



TEXAS RETIRED TEACHERS ASSOCIATION

TRTA: The Voice For All Public Education Retirees

DISTRICT TREASURER RESOURCE GUIDE 2019-2020



All forms in this guide are available online at
www.trta.org/member-resources.

Connecting the Dots to TRTA's Success

A timeline: For the District Treasurer

<u>Dates</u>	<u>Materials due to the TRTA state office</u>
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 Mar 1	Submit Scholarship/Grant Reporting Form to State Secretary/Treasurer
Spring	Follow procedures for Spring Leadership Development Conference as outlined in guide and submit the following forms: within 2 weeks of SLC---- Form C -Local Unit Registration, Form F -Travel Vouchers, Form E Reimbursement for Conference

<u>Dates</u>	<u>District Treasurer's Duties: at the District Level</u>
ASAP	read the District Treasurer Resource Guide and accomplish the District 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
Daily	Perform administrative tasks such as: collect dues (if your district has dues), sign/cosign checks (as needed), authorize expense vouchers according to the budget, keep accurate records, and monitor funds
Fall	Board meetings and print Reimbursement Vouchers for Travel and Expenses Prepare Financial Reports for Executive Committee Prepare same for District Fall Conference
Spring	Board meetings and print Reimbursement Vouchers for Travel and Expenses Prepare Financial Reports for Executive Committee Prepare same for Spring Leadership Development Conference Within 2 weeks of Conference send Spring Leadership Development Conference forms to Deputy Director at TRTA
June	begin to prepare for Audit

2019-20 Helpful Hints for the District Treasurer

1. Serve as the chair of the Finance/Budget Chair

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. Make sure your District is bonded.

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: Keep a notebook with monthly dividers. Each month has the bank statement, Treasurer's Report, vouchers paid in that month, etc.. (consider folders, if you wish). Keep digital (Excel) records to check 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: Have it ready to go on your 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: 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 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. Consider including Local Presidents in preparation of subsequent year's 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 treasurer you are a DELEGATE, and remember to include the Secretary and Treasurer in budget for convention.

9. Submit to the state secretary/treasurer the scholarship/grant reporting form District Treasurers will report their Local Units and their scholarship information to the TRTA Sec/Treasurer in February of each year. Scholarship Reporting Forms will be on the TRTA website for download.

Hint: Download and send to your local units ahead of the reporting time, so that you receive information early.

10. Perform other duties to fulfill the objectives of TRTA.

Big Tip of the Day: There are many samples in the Resource Guide check them out. Use your guide, use your resources, ask the Treasurer who preceded you. Meeting with the outgoing Treasurer can you help you gain a lot of insight and feel a lot better for the time spent.

TABLE OF CONTENTS

DISTRICT TREASURER

	Page(s)
District Treasurer Duties	1
Audit Committee Report Statement (Sample)	2
Preparing for an Internal Audit	3
Tax Exempt Status/ What is Advertising?/Charitable Donations	4
TRTA Tax Reporting Activity Forms.....	5-6
Mandatory Bonding Application.....	7
District Scholarship/Grant Reporting Form	8
Proposed District Budget (Sample).....	9-10
Final Budget Report (Sample)	11
Voucher for Reimbursement-Officers/Chairs (Sample).....	12
Travel Voucher for Reimbursement-Officers/Chairs (Sample).....	13
TRTA Spring Leadership Development Conference Packet	14-22

District Treasurer Duties

The TRTA District Treasurers shall:

1. Perform administrative tasks, such as collecting annual district dues and other payments (if required by district bylaws) and other payments, signing or co-signing district checks, and authorizing expense vouchers according to the budget;
2. Assemble materials for the annual audit;
3. Complete and submit TRTA tax reporting activity forms (TR-1 and TR-2) or Form 990N;
4. Develop the district budget with participation of the district president and finance/budget committee;
5. Apply for or update mandatory bonding of a district;
6. Attend the TRTA Convention treasurer training session;
7. Prepare financial reports for meetings of the district executive committee, the District Fall Conference and the Spring Leadership Development Conference;
8. Consider including local unit presidents in preparation of subsequent year's proposed district budget;
9. Submit to the state secretary/treasurer the scholarship/grant reporting form; and
10. Perform other assigned duties to fulfill the objectives of TRTA.

Audit Committee Report Statement

Financial Institution EIN _____

Audit Report - July 2019

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
- Form 990N (if applicable)

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 or have opted into being reported with TRTA.

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

(While this section applies primarily to local units, it contains information district treasurers may find helpful)

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, 2019

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, 2019

TO BE FILED WITH THE TRTA OFFICE ON OR BEFORE AUGUST 1, 2019

District Number _____

Local Unit Name and Number _____

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

Table with 3 columns: Bank Name, Account Type, Amount. Includes rows for individual accounts and a total row for beginning balances.

RECEIPTS COLLECTED DURING THE YEAR:

Table listing various receipt categories such as Total Dues, From TRTA, From District, Advertising, Non-charitable donations, Interest Income, and Miscellaneous Activities, with a total row.

DISBURSEMENTS:

Table listing disbursement categories: Total disbursements during the year and Advertising expenses.

ENDING BALANCE OF ALL CASH ACCOUNTS (INCLUDING CD'S) AS OF JUNE 30, 2019

Table with 3 columns: Bank Name, Account Type, Amount. Includes rows for individual accounts and a total row for ending balances.

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, 2019 – June 30, 2020

TO BE FILED WITH THE TRTA OFFICE ON OR BEFORE AUGUST 1, 2019

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

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: _____

Proposed District Budget

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

<u>Accounts</u>	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		
	Travel	1,650.00	
	Meals/Rent	800.00	
	Spring		
	Travel	2,800.00	
	Meals/Rent	800.00	
	Executive Committee 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)	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 Chairs			
	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	
	District Committee Chairs TOTAL		<u>\$2,550.00</u>

Proposed District Budget Continued

Fall Conference		
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 Conference Total	<u>\$5,275.00</u>	
Spring Leadership Development Conference		
Miscellaneous	300.00	
Speaker donation TRTF	50.00	
Facility Rent	460.00	
Meals/TRTA Funded		
Travel/TRTA Funded		
Spring Leadership Dev Conference 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, miscellaneous	200.00	
Unit Development & Support Total	<u>200.00</u>	
Finance Committee		
Travel/Meals	225.00	
Financial Total	<u>\$225.00</u>	
Nominating Committee		
Travel/Meals	0.00	
Nominating Total	<u>0.00</u>	
State Convention Aid		
convention expenses	500.00	
State Convention Aide Total	<u>500.00</u>	
Rally Day		
bus, misc.	0.00	
Rally Day Total	<u>0.00</u>	
TRTF Donation(Legacy) (Helping Hand) (\$100 each)		
	200.00	
TRTF Total	<u>\$200.00</u>	
Money Market Deposit		
	5.00	
Money Market Total	<u>\$5.00</u>	
Proposed Budget Total	<u><u>\$24,790.00</u></u>	

Final Budget Report

	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 Spring Convention		100.00
TRTA reimbursement for Spring Leadership Dev Conference		
TOTAL INCOME	\$27,096.30	\$28,600.20

Money Market	1,179.83	
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	
President TOTAL		\$3,150.00	\$1,811.44	\$1,338.56
Executive Committee				
Fall				
Travel		1,650.00	927.45	
Meals-Rent		800.00	440.44	
Spring				
Travel		2,800.00	2100.00	
Meals-Rent		800.00	650.00	
Executive Committee TOTAL		\$6,050.00	\$4,117.89	\$1,932.11
Officers				
1st Vice President		100.00	25.00	
TRTA Convention		600.00	400.00	
2nd Vice President		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

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 _____ \$ _____

Printing (Attach Receipts) _____ \$ _____

Postage (Attach Receipts) _____ \$ _____

Other Expenses (List items and attach receipts)

 _____ \$ _____

 _____ \$ _____

TOTAL EXPENDITURES _____ \$ _____

Reason for Expenditures:

Submitted by _____

Mail Reimbursement To:

Name

Mailing Address

City, State, Zip

Approved by District (#) President or Treasurer

Check Number _____ Date _____

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

SAMPLE

**District (Number) Texas Retired Teachers Association
Travel Voucher for Reimbursement**

Date _____

Payable to _____

Mailing Address City Zip Code Phone Number

Name of Local Unit Represented _____

Travel Expenses Location of Meeting _____

- | | |
|------------------------|---------------------------|
| Audit Committee | Spring Executive Meeting |
| Fall Executive Meeting | Nominating Committee |
| Fall Conference | President Unit Visitation |

Transportation (miles round trip) _____ \$ _____

Names of local members riding in this car:

_____	_____
_____	_____
_____	_____
_____	_____

Submitted by _____

COMPLETE AND HAND TO DISTRICT TREASURER AT THE CONFERENCE

Mail Reimbursement to:
Name
Mailing Address
City, State, Zip

Approved by District President or Treasurer

Check Number _____ Date _____



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, 2019

To: District Treasurers

From: Tim Lee, Executive Director

Subject: Planning for 2019 District Spring Leadership Development Conferences

Each TRTA district will host a Spring Leadership Development Conference for the purpose of preparing officers and committee chairs 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 2018 District Spring Leadership Development 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 [D]
- Reimbursement for Conference and Travel Voucher Costs [E]
(to be submitted to TRTA office by the district treasurer after the conference)
- TRTA Travel Voucher [F]

For your information only:

- Planning a Successful District Spring Leadership Development Conference [A]
- Suggested Agenda [B]
- Local Unit Registration for District Spring Leadership Development Conferences [C]
- 2018 District Spring Leadership Training Conferences, www.trta.org/district-meetings

The following information details how the District Spring Leadership Development 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 DEVELOPMENT 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 E. TRTA will provide limited travel expenses by paying \$0.58 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 (5-8) persons attend
 - three cars if nine (9-12) persons attend
 - four cars if thirteen (13) or more persons attend
2. **Local Unit Registration for District Spring Leadership Development Conferences.** The district treasurer will complete a copy of the "Local Unit Registration Form for District Spring Leadership Development 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 E.** This completed form signed by the district treasurer with paid travel vouchers (Form F attached to Form E) should be submitted to the TRTA office.
 - **“RTA Registration Form for District Spring Leadership Development 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 DEVELOPMENT CONFERENCE

E

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:

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

For office use only

Approved by _____ Date _____

Amount paid \$ _____ Date _____ Check # _____

TRAVEL VOUCHER

F

DISTRICT SPRING LEADERSHIP DEVELOPMENT CONFERENCE

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) _____ @ \$0.58 cents per mile = \$ _____

Passengers

- 1. _____
- 2. _____
- 3. _____
- 4. _____

TRTA will reimburse limited travel expenses by paying \$0.58 cents per mile for one car if up to four (4) persons attend (from a single local unit) with the following provisions: one car if up to four (4) persons attend, two cars if five (5-8) persons attend, three cars if nine (9-12) persons attend from a single local unit, and four cars if thirteen (13) or more persons attend.

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

PLANNING A SUCCESSFUL DISTRICT SPRING LEADERSHIP DEVELOPMENT CONFERENCE

The following information will detail the responsibilities of a district president as he or she plans for the District Spring Leadership Development Conference.

CONFERENCE TEAMS

A state officer will be assigned to each district. The officer will attend the conference and may assist in presenting conference activities, but not necessarily as a group leader. **The leaders of the small group sessions should be district officers and committee chairs.**

CONFERENCE AGENDA

A sample conference agenda is included in this packet. This sample agenda provides suggested scheduling, a format for the general session, a listing of the eleven (11) leadership training sessions that will be presented, and a format for the presentations to be made after lunch. Each district president will adjust the agenda and schedule to meet the needs of the district. Copies of the agenda should be available for the conference participants. **A copy of the agenda should also be sent to state officer and to the TRTA office.**

RTA REGISTRATION FOR DISTRICT SPRING LEADERSHIP DEVELOPMENT CONFERENCE

The Local Unit Registration for the District Spring Leadership Development Conference Form, when completed, provides a list of the participants from each local unit. The Local Unit Registration Form is emailed to each local unit president to be completed. Each local unit president should email the district president a copy for meal planning. Each local unit president is to bring three (3) copies to the conference. Instructions for the local unit presidents are printed on each registration form.

SETTING UP THE DISTRICT CONFERENCE

The district president is responsible for:

- Preparing a packet of information for each local unit in the district. This packet will consist of:
 - Conference location, date, time, etc.
 - Map of the location and area, if appropriate
 - Local Unit Registration Forms for District Spring Leadership Development Conference
 - Other pertinent information
- Distribution of this packet of materials with instructions to every local unit in the district.

SETTING UP THE LEADERSHIP TRAINING SESSIONS

The district president is responsible for:

- Setting up the small group leadership training sessions. **The purpose of these sessions is to train local unit officers and committee chairs about their specific areas of responsibility.**
- Appointing district officers and committee chairs to chair and present each of the leadership sessions. **District officers and district committee chairs primarily are responsible for training the local unit officers.** These district officers and committee chairs should have received training in their areas of focus at the annual convention. Incoming district officers and committee chairs also need to attend.
- Ensuring that each leadership session has a knowledgeable chair. Substitute leaders may be assigned to conduct a training session if a district officer/chair is not available. Small group sessions must include and be chaired by the district officer/chair for that particular position.

A training session for each of the following eleven (11) officers: President, First Vice-President/Membership Committee, Second Vice-President/Public Relations, Secretary, Treasurer, Community Volunteer Service Committee, Health Care Committee, Informative and Protective Services Committee, Legislative Committee, Member Benefits Committee, and Retirement Education Committee.

HELPFUL INFORMATION

1. Food is always the most expensive item. If possible, food orders should be based on a “plus or minus a given number of servings” plan.
2. The district president should stress the need to receive one copy of the RTA Registration Form from each local unit as soon as possible in order to plan for the number of food servings.
3. Additional group sessions can be added, but at the expense of the district. The amount allocated for food and rent does not allow for more than the eleven leadership training sessions scheduled.
4. Travel vouchers will be paid to drivers at the conclusion of the conference. District treasurers will submit conference costs and paid travel vouchers to the TRTA office for district reimbursement.

These materials are being sent to you early so that you can plan for a successful District Spring Leadership Development Conference. If there are any questions, please contact the TRTA office.

SUGGESTED AGENDA

TRTA DISTRICT SPRING LEADERSHIP DEVELOPMENT CONFERENCE

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</u>
<u>Number</u>		
<u>President</u>		
<u>First Vice-President/Membership</u>		
<u>Second Vice-President/Public Relations</u>		
<u>Treasurer</u>		
<u>Secretary</u>		
<u>Community Volunteer Service</u>		
<u>Health Care</u>		
<u>Informative & Protective Services</u>		
<u>Legislative</u>		
<u>Member Benefits</u>		
<u>Retirement Education</u>		

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 DEVELOPMENT CONFERENCE

Please submit within two weeks of training conference.

Date _____ Local Unit Name/District _____

Location (City) of Conference _____

Local Unit President Signature _____

Name	Session	Phone Number
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

To the Local Unit President: Please provide complete information about each person attending the conference. The program is for officers and committee chairs who will be serving in 2019-2020. 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 chairs: 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.**