



TEXAS RETIRED TEACHERS ASSOCIATION

TRTA: The Voice For All Public Education Retirees

LOCAL UNIT TREASURER

RESOURCE GUIDE 2020–2022

Documents and forms are available online at www.trta.org/member-resources

A Timeline: For the Local Unit Treasurer

| <u>Dates</u> | <u>Materials due to the TRTA State Office</u> |
|--------------|--|
| Monthly | Submit membership dues to TRTAConnect |
| Before Aug 1 | Submit TR1 and TR2 Forms to Deputy Director |
| Before Aug 1 | Submit EOY (EOY=End of Year) 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 |

| <u>Dates</u> | <u>Materials due at the District level</u> |
|--------------------|--|
| 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.

2020-2022 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 Committee**
Hints: Check your bylaws and policies 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, Treasurer 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 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: 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.
- 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 PowerPoint, send it to the Local Unit technology person-have her/him 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.

TABLE OF CONTENTS

LOCAL UNIT TREASURER

| | Page(s) |
|---|---------|
| Local Unit Treasurer Duties | 1 |
| Audit Committee Report Statement (Sample)..... | 2 |
| Preparing for an Internal Audit..... | 3 |
| Tax Exempt Status..... | 4 |
| What is Advertising?..... | 4 |
| Charitable Donations..... | 4 |
| TRTA Tax Reporting Activity Forms | 5-6 |
| Mandatory Bonding Application | 7 |
| Scholarship/Grant Reporting..... | 8 |
| Local Unit Budget (Samples)..... | 9-11 |
| How long should you keep business records?..... | 12 |
| Voucher for Reimbursement (sample) | 13 |
| Section I: TRTA Membership & TRTAConnect..... | 14-15 |
| Section II: Membership Report..... | 16 |
| Section III: Membership Processing Overview | 17-18 |
| Membership Drive Basic Guidelines..... | 19 |

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 (TR-1 and TR-2) or form 990N;
4. Develop 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 20XX

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

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, 2020

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 it's 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, 2020

TO BE FILED WITH THE TRTA OFFICE ON OR BEFORE AUGUST 1, 2020

District Number _____

Local Unit Name and Number _____

BEGINNING BALANCE OF ALL CASH ACCOUNTS (INCLUDING CD'S) AS OF JULY 1, 2020

| 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, 2019

| 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, 2020 – June 30, 2021

TO BE FILED WITH THE TRTA OFFICE ON OR BEFORE AUGUST 1, 2020

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 2019-2020) (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 |

| | <u>Budget</u> | |
|--|---------------|-------------|
| Officer Budget | | |
| 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 action is extremely important.

(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 and fiscal year begins on July 1 and ends on June 30 of the following year. The membership drive begins on March 1 and continues to the last day of February the following year. Local unit treasurers can submit dues for the new membership year to the TRTA Membership Department as early as March 15th, and should submit as soon as possible after dues are collected from the members. Dues should be submitted monthly. At no time should a member's dues be held more than a month before being submitted by the local unit.

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 member's designated bank account in monthly installments of \$2.92.

Diamond Plus Program

Diamond Plus provides TRTA members with dues paid monthly (convenient deduction of \$2.92 monthly from member's annuity or bank draft) instead of renewing annually .

Diamond Plus advantages include:

- Eases workload for local units by saving them time and money and makes record-keeping easier.
- Allows TRTA to be better stewards of dues by spending less on mailing renewals and more on legislative activity.
- Allows local units to check on member status at any time.

Please note: any and all TRTA members who wish to become Diamond Plus participants by converting to either current monthly or bank draft methods may do so upon their next renewal.

Become a Diamond Plus member by submitting a completed Form 593 to the TRTA office for payroll deduct. (Members) or submitting a completed authorization and voided check for bank draft. (Associate Members and Members)

The Membership Enrollment form and TRS 593 can be found on at www.trta.org/member-resources. Both forms should be sent to the Membership Department, who will then deliver the TRS forms to TRS.

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.



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.

See the TRTA website www.trta.org for more information.

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.

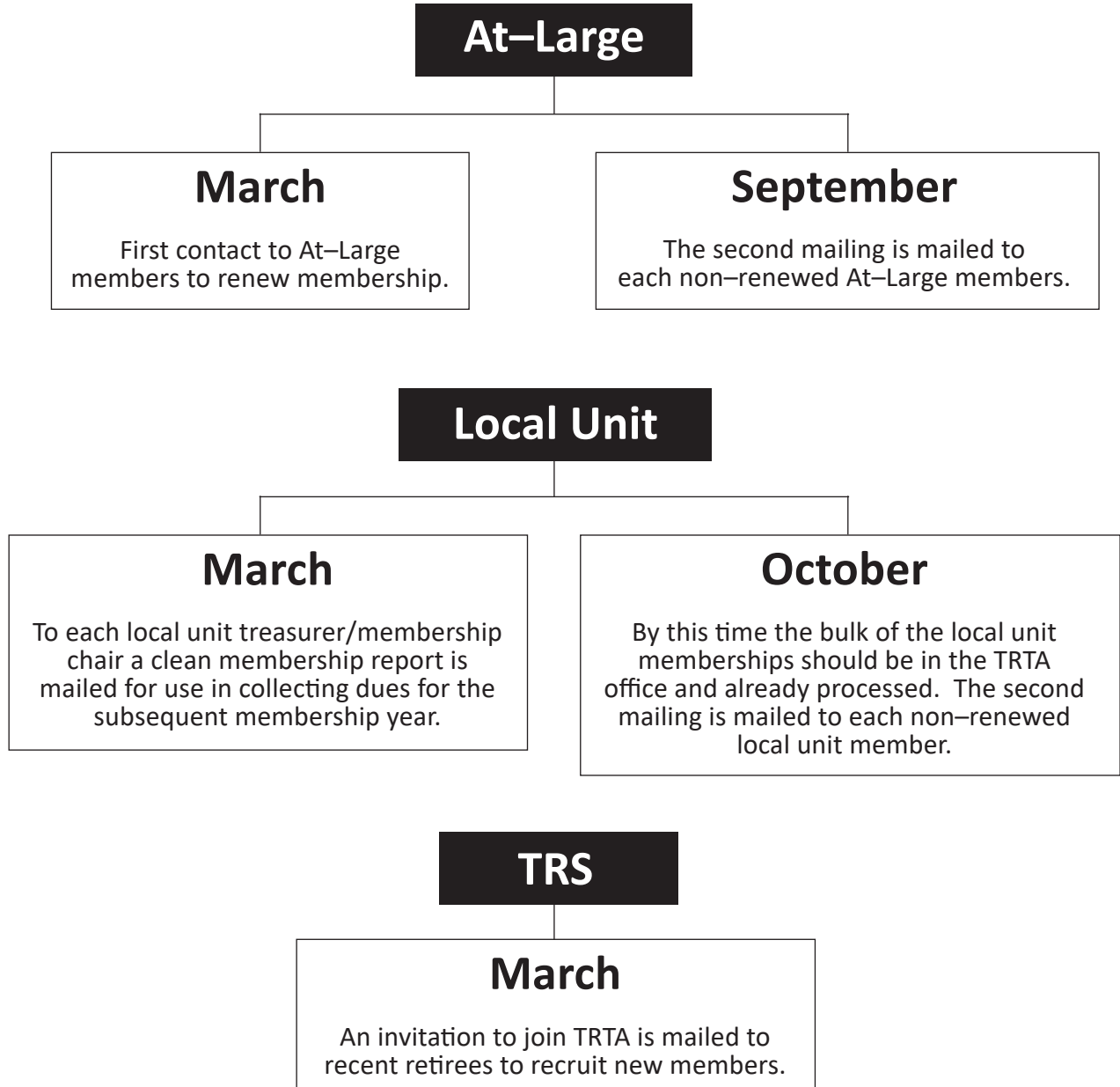
How to Interpret the Membership Report

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 and Local Unit Membership Plaque Award

Two district and two local unit membership awards are given based on the district and local unit membership as of March 1 of each year. One certificate is given recognizing the district and local unit with the highest percentage of membership gain and the other is given to recognize the district and local unit with the highest number of members gained. The president of the districts and local units 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.

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 by **June 1 (if possible)**.

Dues collected after **June 1** should be sent to the TRTA office the **1st of every m** no later than **June 1**.

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 1 will be credited to the current membership year, unless otherwise noted by the treasurer. Membership dues arriving **after** March 1 will be credited to the subsequent membership year. This is done because February 28 or 29 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

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

Second Priority: REGAIN lost members by personal contact

Third Priority: RECRUIT new retirees, with emphasis at retirement education seminars

Fourth Priority: ORIENTATION the first step in membership retention