Keep an accurate record of the District's financial transactions;
4. Monitor the status of funds relative to the approved budget;
5. Develop the District budget with participation of the District President and Finance/Budget Committee;
6. Prepare financial reports for meetings of the District Executive Committee, the Fall Convention and the Spring Leadership Training Conference;
7. Assemble materials for the annual audit; and
8. Perform other duties to fulfill the objectives of TRTA.
9. Consider including Local Unit Presidents in preparation of subsequent year's proposed District budget.
10. Consider attending the state Convention District Treasurer Leadership Training Session.

PROPOSED DISTRICT BUDGET

SAMPLE

Income		Budget
Balance-Checking-July 1, 20__		\$9,218.30
Fall TRTA Reimbursement (estimate)		17,098.00
District Dues (estimate)		780.00
	Estimated TOTAL INCOME	<u>\$27,096.30</u>

Accounts	Money Market	1,179.31
	Interest Bearing Accounts TOTAL	<u>\$1,179.31</u>

<u>Budget</u>		<u>Budget</u>	<u>Totals</u>
President			
	Travel to Local Units		1,000.00
	TRTA Convention		1,000.00
	Postage/Printing		1,000.00
	Miscellaneous		150.00
	Pres. TOTAL		<u>\$3,150.00</u>
Executive Committee			
	Fall 2013		
	Travel		1,650.00
	Meals/Rent		800.00
	Spring 2014		
	Travel		2,800.00
	Meals/Rent		800.00
	Exec. Comm. TOTAL		<u>\$6,050.00</u>
Officers			
	1st Vice Pres		100.00
	TRTA Convention		800.00
	2nd Vice Pres		50.00
	TRTA Convention		800.00
	President Elect (TRTA Convention-Dallas)		800.00
	Secretary		50.00
	TRTA Convention		300.00
	Treasurer		200.00
	TRTA Convention		300.00
	Historian		100.00
	Parliamentarian/ByLaws		25.00
	Officer TOTAL		<u>\$3,525.00</u>
District Committee Chairmen			
	Community Volunteer Service		25.00
	TRTA Convention		300.00
	Health Care		50.00
	TRTA Convention		300.00
	Informative & Protective Services		25.00
	TRTA Convention		300.00
	Legislative		600.00
	TRTA Convention		300.00
	Member Benefit		25.00
	TRTA Convention		300.00
	Retirement Education		25.00
	TRTA Convention		300.00
	Dist. Comm. Ch. TOTAL		<u>\$2,550.00</u>

PROPOSED DISTRICT BUDGET CONTINUED...

Fall Convention	
Meals	3,100.00
Facility Rent	0.00
Travel	2,000.00
Guests	100.00
Memorial Service	25.00
Speaker/TRTF donation	50.00
	Fall Conven. Total
	<u>\$5,275.00</u>
Spring Leadership Conference	
Miscellaneous	300.00
Speaker donationTRTF	50.00
Facility Rent	460.00
Meals/TRTA Funded	
Travel/TRTA Funded	
	Spr. Leader. Conf. Total
	<u>\$810.00</u>
Membership Recruitment	
Local Units (\$100.00 each unit)	2,300.00
	Membership Recruitment Total
	<u>2,300.00</u>
Unit Development and Support	
postage, misc	200.00
	Unit Dev.& Support Total
	<u>200.00</u>
Finance Committee	
Travel/Meals	225.00
	Financial Total
	<u>\$225.00</u>
Nominating Committee	
Travel/Meals	0.00
	Nom. Total
	<u>0.00</u>
State Convention Aid	
convention expenses	500.00
	ST. Conv. Aide Total
	<u>500.00</u>
Rally Day	
bus, misc.	0.00
	Rally Day Total
	<u>0.00</u>
TRTF Donation(Legacy)(Helping Hands)(\$100. each)	
	200.00
	TRTF Total
	<u>\$200.00</u>
Money Market Deposit	
	5.00
	MM Total
	<u>\$5.00</u>
	Proposed Budget Total
	<u>\$24,790.00</u>

GUIDELINES FOR COVERED EXPENSES
DISTRICT (number)
20__-20__

SAMPLE

EXECUTIVE COMMITTEE MEETINGS & AUDIT AND BUDGET MEETINGS

Mileage paid*

FALL CONVENTION

4 cars per Local Unit – driver paid*

(1 car if 1-4 person attend) (2 cars if 5-8 persons attend) (3 cars if 9-12 persons attend) (4 cars if 13 or more persons attend)

SPRING LEADERSHIP TRAINING CONFERENCE

3 cars per Local Unit – driver paid*

(1 car if 1-4 person attend) (2 cars if 5-8 persons attend) (3 cars if 9 or more persons attend)

- **CARPPOOLING IS ENCOURAGED FOR ALL MEETINGS**

ATTENDANCE AT SPRING LEADERSHIP TRAINING CONFERENCE

District pays the meals for:

All District officers/chairmen

A State officer that is a member of a District 10 Local Unit

Visiting TRTA officer/spouse/guest

All 11 required Local Unit officers/chairmen noted on registration form

And if the District President adds sessions (Program, 3rd VP, Technology, etc.)

DISTRICT PRESIDENT'S VISITS TO LOCAL UNITS

Current IRS mileage*

STATE CONVENTION--DISTRICT DELEGATES

PRESIDENT

Registration, transportation*, lodging, self- parking fees/shuttle fees, two optional TRTA meal functions, and Banquet, **no other meals**

FIRST VICE PRESIDENT

Registration, transportation*, lodging (rate 1-2 persons per room), self- parking fees/shuttle fees, two optional TRTA meal functions, **no other meals**

SECOND VICE PRESIDENT

Registration, transportation*, lodging (rate 1-2 persons per room), self-parking fees/shuttle fees, two optional TRTA meal functions, **no other meals**

SECRETARY

Registration, transportation*, lodging (rate 1-2 persons per room), self-parking fees/shuttle fees, two optional TRTA meal functions, **no other meals.**

TREASURER

Registration, transportation*, lodging (rate 1-2 persons per room), self-parking fees/shuttle fees, two optional TRTA meal functions, **no other meals**

NON DISTRICT DELEGATE (CVS, Health Care, I & PS, Member Benefits, Retirement Education, Legislative Chairmen)

Registration, transportation*, lodging (rate 1-2 persons per room), self- parking fees/shuttle fees, one optional TRTA meal function, **no other meals**

PRESIDENT-ELECT

Registration, transportation*, lodging (rate 1-2 persons per room), self- parking fees/shuttle fees, two optional TRTA meal functions and Banquet, **no other meals**

*Districts may use current IRS amount or determine their own amount for reimbursement

FINAL BUDGET REPORT

SAMPLE

	Budget	Actual Income
Balance-Checking-July 1, 20__	\$9,218.30	\$9,218.30
Fall TRTA Reimbursement (estimate)	17,098.00	18,340.00
District Dues	780.00	780.00
Repaid Meals Fall Convention		110.00
repaid mileage overage		51.90
Repaid Meals Spr Convention		100.00
TRTA reimb for Spring Leadership Training		
TOTAL INCOME	\$27,096.30	\$28,600.20

Money Market	<u>1,179.83</u>	
Interest Bearing Accounts TOTAL	\$1,179.31	

	<u>Budget</u>	<u>Totals</u>	<u>Spent</u>	<u>Balance</u>
President				
Travel to Local Units		1,000.00	\$487.03	
TRTA Convention		1,000.00	1000.00	
Postage/Printing/supplies		1,000.00	314.41	
Miscellaneous		150.00	10.00	
Pres. TOTAL		\$3,150.00	\$1,811.44	\$1,338.56
Executive Committee				
Fall 2013 Travel		1,650.00	927.45	
Meals-Rent		800.00	440.44	
Sprg 2014 Travel		2,800.00	2100.00	
Meals-Rent		800.00	650.00	
Exec. Comm. TOTAL		\$6,050.00	\$4,117.89	\$1,932.11
Officers				
1st Vice Pres		100.00	25.00	
TRTA Convention		600.00	400.00	
2nd Vice Pres		50.00	10.00	
TRTA Convention		600.00	515.00	
President Elect (TRTA Convention)		600.00	400.00	
Secretary		50.00		
TRTA Convention		600.00	400.00	
Treasurer		200.00	77.80	
TRTA Convention		600.00	425.00	
Historian		100.00	40.43	
Parliamentarian/ByLaws		25.00		
Officer TOTAL		\$3,525.00	\$2,293.23	\$1,231.77

FINAL BUDGET REPORT CONTINUED...

District Committee Chairmen			
Community Volunteer Service	25.00	5.00	
TRTA Convention	300.00	275.00	
Health Care	50.00	10.00	
TRTA Convention	300.00	280.00	
Informative & Protective Services	25.00		
TRTA Convention	300.00	275.00	
Legislative	600.00	51.87	
TRTA Convention	300.00	250.00	
Member Benefit	25.00		
TRTA Convention	300.00	250.00	
Retirement Education	25.00		
TRTA Convention	300.00	250.00	
Dist. Comm. Ch. TOTAL	<u>\$2,550.00</u>	<u>\$1,646.87</u>	\$903.13
Fall Convention			
Meals	3,100.00	2150.00	
Facility Rent	0.00		
Travel for Members	2,000.00	1500.00	
Guests	100.00		
Memorial Service	25.00		
Speaker/TRTF donation	50.00	50.00	
Fall Conven. Total	<u>\$5,275.00</u>	<u>\$3,700.00</u>	\$1,575.00
Spring Leadership Conference			
Miscellaneous	300.00	200.00	
Speaker donation TRTF	50.00		
Facility Rent	460.00	450.00	
Meals/TRTA Funded			
Travel/TRTA Funded			
Spr. Leader. Conf. Total	<u>\$810.00</u>	<u>\$650.00</u>	\$160.00
Membership Recruitment			
Local Units (\$100.00 each unit)	2,300.00	2300.00	
Membership Recruitment Total	<u>\$2,300.00</u>	<u>\$2,300.00</u>	\$0.00
Unit Development and Support			
postage, misc	200.00	100.00	
Unit Dev. & Support Total	<u>\$200.00</u>	<u>\$100.00</u>	\$100.00
Finance Committee			
Travel/Meals	225.00	189.70	
Financial Total	<u>\$225.00</u>	<u>\$189.70</u>	\$35.30
Nominating Committee			
Travel/Meals	0.00		
Nom. Total	<u>\$0.00</u>	<u>\$0.00</u>	\$0.00

FINAL BUDGET REPORT CONTINUED...

State Convention Aid			
convention expenses		1000.00	800.00
	ST. Conv. Aide Total	<u>\$1,000.00</u>	<u>\$800.00</u>
			\$200.00
Rally Day			
bus, misc.		0.00	
	Rally Day Total	<u>\$0.00</u>	<u>\$0.00</u>
			\$0.00
TRTF (\$100.Helping Hands)(Legacy\$100.)		200.00	200.00
	TRTF Total	<u>\$200.00</u>	<u>\$200.00</u>
			\$0.00
Money Market Deposit		5.00	5.00
	MM Total	<u>\$5.00</u>	<u>\$5.00</u>
			\$0.00
	Budget Total	<u><u>\$25,290.00</u></u>	
	Contingency	\$3,310.20	
	Spent to Date	\$17,814.13	
	Balance on Hand	\$10,786.07	
	Balance Agreement	<u><u>\$28,600.20</u></u>	

SAMPLE OF AN AUDIT REPORT

July 29, 20__

To: The Membership of (name of your District)

The books of the treasurer, (name of your District Treasurer), were audited on (date) and found to be in order by the Audit Committee.

The balance agreed with the bank statements and the treasurer's reports for the year (year of audit).

Submitted by:

_____Chairman

Committee members:

Preparing for an Internal Audit (suggested)

When preparing for an audit, the following records and documents should be available for review and inspection by the auditor or CPA:

General

- By Laws (if needed to support your Audit)
- Treasurer Reports
- Bank Statements and reconciliations for accounts
- Voided checks (accounting for sequencing of checks)
- Reimbursement forms with supporting documentation (receipts)
- Minutes (if needed to support budget changes)
- Any other information that the Audit committee would find useful
- Answer questions

Upon completion of the Audit:

The Audit Chairman shall prepare a statement of the findings and any recommendations. This statement is signed by the committee members and the Treasurer. The Audit Chairman would present the report at the next regular scheduled membership meeting. The Audit Report is attached to the minutes of the meeting and copies are filed in both the Treasurer's and the President's files.

How long should you keep records?

Two Years

- Completed reimbursement for reference
- correspondence

Seven Years

- Check registers/cleared checks/or duplicate checks
- Bank statements/Reconciliations/Deposit slips
- Audit reports

Permanent

- **Ledger** if your district keeps one

SAMPLE

**DISTRICT (Number) TEXAS RETIRED TEACHERS ASSOCIATION
VOUCHER FOR REIMBURSEMENT**

Date _____

Payable to _____

_____ Mailing Address City Zip Code

Local Unit _____

Travel Expenses (List items and Attach Receipts)

Transportation (miles round trip)* _____ \$ _____

Hotel _____ \$ _____

Meals _____ \$ _____

Telephone _____ \$ _____

List date, number, and name of person called. Use copy of telephone bill or back of this sheet. If necessary, use a separate sheet of paper.

Printing: (Attach Receipts) _____ \$ _____

Postage: (Attach Receipts) _____ \$ _____

Other Expenses: (List items and attach receipts)

_____ \$ _____

_____ \$ _____

TOTAL EXPENDITURES _____ \$ _____

Reason for Expenditures:

Submitted by: _____

Mail Voucher for Reimbursement To:

Approved by District (#) President or Treasurer

Name of District Treasurer

Mailing Address

City, State, Zip

[email](#) address

Check Number _____ Date _____

*Districts may use current IRS amount or determine their own amount for reimbursement

TAX EXEMPT STATUS

Your organization is not a tax exempt entity unless you have applied for tax exempt status with the IRS. If IRS has approved your tax exempt status, you will have a Letter of Determination from IRS. If you are a tax exempt entity, you are required to file Form 990 (tax return). **If you are NOT a tax exempt entity, the requirement to file the 990N or e Postcard does not apply to you; it only applies to tax exempt entities.**

The state TRTA tax status (501(c)4) **CANNOT** be used by any other entity (districts/local units). The districts and local units are individual entities “loosely” bound by the state association. Although the members pay dues to the state, each local unit and each district have their own bylaws and direct their own business.

If you are interested in applying for tax exempt status, contact Rosalind Johnson, Chief Financial Officer, at rosalind@trta.org.

Employers Identification Number (EIN)

Every local unit and district must have an EIN, Employers Identification Number or Federal Tax Identification Number. Guard this number the way you guard your social security number. It is the identifying number for your organization. If you do not have this number, you can apply by phone or online:

A. To apply by phone, call 1.800.829.4933 (IRS). Be prepared to answer some questions about your organization; they will give you the number when you have completed the application. Be sure to write the number down and keep it safe as it will be about two weeks before you receive a written confirmation by mail. NOTE: Any time you talk with the IRS, record the:

1. Date _____
2. Time _____
3. Name of the IRS representative _____
4. What you were told: _____
(In this case, the EIN #.)

B. To apply online go to www.irs.gov; click on the **Business** tab, click on **Employer ID Number**, click on **Apply for an EIN** and follow the prompts. When you have finished the application, print out the confirmation with your number on it. Be sure to keep the confirmation as this is all you will receive.

SAMPLE



Texas Retired Teachers Association

313 E. 12th St., Ste. 200 • Austin, TX 78701-1957
512.476.1622 800.880.1650 FAX 512.476.1003
Information Hotline 877.880.1651

www.trta.org • trta@trta.org

BONDING

In 2006, the TRTA Board of Directors voted to provide bonding for local and district treasurers at no cost to the local units and/or districts. We have secured a Blanket Policy to cover the entire association. The details are:

1. The entire premium is paid by TRTA.
2. Six members of each board are covered:
 - a. President
 - b. First Vice-President
 - c. Second Vice-President
 - d. Treasurer
 - e. Secretary
 - f. Immediate Past President
3. The bond will cover losses up to \$10,000 with a \$250 deductible.
4. The following conditions apply:
 - a. Listing of official name and location/address of each local unit/district.
 - b. 2 signatures are required on checks.
 - c. Account reconciliation by an individual not authorized to deposit or withdraw funds (someone other than a check signer).
5. Participation is strictly voluntary.

This is a service the TRTA Board of Directors is pleased to provide the local and district boards. If your district or local unit wishes to take advantage of this service, please complete the following questions and return to TRTA.

Official Name of District/Local Unit: _____

District Treasurer/Local Treasurer: _____

District Treasurer/Local Treasurer Address: _____

2 Signatures are required on all checks: Yes _____ No _____

Bank statements are reconciled regularly by individual not authorized to sign checks or make deposits: Yes _____ No _____



Texas Retired Teachers Association

313 E. 12th Street, Suite 200 | Austin, TX 78701-1957

800.880.1650 | 512.476.1622 | fax 512.476.1003

The Voice For All Public Education Retirees

www.trta.org

Date: March 1, 2016

To: District Treasurers

From: Tim Lee, Executive Director

Subject: Planning for 2016 District Spring Leadership Training Conferences

Each TRTA district will host a Spring Leadership Training Conference for the purpose of preparing officers and committee chairmen for the leadership positions they will be assuming in their local units. This training is essential to ensuring that the function of each position and committee will be effective. TRTA officers will be in attendance during each conference.

District presidents are responsible for planning the conference, ordering the food, and setting the agenda, among other activities. The district treasurer is responsible for handling payment and reimbursement procedures. **Drivers of qualifying cars will be reimbursed at the conclusion of the conference or later, and will be asked to complete the travel vouchers at the conference for "on-the-spot" reimbursement. Paid travel vouchers will then be sent to the TRTA office. Districts will be reimbursed for conferences costs (\$100 per local unit attending) and any paid travel vouchers.**

All districts have made arrangements for the location of their conferences. A listing of the 2016 District Spring Leadership Training Conferences is included with this letter. The materials in this packet are provided to assist each district in planning and executing a successful conference. If you have any questions, please call the TRTA office for assistance.

This packet of materials for the District Treasurers includes:

To assist with financial and reimbursement procedures:

- Financing and Payment Reimbursement Procedures [AA]
- Reimbursement for Conference and Travel Voucher Costs [BB]
(to be submitted to TRTA office by the district treasurer after the conference)
- TRTA Travel Voucher [CC]

For your information only:

- Suggested Agenda [B]
- Local Unit Registration for District Spring Leadership Training Conferences [C]
- 2016 District Spring Leadership Training Conferences, www.trta.org/districtmeetings

FINANCING AND PAYMENT REIMBURSEMENT PROCEDURES

AA

The following information details how the District Spring Leadership Training Conferences are financed and how expenses are reimbursed to the districts and individuals. **Please note the travel voucher reimbursement procedure. If you have any questions, please call the TRTA office.**

FINANCING THE DISTRICT SPRING LEADERSHIP TRAINING CONFERENCES

1. **Travel Vouchers.** All travel voucher requests will be completed by the qualifying drivers at the conclusion of the conference. The district treasurer will reimburse qualifying drivers either at the conference or later. Paid travel vouchers should then be submitted to the TRTA office by the district treasurer for reimbursement.
2. **Conference Costs Reimbursement.** A maximum of **\$100.00 for each local unit in attendance** at the conference will be provided by TRTA. This amount is provided to help pay for food and, if necessary, rental space. Additional expenses are to be covered by the local units/districts.

REIMBURSEMENT PROCEDURES

1. **Travel Vouchers.** The district treasurer will provide travel vouchers to each driver of a qualifying car and ask him/her to complete the form for his/her travel costs to the conference. All travel vouchers for qualifying cars will be reimbursed to drivers by the district treasurer from district funds. This can be done at the conclusion of the conference or later. TRTA will reimburse the district for the payment of the vouchers. All paid travel vouchers should be attached to the "Reimbursement for Conference and Travel Costs" Form BB. TRTA will provide limited travel expenses by paying 54 cents per mile for qualifying cars. The car allowance per local unit is as follows:
 - one car if up to four (4) persons attend (from a single local unit)
 - two cars if five (5) or more persons attend
 - three cars if nine (9) or more persons attend
2. **Local Unit Registration for District Spring Leadership Training Conferences.** The district treasurer will complete a copy of the "Local Unit Registration Form for District Spring Leadership Training Conference" for each local unit as the participants register at the conference. This will provide an accurate listing of participants attending from each local unit. The district secretary should be asked to assist with this activity.
3. **Reimbursement for Conference and Travel Voucher Costs.** The district treasurer will be responsible for paying all conference bills (meals, room rentals, travel vouchers, etc.) from the district account. This will require the district treasurer to collect, at the time of the registration, payments for lunch from conference guests. The expenses of the team leaders, consultants and other eligible participants will be included in the reimbursement from TRTA. The district treasurer will complete the "**Reimbursement for Conference and Travel Voucher Costs**" form. Receipts supporting all conference costs along with all travel vouchers should be attached to the "Reimbursement for Conference and Travel Costs" form.

FORMS SUBMITTED TO TRTA FOR REIMBURSEMENT.

The following forms will be sent to TRTA **no later than two weeks after the date of the conference.**

These forms include:

- **“Reimbursement for Conference and Travel Costs” Form BB.** This completed form signed by the district treasurer with paid travel vouchers (Form CC attached to Form BB) should be submitted to the TRTA office.
 - **“RTA Registration Form for District Spring Leadership Training Conference”.** One completed form from each local unit in attendance must be submitted.
1. **Reimbursements.** TRTA will reimburse the districts according to the following criteria:
 - \$100.00 for each local unit represented (even if only one person from a local unit comes to the conference) to help pay for food and, if necessary, rental space.
 - Paid travel voucher requests will be reimbursed to the district.
 2. **Advance Requests.** A district not having the funds to cover the costs of the conference may request an “advance.” This “advance” may be no more than \$100.00 for each local unit in attendance the previous year. Districts are encouraged not to ask for an “advance.”
 3. **Reimbursement Goal.** The TRTA office will have as its goal the reimbursement to the district and the payment of the travel vouchers within two weeks after receipt of the documents from the district. This can be accomplished only if all the forms required for reimbursement are returned within the two-week period as requested.

**REIMBURSEMENT FOR CONFERENCE AND TRAVEL VOUCHER COSTS
DISTRICT SPRING LEADERSHIP TRAINING CONFERENCE**

BB

Please submit within two weeks of training conference.

Date _____ District _____

Location (City) of Conference _____

Total number of local units attending _____ X \$100 = _____

Travel Voucher Costs (all paid travel vouchers attached) _____

TOTAL REIMBURSABLE CONFERENCE COSTS _____

TOTAL ADVANCE REQUESTED (if appropriate) _____

District Treasurer Signature _____ Date _____

TRTA reimburses district costs as follows:

- \$100.00 per local unit with at least one (1) person attending. This amount covers meal and room rental costs. These costs will be paid initially from the district's budget.
- Travel costs to drivers of qualifying cars. These costs will be paid initially from the district's budget and can be paid at the conclusion of the conference or later.

The district treasurer must send the following information to the TRTA office for reimbursement:

- Reimbursement for Conference and Travel Voucher Costs [BB]
- Local Unit Registration Form for District Spring Leadership Training Conference (one form from each local unit) [C]
- TRTA Travel Vouchers which have been paid initially from the district budget [CC]

For office use only

Approved by _____ Date _____

Amount paid \$ _____ Date _____ Check # _____

TRAVEL VOUCHER
DISTRICT SPRING LEADERSHIP TRAINING CONFERENCE

CC

Please submit within two weeks of training conference.

Location (City) of Conference _____

Date _____

Name of Local Unit Represented _____

Name of Driver _____

Miles Traveled (Round Trip) _____ @ 54 cents per mile = \$ _____

Passengers

1. _____

2. _____

3. _____

4. _____

TRTA will reimburse limited travel expenses by paying 54 cents per mile for three (3) cars per local unit, with the following provisions: one car if up to four (4) persons attend, two cars if five (5) or more persons attend, three cars if nine (9) or more persons attend from a single local unit.

Please print the following information:

Name of Payee _____

Address _____

City, State and Zip _____

Voucher approved by _____

Paid by Check # _____ Date _____

COMPLETE AND HAND TO DISTRICT TREASURER AT THE CONFERENCE

SUGGESTED AGENDA TRTA DISTRICT SPRING LEADERSHIP CONFERENCE

B

Location and Date

9:00 - 9:15 a.m. Registration

9:15 - 10:15 a.m. General Session

- Greetings from the District President
- Invocation
- Pledges of Allegiance
- Roll Call
- Introductions from the District President
- TRTA Legislative Committee Representative
- TRTA Officer Remarks
- Questions/ Answers

10:15 - 10:30 a.m. Break

10:30 A.M. - 12:00 p.m. Leadership Training Sessions

<u>Session Topic</u>	<u>Presenter</u>	<u>Room Number</u>
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President		
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First Vice-President/Membership		
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Second Vice-President/Public Relations		
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Treasurer		
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Secretary		
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Community Volunteer Service		
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Health Care		
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Informative & Protective Services		
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Legislative		
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Member Benefits		
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Retirement Education		
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12:00 - 12:45 P.M. Lunch

1:00 - 2:00 p.m. Business Meeting from the District President

- Minutes/Treasurer’s Report
- Committee Reports
- Installation of Officers
- Awards Ceremony

2:00 - 2:15 p.m. Closing Remarks

**LOCAL UNIT REGISTRATION
FOR DISTRICT SPRING LEADERSHIP TRAINING CONFERENCE**
Please submit within two weeks of training conference.

C

Date _____ Local Unit Name/District _____

Location (City) of Conference _____

Local Unit President Signature _____

Name	Position	Phone Number
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To the Local Unit President: Please provide complete information about each person attending the conference. The program is for officers and committee chairmen who will be serving in 2016-2017. Each local unit is requested to send its incoming eleven (11) officers: President, First Vice-President/Membership, Second Vice-President/Public Relations, Secretary, Treasurer and the following incoming committee chairmen: Community Volunteer Service, Health Care, Informative and Protective Services, Legislative, Member Benefits and Retirement Education. Substitutions may be made for participants who cannot attend. **Complete three (3) copies of this form. Email or mail one (1) copy to the district president and bring the other copies to the conference with any necessary corrections or substitutions. Give one copy to the district president and one copy to the district treasurer.**



Texas Retired Teachers Association

313 E. 12th Street, Suite 200 | Austin, TX 78701-1957

800.880.1650 | 512.476.1622 | fax 512.476.1003

The Voice For All Public Education Retirees

www.trta.org

DISTRICT SCHOLARSHIP/GRANT REPORTING FORM

END OF YEAR REPORT JANUARY 1 THROUGH DECEMBER 31

Submit to the state secretary/treasurer via email, USPS or phone by March 1.

District: _____

Number of local units reporting: _____

Number of scholarships/grants awarded by district in the calendar year: _____

Total monetary amount awarded by district in the calendar year: _____

Submitted by: _____