



THROUGH THE

LOCAL UNIT TREASURER RESOURCE GUIDE

2018-2019



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

Preserving the Past; Securing the Future

A timeline: For the Local Unit Treasurer

Dates

Materials due to the TRTA state office

Monthly	Submit membership dues to TRTAConnect
Before Aug 1	Submit TR1 and TR2 Forms to Deputy Director
Before Aug 1	Submit EOY forms to Deputy Director
Before Aug 1	Submit Mandatory Bonding Form to Deputy Director
By Feb 15	Submit Scholarship/Grant Reporting Form send to District Treasurer

Dates

Materials due at the District level

ASAP	review the Local Unit Treasurer Resource Guide and accomplish the Local Unit Treasurer's Duties
ASAP before July 1	assemble information for Audit (current treasurer)(new treasurer should not take over until Audit is completed)
July	sign new bank signature cards if changing officers, develop budget with help of officers
Monthly	Bank statements reconciled, signed, and dated; signed and dated a second time by a non-check signer; submit membership to TRTAConnect
Daily	Perform administrative tasks such as: collect dues, sign/cosign checks (as needed), authorize expense vouchers according to the budget, keep accurate records, and monitor funds
June	begin to prepare for Audit

Reminders

- TRTA fiscal year is July 1 to June 30.
- Membership drive begins in March prior to the upcoming year.
- Membership drive concludes on the last day of February of the current year. Members can pay state dues annually or monthly using payroll deduction or bank draft.

Preserving the Past; Securing the Future

2018-19 Helpful Hints for Local Unit Treasurers

1. **Collect and record the receipt of dues**, and forward membership dues to TRTA monthly or report dues on TRTACONnect between the 1st and 15th of the month.
2. **Serve as the chair of the Finance/Budget Committee**
Hints: Check your ByLaws and Standing Rules for further info on your charges as Treasurer. Contact your District Treasurer to see if any funds are available for your local unit.
Tips: Develop a skeleton budget before the meeting makes it easier to make changes.
3. **Perform administrative tasks such as signing or cosigning Local Unit 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. Make sure your District is bonded.
4. **Keep an accurate record of the Local Unit'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: Keep a notebook with monthly dividers. Each month has the bank statement, Treas Report, vouchers paid in that month, etc.. (consider folders, if you wish). Keep digital (Excel) records to check my calculations; ex: check register, spreadsheet etc.
5. **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 Local Unit President to keep them updated
6. **Develop the Local Unit Budget with participation of the Local Unit President and Finance/Budget Committee**
Hints: Start with the ending balance of the previous membership year, add the anticipated dues. 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.
7. **Prepare financial reports for meetings**
Hints: Review resource guide samples- be brief- budget spent to date, balance in the budget and balance on hand, at each meeting provide signed financial reports to the Local Unit President and Secretary for their records, at the Executive Committee meeting have one for everyone and at the meetings one per table unless your Local Unit President wants more.
Tips: Use technology when possible-give your financial report to the membership on Power Point, send it to the Local Unit technology person- have her load it with the other items presented at the meeting. You may also distribute the report by email prior to the meeting.
8. **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.
9. **Consider including several officers in preparation of subsequent year's Local Unit budget.**
Hints: This is your only chance for training and a good chance to get your questions answered, and more importantly if you are treasurer you are a DELEGATE, and remember to include the Secretary and Treasurer in budget for convention.
10. **Submit to the district treasurer the scholarship/grant reporting form.**
11. **Perform other duties to fulfill the objectives of TRTA.**
12. **Complete and submit the TRTA Activity forms to TRTA by August 1.**
Hints: Use the spreadsheet available on www.trta.org under Treasurer forms.

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Local Unit Treasurer Duties

1. Collect and record the receipt of dues, and forward all membership dues to TRTA monthly or report on TRTAConnect between the 1st and 15th of each month. Send dues to the district if required by district bylaws;
2. Assemble materials for the annual audit;
3. Complete and submit TRTA tax reporting activity forms;
4. Assist in the preparation of the local unit budget;
5. Apply for or update mandatory bonding of a local unit;
6. Pay all bills, as approved in the budget;
7. Keep an accurate record of the local unit's financial transactions;
8. Prepare financial reports for regular meetings of the local unit;
9. Provide current membership data to president and membership chair (first vice-president) regularly;
10. Consider attending the TRTA Convention treasurer training session;
11. Submit to the district treasurer the scholarship/grant reporting form; and
12. Perform other such duties as necessary to fulfill the objectives of TRTA.

Audit Committee Report Statement

Financial Institution

EIN _____

Audit Report - July 2018

Opening Ledger Balance (as of last audit)

Receipts (from Last audit to date of current audit)

Disbursements (from Last audit to current audit)

(_____)

Closing Ledger Balance (as of date of current audit)

Bank Statement Balance (as of date of current Audit)

Checks Outstanding

Total Checks Outstanding

(_____)

Balance in Checking Account

Balance in Money Market Account or CD

Balance in Membership Share Account

The Audit Committee has examined the records of the Treasurer of _____ and find them to be:

Correct_____ Incomplete_____ Incorrect_____ or Substantially correct_____ with the following adjustment:

Auditors' Signatures:

Date Audit Adopted: _____

Preparing for an Internal Audit

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

General

- Bylaws (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 Chair shall prepare a statement of the findings and any recommendations. This statement is signed by the committee members and the Treasurer. The Audit Chair 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

TAX EXEMPT STATUS

The Texas Retired Teachers Association (TRTA) is a tax-exempt nonprofit organization under the Internal Revenue Code 501(c)(4). 501(c)(4) organizations, also known as membership organizations, are nonprofits that cannot accept charitable contributions. Districts and local units are not considered tax-exempt entities unless they have applied for tax-exempt status of 501(c)(4) membership organizations.

The Internal Revenue Service (IRS) is taking a closer look at nonprofit organizations and their affiliates. The IRS is requiring all nonprofit organizations to file an annual tax return. All districts and local units affiliated with TRTA fall under this requirement.

TRTA now has a procedure in place to include districts and local units under its Employers Identification Number (EIN). TRTA districts and local units are eligible to file their annual membership activity with the TRTA Form 990, Return of Organizations Exempt from Tax, and take part in TRTA's tax-exempt status.

Please report the year's (July 1 – June 30) activity on Forms TR-1 and TR-2 (submitted together). The forms are located on the following pages and on the TRTA website at <https://trta.org/member-resources>. Also located on the TRTA Website in "Treasurer Forms" is an Excel spreadsheet to assist you in compiling your yearly activity. Please review the Excel tutorial that will help you complete the spreadsheet. You may submit the TR-2 in Excel format.

Please contact Rosalind Johnson, TRTA Deputy Director at rosalind@trta.org or 512.476.1622 with any additional questions or concerns.

WHAT IS ADVERTISING?

Next, how to report advertising. The amount your unit receives from a company as an advertisement like from AMBA is reported as advertising revenue. In disbursement, you cannot report a larger amount than you received in revenue. For example, you receive \$50 revenue for an AMBA advertisement in your directory, but the cost to print that directory is \$150. You still report the disbursement of \$150.

- If the contributor is not a business, then it is not advertising.
- If only the business contributor's name is listed, then it is not advertising.
- If the business contributor's name and address are listed, it is probably advertising, since it is probably displayed in an advertising format, such as a box, etc.
- If the business contributor's name and any type of solicitation, implied or actual, appears, then it is advertising.
- Sponsorships are not advertising and should be reported under miscellaneous activities.

CHARITABLE DONATIONS

When individuals make donations to charitable organizations or foundations, in order for the donor to receive a tax donation receipt, the check must be written to the charitable entity. For example, when TRTA local units are collecting donations on behalf of the Texas Retired Teachers Foundation (TRTF), the check must be written to TRTF in order for TRTF to generate the requested tax receipt. A check cannot be made payable to the local unit or to TRTA. Although TRTA and local units are tax-exempt member 501(c)(4) organizations, they are not considered charitable 501(c)(3) organizations. Again, in order for a donation to be tax deductible, the check must be made payable to the charitable organization itself.

Texas Retired Teachers Association Tax Reporting Activity Form (TR-1) and (TR-2)
(must be filed together)

TO BE FILED WITH THE TRTA OFFICE ON OR BEFORE AUGUST 1, 2018

District Number _____

Local Unit Name and Number _____

The Undersigned _____ (District/Local Unit Name) does hereby authorize the Texas Retired Teachers Association to include the activity listed below in its Annual Information Return (Form 990) filed with the Internal Revenue Service.

This is also to affirm that the undersigned District/Local Unit is organized and will operate in accordance with the purpose, character and prescribed method of operation as required of the 501(c)(4) tax exempt entity.

President

Treasurer

Date

Date

Mailing Address for District/Local Unit

UPON COMPLETION OF TR-1 and TR-2 FORMS, SEND FORMS TO:

Mail: Rosalind Johnson, Deputy Director

Texas Retired Teachers Association

313 E. 12th St., Suite 200

Austin, TX 78701

Fax: 1.512.476.1003

Email: rosalind@trta.org

Texas Retired Teachers Association Tax Reporting Activity Form (TR-1) and (TR-2)
(must be filed together)

Year Ended: June 30, 2018

TO BE FILED WITH THE TRTA OFFICE ON OR BEFORE AUGUST 1, 2018

District Number _____

Local Unit Name and Number _____

BEGINNING BALANCE OF ALL CASH ACCOUNTS (INCLUDING CD'S) AS OF JULY 1, 2017

Bank Name	Account Type	Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
Total of all Cash Accounts (Beginning Balances)		(+) \$ _____ (A)

RECEIPTS COLLECTED DURING THE YEAR:

Total Dues (Money collected from members for state and local dues)	\$ _____
From TRTA (Money received from TRTA)	\$ _____
From District (Money received from the District)	\$ _____
Advertising (Money received for selling ads in periodicals, yearbooks, etc.)	\$ _____
Non-charitable donations/gifts (Money received for support; not tax deductible)	\$ _____
Interest Income (Earnings from all bank, savings and CD accounts)	\$ _____
Miscellaneous Activities (All other sources of income not listed above)	\$ _____
Total Receipts collected during the year	(+) \$ _____ (B)

DISBURSEMENTS:

Total disbursements during the year (no detail necessary)	(-) \$ _____ (C)
Advertising expenses (included above)	\$ _____

ENDING BALANCE OF ALL CASH ACCOUNTS (INCLUDING CD'S) AS OF JUNE 30, 2018

Bank Name	Account Type	Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
Total of all Cash Accounts (Ending Balances)		(=) \$ _____ (A)+(B)-(C)

Attach a copy of the June 30th bank statement for ALL accounts. Our tax return preparers may ask for additional information.

Mandatory Bonding Application

FYE July 1, 2018 – June 30, 2019

TO BE FILED WITH THE TRTA OFFICE ON OR BEFORE AUGUST 1, 2018

District Number _____

Local Unit Name and Number _____

TRTA provides bonding for District and Local Boards at no cost to the district or local unit. The full premium is paid by TRTA. Six (6) positions of each district or local unit are covered by the policy.

Please provide the list of up to six elected/approved or board approved positions that will be bonded:

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

The bond covers the position, not the individual; if there is a change of officers, the new officers are covered.

The bond could cover losses up to \$10,000* for any one occurrence with a \$250 deductible. Participation is **mandatory if all conditions are met**. *Districts and local units with over \$10,000 of assets please check here ____.

Acknowledgement of mandatory conditions:

Official Name and location/address/email (where bank statement is mailed/emailed) of each District/Local Unit:

Two Signatures are preferred on all checks: Yes _____ No _____

Bank statements are reconciled regularly by treasurer or other authorized member preferably who is not a check signor on the accounts: Yes _____ No _____

A mandatory annual audit of the books is performed: Yes _____ No _____

If any of the above conditions are answered "No", you may not be eligible for bonding coverage.

The above information is submitted by:

Printed Name: _____ Title: _____

Signature: _____ Date: _____

Phone Number: _____ Email: _____

UPON COMPLETION OF THIS FORM, SEND FORM

TO: Mail: Rosalind Johnson, Deputy Director

Texas Retired Teachers Association

313 E. 12th St., Suite 200, Austin, TX 78701

Fax: 1.512.476.1003 Email: rosalind@trta.org



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

LOCAL UNIT SCHOLARSHIP/GRANT REPORTING FORM

END OF YEAR REPORT JANUARY 1 THROUGH DECEMBER 31

Submit to the district treasurer via email, USPS or phone by February 15.

District: _____

Name of local unit: _____

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

Total monetary amount awarded to all recipients in the calendar year: _____

Submitted by: _____

Local Unit Budget

Start up from

Local dues (_____ members @ _____ local dues)	0.00	
Donations/Other income		
Brag Box	0.00	
TRTA (#new members gained 09-11-18) (rec'd April)	0.00	
District X (Recruitment Incentive)(rec'd in Sept)	0.00	
Yearbook Sponsor AMBA (yearbook budget)(rec'd Sept)	0.00	
Credit Union of TX (Retirement Education budget)(Jan)	0.00	
TOTAL INCOME		\$0.00

	Officer Budget	<u>Budget</u>	
President			
Planning Retreat/Postage/copying	0.00		
Awards (End of Year)	0.00		
District Door Prize (2 @ \$15 - Fall & Spring)	0.00		
New Teacher Reception Door Prize	<u>0.00</u>		
President TOTAL			0.00
First Vice-President			
Member Recruitment/Postage/Brochures, etc.	0.00		
Membership Luncheon	0.00		
Membership Luncheon doorprizes	<u>0.00</u>		
First VP TOTAL			0.00
Second Vice-President			
Thank You/Postage/PR	0.00		
Raffle (book project carryover)	0.00		
Book Project Carryover	<u>0.00</u>		
Second VP TOTAL			0.00
Third Vice-President			
Lunches for Speakers (10 @ \$12)	0.00		
Programs	0.00		
Thank You Notes/Postage	<u>0.00</u>		
Third VP TOTAL			0.00
Treasurer			
Postage/paper/copies	0.00		
TRTA District Dues (pd. In Sept.)	0.00		
Banking Supplies	<u>0.00</u>		
Treasurer TOTAL			0.00
Secretary			
Paper, Copying & Postage	<u>0.00</u>		
Secretary TOTAL			0.00
Historian			
Photo-finishing & Scrapbook	<u>0.00</u>		
Historian TOTAL			0.00

Committee Budget

Health Care	0.00	
Courtesy	0.00	
Informative/Protective	0.00	
Legislative	0.00	
Retirement Education	0.00	
Social: Holiday Party/Birthday Celebration inc. cake	0.00	
Social: Birthday Celebration Doorprizes	0.00	
Yearbook-- AMBA donation	0.00	
Newsletter	0.00	
Volunteer Services	0.00	
Ready, Set, Teach	0.00	
Scholarship	<u>0.00</u>	
Committee TOTAL		0.00

Other Budgeted Items

Convention Expenses (_____ Delegates @ _____)	0.00
New School Donation	0.00
Miscellaneous	<u>0.00</u>
TOTAL EXPENSES	0.00

Local Unit Budget

(Local Unit Name)
(Year)

Funds Available:

Start up from previous year, local unit dues (members X due amount), AMBA ad for yearbook, TRTA membership incentive money, etc.

Total Income _____

Officers:

President

Postage/printing _____

Awards _____

Phone _____

Total _____

First Vice-President

Membership recruitment/brochure/postage _____

Printing _____

Total _____

Second Vice-President

Printing _____

Speakers at meetings _____

Thank you notes/postage _____

Book Project _____

Total _____

Secretary

Paper/printing/postage _____

Total _____

Treasurer

Paper/printing/postage _____

Banking supplies _____

District dues _____

Total _____

Committee Chairs

_____ X \$ _____

Total _____

Historian

Parliamentarian

Retirement Education Event

Scholarship Fund

Memorials

Courtesy Fund

Newsletter

Yearbooks/Directories

Convention expenses (# of delegates X \$ _____)

Door prizes for two District meetings _____

Miscellaneous

Total Expenses _____

How long should you keep business records?

Two Years

- General Correspondence

Seven Years

- Checks
- Bank Statements and Deposits Slips
- Bank Reconciliations
- Vouchers for Payments to Vendors
- Expense Reports (attach documentation)
- Audit Reports
- General Ledgers and Journals (Financial Records)
- Expired Insurance Policies
- Meeting Minutes

Permanent Records (if applicable)

- Bylaws and Charter
- Insurance Claims after Settlement
- Tax Returns and Supporting Documents (if required)
- Contracts and Agreements
- Any written documents from the Internal Revenue Service (IRS)

Please note: Anytime you speak with IRS, note the date, the time of day and the name of the representative. Document anytime necessary.

(Local Unit Name)
(year)

VOUCHER FOR REIMBURSEMENT

Printing (Attach Receipts)_____ \$ _____

Postage (Attach Receipts)_____ \$ _____

Other Expenses (List items and attach receipts)

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL EXPENDITURES_____ \$ _____

Reason for expenditures:_____

Budget items:_____

.....

Submitted by:_____

Approved by (Local Unit Name) President or Treasurer

Check No._____ Date_____

Mail Reimbursement to:

Name

Mailing Address

City, State, Zip

SECTION I

TRTA MEMBERSHIP

TRTA Membership Year

Memberships received after March 1 are credited to the subsequent membership year, unless otherwise noted by the treasurer. The TRTA membership (fiscal) year begins on July 1 and ends on June 30 of the following year. Local unit treasurers should submit dues for the new membership year in to the TRTA Membership Department on or before June 1. Memberships collected after June 1 should be reported monthly.

Membership Procedures

The membership committee chair and the local unit treasurer work together to plan for recruiting and managing local unit memberships. Procedures for accomplishing this important task are the responsibility of the local unit. This partnership always results in successful membership management.

Membership in Multiple Local Units

Members may join more than one local unit; however, only one local unit may be credited with TRTA membership at the state level. Thus, the **member** needs to notify the TRTA Membership Department as to which local unit should receive credit for their TRTA membership for delegate allotment and holding office/committee chairs positions. Such notification must be in writing from the TRTA member.

Member Types

There are two types of TRTA members:

1. Member—An individual who receives any teacher retirement system annuity.
2. Associate Member—An individual who does not receive any teacher retirement system annuity.

Membership Payment Options

1. Annual Payment—available to members and associate members. One time payment of \$35.00 by check, credit card or money order.
2. Monthly Payroll Deduction—available to TRS annuitants. Dues paid in monthly installments of \$2.92 withheld by Teacher Retirement System of Texas (TRS) and paid to TRTA. Option not available to annuitant beneficiaries.
3. Monthly Bank Draft—available to members and associate members. Dues drafted from members designated bank account in monthly installments of \$2.92.



TRTACONnect is a proven tool for reporting your local unit's membership and paying your members' state dues. No special equipment or software is required – only an internet connection and an email address!

With **TRTACONnect**, you don't have to fill out multiple pages of membership reports, write checks, or wait weeks for updated membership information! You can renew and add members from your computer. Instead of writing checks, funds will be drafted from your local unit bank account.

This guarantees that the right amount of state dues are received every single time! You will no longer receive under-payment reports or refund checks from over-payments.

With TRTACONnect, updated membership reports are at your fingertips!

TRTACONnect requires that a "Local Unit Manager" be authorized for membership reporting and bank drafting. This may be any local unit officer. One username/password will be issued per local unit. The local unit President will determine who has access to the user credentials.

TRTACONnect simplifies membership reporting and management. In four easy steps, you can:

1. Renew members
2. Enter new members
3. Print reports for review
4. Submit reports once per month and make entries all month long

TRTACONnect is an easy, secure, time-saving marvel.

Let's get started...

Step 1: Logging in

1. In web browser enter: <https://portal.trta.org/imis15/TRTA> or from the TRTA home page, go to Membership tab and click on TRTAConnect
2. Login using local credentials:
 - a. One local unit credentials (username/password) per local unit.
 - b. Your user name is: _____
 - c. Your password is: _____

Once you are successfully logged in you should:

- a) Verify your email address is correct or
- b) Correct your email address by clicking on the “pencil”. Make corrections in the pop-up box, then save.
- c) Though more than one local unit officer may have the local unit credentials, the email entered should be for the person who will be submitting the membership dues.

You are on the TRTAConnect home page. From the home page you can submit state dues for existing members to renew their state membership and add new members to the state database and submit dues on their behalf.

Step 2: Submitting state dues for existing and new members

Important Dates:

- **1st to 15th** – Able to submit the report for the month (only once).
- **16th to 24th** – TRTA staff prepares submitted reports for the bank draft.
- **25th** – Bank draft is sent to the bank.
- **25th to end of the month** – Your local unit bank account will be drafted. Final draft date varies due to weekends and holidays.
- **After the 1st** – local unit rosters will reflect prior month’s payment.

1. Click “Local Unit Management” on the blue bar at the top of the screen.
2. Enter renewing members:
 - d. Enter the member ID, if known. If the ID is not known, search for the member by entering the last name in the box and clicking on [Search Member](#) . All members matching the last name will appear in the box below. Click [Add](#) to inset the member’s ID in the field. The member ID can also be found using the roster in the lower box, using the directional keys (< >) to move through the pages. Names are alphabetical by last name. Only members with a balance due will be shown. Once the correct member is located, click [Add](#) to insert the member’s ID in the field.
 - e. Enter member’s check #.
 - f. “State Dues Amount” is a fixed amount and cannot be changed.
 - g. Click [Enter](#) . Notice member information will appear on the renewing members list.

- h. Repeat these steps until all renewing members have been added.
3. Enter new members (new to your local, owing \$35.00 state dues):
 - a. Click **New Members** at the bottom left hand corner of the window.
 - b. Enter all required information.
 - c. Answer question regarding whether or not receiving an annuity check. **Default is set to no.** This is important because this determines whether the member is categorized as a Member (M) or Associate Member (AM).
 - d. Click **Submit New Member** . Member information will appear on the new members list below.
 - e. Repeat these steps until all new members have been added. (NOTE: new members are not automatically added to your local unit roster. They must go through processing at the TRTA office before payments will be accepted.)
 - f. When all new members are added, Click **Return to Renewal Page** .
4. Print reports for review:
 - a. Click **Print Report** , found below the list of existing members being submitted for renewal.
 - b. Click “Open” in the box found at the bottom of the page to review the report. After reviewing, either print or save the report for reference.



- c. Review report to ensure accuracy.
 - i. If an incorrect member is selected or entered, return to the renewing member or new member page and click delete.
 - ii. If a typing error is found on the new member list, you must delete and re-enter the member.
- d. Once you are satisfied with your report, click **Next >** to continue submitting draft.
5. Submit draft:
 - a. Enter bank routing number.
 - b. Enter account number.
 - c. Verify that numbers are correct.
 - d. Click **Complete Setup of Draft** .
 - e. Click “Ok” on warning message to submit your report.

Once your list is submitted you will no longer have the ability to modify it for this month's draft. You must wait until the first of the following month to submit another report, but you may start working on that report at any time.

6. Print **Submitted Draft Report** for your records.

7. The draft will occur between the 25th and the end of the month, taking into consideration weekends and holidays.

Step 3: Obtaining a membership roster

1. Click on “View Roster” under Local Unit Management
 - a. Roster is displayed on your screen with the members listed alphabetically by membership type; beginning with AM, CM,DA, DM, LM, M.
 - b. Roster can be exported and saved as either an Adobe PDF or Excel file.

TRTAConnect is as easy as 1 – 2 – 3!!!.

Frequently Asked Questions

1. Why was my new member not accepted?
 - a. Member has already paid for the current membership year.
 - b. Member is already paying with a different payment method such as Current Monthly, Life Member, Bank Draft-Member, or Bank Draft-Associate Member.
 - c. Member has a status of "Deceased."
 - d. Member belongs to another local unit.
2. Why is a local member not appearing on the search list?
 - a. Member has already paid for the current membership year.
 - b. Member is already paying with a different payment method such as Current Monthly, Life Member, Bank Draft-Member, or Bank Draft-Associate Member.
 - c. Member has not paid for 3 or more years.
 - d. Member has a payment pending from the prior month's submission.
 - e. Member has moved to a different local unit.
 - f. Member has a status of "Deceased."
3. What membership information must still be submitted to the state office by email or mail?
 - a. Deceased members
 - b. Corrections/Changes
 - c. New Members transferring from At-Large or another local unit for which no state dues payment is being submitted
 - d. Members choosing a different payment method such as Current Monthly, Life Member, Bank Draft-Member, or Bank Draft-Associate Member
 - e. Member has not paid for 3 or more years
4. What happens if the Local Unit Manager becomes incapacitated and unable to perform management duties on TRTAConnect?
 - a. The Local Unit President will appoint a new Local Unit Manager.
5. Why is a member I submitted as paid on TRTAConnect still showing as unpaid on the roster report?
 - a. Members will not show as paid until the draft process is complete. Therefore, members submitted on the current month's draft will not show paid until the first of the following month.

SECTION II

MEMBERSHIP REPORT

The membership report is generated by the TRTA Membership Department and is a series of rosters grouped by payment methods. The report lists all active, inactive and terminated members in your local unit. The TRTA Membership Department will mail the first membership report in March and an updated report in October.

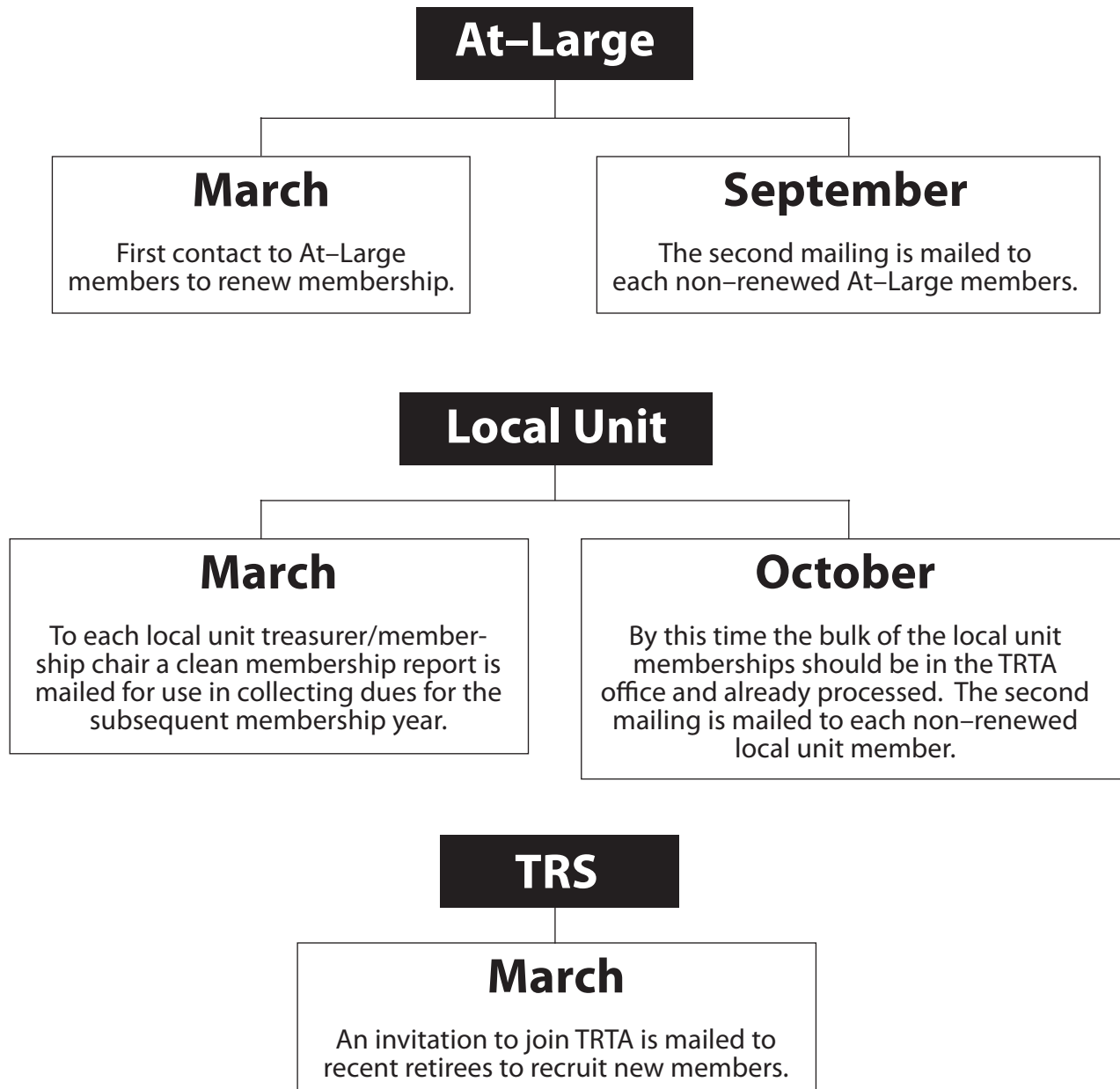
How to Interpret the Membership Report

1. Each local unit is assigned a unique three digit identifying number, followed by a two digit district number.
2. The paid column contains a box which indicates payment status. A ☒ in the box indicates the member has paid and state dues should not be collected.
3. When submitting membership report to the TRTA Membership Department an ☒ in the box indicates member paying for the current year.
4. The payment discrepancies column contains a line to identify the date a payment was made to TRTA for a members when the report does not show the members as paid ☒.
5. The TRTA member ID number column contains a specified number used to identify that member in the TRTA database.
6. The member information columns contain the members name, address and phone number. Any incorrect information must be marked with parenthesis () and corrections entered immediately below the line.
7. The payment method (P/M) column indicates the payment method used by the member and also designates the member type (Member or Associate).
 - DM = Bank Draft Member (monthly)
 - DA = Bank Draft Associate Member (monthly)
 - LM = Life Member (no longer available)
 - CM = Current Monthly Member (monthly)
 - AM = Associate Member (annual)
 - M = Member (annual)
8. The last column reflects the members status in the TRTA database.
 - A = Active (dues paid for the current year)
 - I = Inactive (dues not paid for two years)
 - T = Terminated (dues not paid for more than two years)
 - D = Deceased (removed at the end of February)

SECTION III MEMBERSHIP PROCESSING OVERVIEW

Membership Mailings

Please note: Membership mailings are subject to change during legislative sessions.



District Membership Plaque Award

Two District Membership Plaque Awards are given based on the district membership as of March 1 of each year. One certificate is given recognizing the district with the highest percentage of membership gain and the other is given to recognize the district with the highest number of members gained. The president of the districts winning the membership awards will receive certificates of recognition and plaques remain in the TRTA office

SECTION III MEMBERSHIP PROCESSING OVERVIEW

Membership Report Submission

The first membership report should be submitted to the TRTA Membership Department on or before June 1. Subsequent reports should be sent monthly. For each report, send one (1) check payable to the Texas Retired Teachers Association. Do not send individual members' checks. Reports should be mailed to:

Texas Retired Teachers Association (TRTA) , Attn: Membership Department
313 E. 12th Street, Suite 200, Austin, TX 78701

Managing TRTA Dues

TRTA dues may be paid annually (one-time \$35.00 payment) or monthly (\$2.92 per month). The monthly payment method has various options available depending on membership type.

Annual payment methods:

1. Renewing Members
 - a. Collect \$35.00 plus local unit dues and place a (check mark) in the (box) on the line corresponding with the members information on the membership report.
2. New Members
 - a. Collect \$35.00 plus local unit dues and complete the new member form by listing the names and addresses. The new member form will be submitted with the membership report.

Monthly payment methods:

1. Payroll Deduction Members
 - a. Members, both renewing and new, have the option to have their TRTA membership dues withheld in a monthly amount of \$2.92 from their TRS annuity. The treasurer and membership chair are responsible to make available the TRS Association Dues Payroll Deduction Authorization (TRS 593 form) to interested members. Collect the forms and mail to the TRTA office.
 - b. The current monthly form should be completed by listing all members' names and addresses. This form should be submitted along with the completed TRS 593 forms.
 - c. TRTA Membership Department will enter the necessary data and forward the TRS 593 form to TRS. TRS will send a letter to the member and notify him/her that the monthly payment of \$2.92 will be deducted from his/her annuity check.
 - d. The option is not available to annuitant beneficiaries.
2. Bank Draft Members/Associate Members
 - a. Members and associate members, both renewing and new, have the option to have their TRTA membership dues withdrawn from a designated bank account monthly. The treasurer and membership chair are responsible to make the monthly bank draft authorization form available to interested members, collect the forms, along with a voided check and send to TRTA.
 - b. The bank draft member (DM/DA) form should be completed by listing all members' names and addresses. This form should be submitted along with the completed bank draft authorization forms.
 - c. TRTA Membership Department will enter the necessary data and forward the bank draft authorization and voided check to AMBA.
3. Life Members
 - a. A paid life membership allows that person to remain a TRTA life member regardless of whether or not they remain a member of a local unit. Do not collect TRTA dues and do not mail the computer printout of life members to the TRTA office unless you are reporting address changes, deceased members, or no longer members of your local unit.

Texas Retired Teachers Association Membership Report

Membership Report: Associate Member

To better serve you, four areas have been added to this report.

- 1) Place a "☑" in the boxes below to indicate members paying in this report.
- 2) An "☑" printed in the box indicates, by TRTA records, that the member has paid.
- 3) Use the **Payment Discrepancies** line to identify the date when a payment was made to TRTA on a record that does not show the member as paid.
- 4) If you wish for a certain name to be removed from list, please indicate in the **Payment Discrepancies** line with "remove from list".

LOCAL NAME: Unique name for a local unit
LOCAL/DISTRICT NUMBER: local unit and district number

TRTA DATABASE: Unique number for each local unit

Paid	Payment Discrepancies	ID	Full Name	Address	City, State, Zip	Home Phone	P/M	Status
<input type="checkbox"/>		9997	Jane Doe	USA address USA	City, State, & Zip	phone #	AM	I
<input type="checkbox"/>		9998	John Doe	USA address USA	City, State, & Zip	phone #	AM	A
<input checked="" type="checkbox"/>		9999	Jack Doe	USA address USA	City, State, & Zip	phone #	AM	A

Total Count of Payment Method Associate Member records: 3

Total Paid AM Memberships: 1

AM = Associate Member

If name has the following:

- ☒ = Collect LOCAL DUES only
☐ = Collect LOCAL DUES and STATE DUES (\$35.00)

SAMPLE

Texas Retired Teachers Association Membership Report

Membership Report: Current Monthly Member

LOCAL NAME: Unique name for a local unit		TRTA DATABASE: Unique number for each local unit					
LOCAL/DISTRICT NUMBER: local unit and district number							
Paid	Payment Discrepancies	ID	Full Name	Address	City, State, & Zip	Home Phone	
						P/M	Status
<input checked="" type="checkbox"/>		9997	Jane Doe	USA address USA	City, State, & Zip	phone #	CM A
<input checked="" type="checkbox"/>		9998	John Doe	USA address USA	City, State, & Zip	phone #	CM A
<input checked="" type="checkbox"/>		9999	Jack Doe	USA address USA	City, State, & Zip	phone #	CM A

Total Count of Payment Method Current Monthly records: 3

Total Paid CM Memberships: 3

CM = Current Monthly Member

If name has the following:

☒ = Collect LOCAL DUES only

SAMPLE

**Texas Retired Teachers Association
Membership Report**

Membership Report: Bank Draft Member/Associate Member

LOCAL NAME: Unique name for a local unit

LOCAL/DISTRICT NUMBER: local unit and district number

TRTA DATABASE: Unique number for each local unit

Paid	Payment Discrepancies	ID	Full Name	Address	City, State, Zip	Home Phone	P/M	Status
<input checked="" type="checkbox"/>	_____	9997	Jane Doe	USA address USA	City, State, & Zip	phone #	DM	A
<input checked="" type="checkbox"/>	_____	9998	John Doe	USA address USA	City, State, & Zip	phone #	DA	A
<input checked="" type="checkbox"/>	_____	9999	Jack Doe	USA address USA	City, State, & Zip	phone #	DM	A

Total Count of Payment Method Bank Draft - M records: 2

Total Paid DM Memberships: 2

Total Count of Payment Method Bank Draft – AM records: 1

Total Paid DA Memberships: 1

DM = Bank Draft Member
DA = Bank Draft Associate Member

If name has the following:

☒ = Collect **LOCAL DUES** only

☐ = Collect **LOCAL DUES** and **STATE DUES (\$35.00)**

SAMPLE

Texas Retired Teachers Association Membership Report

Membership Report: Life Member

LOCAL NAME: Unique name for a local unit		TRTA DATABASE: Unique number for each local unit						
LOCAL/DISTRICT NUMBER: local unit and district number								
Paid	Payment Discrepancies	ID	Full Name	Address	City, State, Zip	Home Phone	P/M	Status
<input checked="" type="checkbox"/>		9997	Jane Doe	USA address USA	City, State, & Zip	phone #	LM	A
<input checked="" type="checkbox"/>		9998	John Doe	USA address USA	City, State, & Zip	phone #	LM	A
<input checked="" type="checkbox"/>		9999	Jack Doe	USA address USA	City, State, & Zip	phone #	LM	A

Total Count of Payment Method Life Member records: 3

LM = Life Member

If name has the following:

☒ = Collect LOCAL DUES only

SAMPLE

Texas Retired Teachers Association Membership Report

Membership Report: Member

LOCAL NAME: Unique name for a local unit

LOCAL/DISTRICT NUMBER: local unit and district number

Paid	Payment Discrepancies	ID	Full Name	Address	City, State, Zip	Home Phone	P/M	Status
<input type="checkbox"/>		9997	Jane Doe	USA address USA	City, State, & Zip	phone #	M	A
<input type="checkbox"/>		9998	John Doe	USA address USA	City, State, & Zip	phone #	M	I
<input checked="" type="checkbox"/>		9999	Jack Doe	USA address USA	City, State, & Zip	phone #	M	A

Total Count of Payment Method Member records: 3

Total Paid M Memberships: 1

M = Member

If name has the following:

☒ = Collect **LOCAL DUES** only

☐ = Collect **LOCAL DUES** and **STATE DUES (\$35.00)**

SAMPLE

Renewal Form

TEXAS RETIRED TEACHERS ASSOCIATION
313 E. 12th Street, Suite 200 · Austin, TX 78701
800.880.1650 · 512.476.1622 · Fax 512.476.1003

For TRTA Office Use Only

TRTA DATABASE #

Membership Year

RENEWAL MEMBER

Report paying Local Unit members

Do not collect TRTA state dues from Life, Current Monthly, or Bank Draft Members

Local/District # _____ Local Unit _____ Date _____

[illegible]

Treasurer _____ Address _____ Phone _____

New Member Form

TEXAS RETIRED TEACHERS ASSOCIATION
 313 E. 12th Street, Suite 200 · Austin, TX 78701
 800.880.1650 · 512.476.1622 · Fax 512.476.1003

For TRTA Office Use Only
TRTA DATABASE # _____

Membership Year

NEW MEMBER

Report At-Large Life Members on this form but do not collect TRTA state dues
 Report CM and Bank Draft members on their respective forms
M – Member / **AM** – Associate Member / **LM** – Life Member

Dues Enclosed	Last Name <small>(Please Alpha)</small>	First Name	Address	City	Zip	Phone E-mail	M	AM	LM

Local/District # _____ Local Unit _____ Date _____

Treasurer _____ Address _____ Phone _____

Members Joining From At-Large Form

TEXAS RETIRED TEACHERS ASSOCIATION
313 E. 12th Street, Suite 200 · Austin, TX 78701
800.880.1650 · 512.476.1622 · Fax 512.476.1003

For TRTA Office Use Only
TRTA DATABASE # _____

Membership Year

MEMBERS JOINING FROM AT-LARGE LIST

Local/District # _____	Local Unit _____	Date _____					
TRTA ID #	(Please Alpha) Last Name	First Name	Address	City	Zip	Phone E-mail	Dues Enclosed

Treasurer _____ Address _____ Phone _____

Current Monthly Member Form

TEXAS RETIRED TEACHERS ASSOCIATION
 313 E. 12th Street, Suite 200 · Austin, TX 78701
 800.880.1650 · 512.476.1622 · Fax 512.476.1003

Membership Year

For TRTA Office Use Only

TRTA DATABASE # _____

CURRENT MONTHLY MEMBER (CM)

TRS Payroll Deduction of \$2.92 per month
 Must include a completed 593 form with original signature

Local/District # _____ Local Unit _____ Date _____

TRTA ID # or New Member	Last Name <small>(Please Alpha)</small>	First Name	Address	City	Zip	Phone E-mail	TRS Form 593 Enclosed

Treasurer _____ Address _____ Phone _____

Bank Draft Member Form

TEXAS RETIRED TEACHERS ASSOCIATION
313 E. 12th Street, Suite 200 · Austin, TX 78701
800.880.1650 · 512.476.1622 · Fax 512.476.1003

Membership Year

For TRTA Office Use Only

TRTA DATABASE # _____

BANK DRAFT MEMBER (DM/DA)

\$2.92 Deduction from Checking Account
Must include a completed membership form and a voided check
DM – Draft Member / **DA** – Draft Associate Member

Local/District # _____ Local Unit _____ Date _____

TRTA ID # or New Member	(Please Alpha) Last Name	First Name	Address	City	Zip	Phone E-mail	DM	DA

Treasurer _____ Address _____ Phone _____

Deceased Form

Membership Year

TEXAS RETIRED TEACHERS ASSOCIATION
313 E. 12th Street, Suite 200 · Austin, TX 78701
800.880.1650 · 512.476.1622 · Fax 512.476.1003

For TRTA Office Use Only
TRTA DATABASE #

DECEASED MEMBER

Local/District # Local Unit Date

TRTA ID #	(Please Alpha) Last Name	First Name	Address	City	Zip

Treasurer Address Phone

Corrections Form

TEXAS RETIRED TEACHERS ASSOCIATION
313 E. 12th Street, Suite 200 · Austin, TX 78701
800.880.1650 · 512.476.1622 · Fax 512.476.1003

For TRTA Office Use Only
TRTA DATABASE # _____

Membership Year

CORRECTIONS

Report dues corrections as soon as possible

Local/District # _____ Local Unit _____ Date _____

TRTA ID #	LOCAL UNIT MEMBERSHIP REPORT SHOWS:	CORRECTIONS:

Treasurer _____ Address _____ Phone _____



ASSOCIATION DUES
PAYROLL DEDUCTION AUTHORIZATION

MAIL (do not fax) this form to:
TEACHER RETIREMENT SYSTEM OF TEXAS
1000 Red River Street
Austin, Texas 78701-2698

By signing below, I authorize the Teacher Retirement System of Texas (TRS) to withhold each month 1/12 (one-twelfth) of my annual Texas Retired Teachers Association (TRTA) membership dues from my TRS monthly annuity payment. I understand that the amount of TRTA membership dues is set by TRTA (not TRS) and that to receive membership dues information, I must contact TRTA at (512) 476-1622 or 1-800-880-1650. I understand and agree that the monthly deduction from my TRS annuity will ***automatically*** increase upon the effective date of all future increases in TRTA membership dues unless this authorization is cancelled in a manner indicated below.

Also, I understand and agree to the following:

- As provided in Texas Government Code §825.507(b)(6), I authorize TRS to disclose to TRTA the following information: date TRS received this form; name, TRTA number, and Social Security number reflected on this form; and dates and amounts of dues deductions made from my annuity and if provided below my phone number.
- This deduction will be effective no earlier than the first annuity payment after this authorization is received by TRS. However, once begun, this deduction will remain effective until the earliest of the following: 1) the date my annuity terminates for any reason; 2) the date the Association Dues Deduction Agreement between TRS and TRTA is terminated for any reason; or 3) the date of the first annuity payable after the date TRS receives a signed form TRS 594, *Association Dues Payroll Deduction Cancellation*, unless this cancellation form is received by TRS after the monthly payroll cutoff date established by TRS. In that event, the deduction will continue until the first annuity payable for the month after the month in which TRS receives the cancellation form.
- All other appropriate deductions will be made from my annuity before TRTA dues are deducted. If the amount of my annuity payable is not sufficient for such dues deduction, no deduction will occur.
- TRS assumes no liability or responsibility for any disputes, damages or other consequences relating to dues deduction or this authorization.
- **TRS is not affiliated or associated in any way with TRTA, nor is TRTA authorized to act on behalf of TRS.**

To ensure processing of this request, all of the information in the blanks below must be complete and accurate. Please print your name as it appears on the mail you receive from TRS.

Printed Name _____

TRTA Member ID Number _____

If you are not currently a TRTA member, please leave blank. A TRTA Member ID number will be assigned to you after your membership application is processed. If you are already a TRTA member and are now requesting payroll deduction for payment of TRTA dues, please provide your current TRTA member ID number.

Social Security Number _____ Telephone No. _____

Address _____ City _____ State _____ Zip _____

Signature _____ Date _____



Texas Retired Teachers Association | The Voice For All Public Education Retirees

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

1.800.880.1650 | 512.476.1622 | www.trta.org

2018 - 2019

TRTA MEMBERSHIP ENROLLMENT FORM

Name _____

Address _____ Date of Birth ____/____/____

City _____ State _____ Zip _____

Phone _____ Email _____

I receive an annuity from a teacher retirement system: ☐ Yes ☐ No

TRTA membership year is July 1, 2018 - June 30, 2019. Membership dues are not tax deductible.

TRTA OFFERS THREE EASY WAYS TO JOIN!

Please select one option and return to TRTA today.

☐ **Option 1 - \$2.92 Monthly Payroll Deduction - Diamond Plus Program**

Monthly Payroll Deduction: \$2.92 monthly

Complete the payroll deduction form TRS 593 and this form. Must receive a TRS annuity to enroll. The Teacher Retirement System of Texas (TRS) will withhold \$2.92 for TRTA membership dues from your monthly TRS annuity check. TRS 593 is available for download at www.trta.org/TRS593.

☐ **Option 2 - \$2.92 Monthly Bank Draft - Diamond Plus Program**

Monthly Bank Draft: \$2.92 monthly

Attach a voided check and this form (deposit slips are not accepted) for the account debited or write your bank name, routing and account number below. I authorize my bank to honor drafts drawn by Association Member Benefits Advisors (AMBA) on my account shown below for TRTA membership dues. I hereby authorize AMBA to initiate debit entries on my account shown below. This authority is to remain in effect until revoked by me in writing and until AMBA receives such notice. I agree that AMBA shall be fully protected in honoring such debit. I authorize future increases and/or decreases in the cost of membership dues to be automatically deducted without further authorization from me.

Bank name _____

Routing number _____ Account number _____

Signature as it appears on your bank records _____ Date _____

☐ **Option 3 - \$35.00 Annual Dues**

Annual Dues: \$35.00 yearly

Return this form and your \$35.00 payment. Select either check (payable to TRTA) or credit card.

Check # _____ Date _____ Amount \$ _____

Please charge my: ☐ American Express ☐ Discover ☐ Master Card ☐ Visa Credit Card Expiration ____/____

Credit Card # _____ Signature _____

MEMBERSHIP DRIVE BASIC GUIDELINES

Working Together Membership Chairman and Treasurer Teamwork

The membership drive conducted by the local units should be as simple and straight-forward as possible. The treasurer and the membership chair (first vice-president, if applicable) must work together to accomplish the task. The basic responsibility for the membership chair and membership committee is to conduct the recruitment of new and former members and to retain current members. The basic responsibility of the treasurer is to handle the dues, make deposits, and send membership dues to TRTA office. Although these are the basic duties of each position, there are times when an overlap of duties does occur, making a close working partnership essential.

Membership Drive Timeline

January/February

Local units should begin planning a membership campaign for the next membership year. The campaign plan should include attainable goals, activities set to attain goals, and ways to measure the results. The membership brochure should be reviewed and revised, if necessary. Methods of contacting the at-large list should be part of the campaign plan. The goals and activities should include focus on **RETAINING** current members, **REGAINING** former members who have dropped out of TRTA and the local unit, and **RECRUITING** new members.

March

Local units begin membership drive.

The TRTA treasurer report (a computer printout of all TRTA annual active, inactive and terminate members in the local unit) is sent to the treasurer and membership chair.

April/May

Local units continue membership drive.

June

All treasurer reports should be complete and sent to the TRTA office no later than **June 1**.

Dues collected after **June 1** should be sent to the TRTA office the **1st of every month**.

July/August

Local unit membership list should be compiled for the yearbook.

September/December

Local units continue membership drive.

October

Reminder letters are sent to members who have not paid and to former members who have dropped their membership.

January/February

Membership dues arriving at the TRTA office **before** March 1st will be credited to the current membership year, unless otherwise noted by the treasurer. Membership dues arriving **after** March 1st will be credited to the subsequent membership year. This is done because February 28th or 29th is the cutoff date for determining the following:

1. Number of delegates for the annual convention
2. Final membership totals used to determine district awards for the highest number and highest percentage increase
3. Final number for the "Incentive Program" (if applicable)

MEMBERSHIP DRIVE TASKS

1ST Priority: RETAIN all current members; this is every member, every year

2nd Priority: REGAIN lost members by personal contact

3rd Priority: RECRUIT new retirees, with emphasis at Retirement Education seminars

4th Priority: ORIENTATION the first step in membership retention