

2020 Treasurers Guidelines

Prepared by Rosalind Johnson, Deputy Director

Howdy TRTA Treasurers:

I am so sad we were not able to meet this April, but the most important thing is for you to stay home, stay well and be safe! My mother, who is 85, sent me this message the other day and I thought I would share it with you:

We are staying in so we can go back out soon!
We are staying apart so we can get back together!
We are loving one another from afar so we don't make one another sick!
All our hard days today are for much happier days to come!

Since we cannot be together for training, I put together a packet of helpful guidelines so that you would have a successful completion and submission of your District and Local Unit tax reports for the year ending June 30, 2020.

Let's get started!!!

TAX REPORTING FORMS

As you know we are nearing the end of another successful year of TRTA. Hopefully, you have been accumulating your financial data monthly for the period July 1, 2019 to June 30, 2020. If you have a chance, download the EXCEL spreadsheet <https://trta.org/member-resources/#1508522627179-cfbb0518-af9f>.

Look for the link titled "Bank Activity (Form TR-2) EXCEL." This is a great tool to help you organize your data for the year. There is even a training video to help you fill out the EXCEL spreadsheet. The training video is in the same link above. Just scroll down the page and you will have access to the EXCEL video.

Reminder, if you use the EXCEL spreadsheet, you do not have to complete the Form TR-2. Just submit a copy of the EXCEL spreadsheet as your FormTR-2.

If you choose not to use the EXCEL version, the new forms are included in this packet and are available on the TRTA website (see link above).

Good news! The Forms did not change! Hopefully, they will be familiar to you.

Be sure to also submit Form TR-1. The Form TR-1 is used to acknowledge your submissions and approval of the figures on Form TR-2. Before the Treasurer submits the forms to the President or other officer for review and signature, please be sure all your totals are checked and that the June 30, 2020 balance on Form TR-2 matches the June 30 bank statement. If it does not, you must have some outstanding items you are accounting for which is perfectly fine or you have an error that needs to be fixed.

Once you have all your figures in for the 12 months of the year, all calculations have been checked, and the June 30, 2020 balance on Form TR-2 matches the June 30, 2020 bank statement, please submit the forms to the President or other officer for signature and approval. Presidents or other officer reviewing, please double check the calculations and confirm the June 30th balance on Form TR-2 matches the balance on the June 30th bank statement. Then sign and date Form TR-1.

Be sure to complete the MANDATORY Bonding Form. This is now an ANNUAL form and must be submitted every year.

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If you have a dilemma with obtaining your President's signature due to distance, illness etc., please try to obtain a different officer's signature. It is very important that one additional officer review and sign off on the reports. In lieu of an actual signature, we will be glad to accept an email from the President or other officer stating that the forms have been reviewed. The email will be the officer's signature. Just simply submit the email with the reports.

Lastly, please remember to send a copy of the June 30, 2020 bank statement for each account.

To recap, you will submit the following to the state office by **August 1, 2020**:

1. Form TR-1 Signed by President (or another officer) and Treasurer
2. Form TR-2 with a complete year of data for each bank account
3. Annual Mandatory Bonding Form
4. Copy of the June 30, 2020 bank statement for each account.

Instructions for submission are located on the forms.

Please direct all questions regarding the completion of the Tax Forms to shelby@trta.org or rosalind@trta.org.

BANK SIGNATURE CARDS

Please submit a copy of your bank signature card only if you **CHANGE BANKS**. We do not need one if you change signors only.

Be sure your District or Local Unit is under the TRTA Federal ID# 51-0141585.

Confirm your account name on your bank account is styled as follows:

Texas Retired Teachers Association or TRTA

District or Local Name

District or Local Address

If you have any issues at the bank regarding the Federal ID or bank account name, please have your banker contact Rosalind Johnson, Deputy Director.

SALES TAX EXEMPT FORM

In the attached packet you will find a blank sales tax-exempt form and an example of how to complete the sales tax-exempt form. This form applies to sales tax related to purchased items such as supplies and food on behalf of your District or Local Unit. It does not apply to hotel occupancy tax.

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SCHOLARSHIP AND GRANT REPORTING FORMS

[Local Unit Scholarship Grant Form](#) Submit form to your District Treasurer

[District Scholarship Grant Form](#) Submit form to the State Secretary/Treasurer

Please do not submit these forms to the state office.

NONPROFIT STATUS

Reminder, TRTA is a nonprofit 501(c)(4), membership organization. TRTA is **NOT** a charitable organization. Since your district or local unit functions under the umbrella of TRTA, you may not accept charitable donations. You may accept “gifts” and issue a thank you note but you may **NOT** state in the note phrases such as: “Thank you for your charitable donation”. Please contact Rosalind Johnson if you have any further questions about the nonprofit status.

NEED HELP??

We are here for you! Please contact Shelby Click (512-476-1622 Ext. 102) or Rosalind Johnson (512-476-1622 Ext. 107) for any questions you may have. We would be glad to assist you in any way possible!

I hope you find these short guidelines helpful!! Until we meet again, please stay well and SAFE!!!!

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 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

Email

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, 2019

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, 2020

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

Date: April 3, 2020

To: Local Unit/District Treasurers

From: Rosalind Johnson, Deputy Director

Re: Texas Sales Tax Exempt Form

Enclosed please find the TRTA "***Texas Sales and Use Tax Exemption Certification***" form. You are welcomed to make copies of this form. If you misplace it and need a new copy, please email and I will send you a new copy. I have also enclosed an "**EXAMPLE**" form so that you will have a guide to complete the tax exempt form when you are ready to use it. You should be able to use this for all your purchases and you should not be subject to sales tax for your supplies, food, etc. This form will not apply to hotel occupancy tax or rental sales car tax.

If you have any questions, please feel free to contact me. My contact information is listed below.

Please contact Rosalind Johnson at 512.476.1622, Ext. 107/rosalind@trta.org if you have any additional questions.

Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

Name of purchaser, firm or agency Texas Retired Teachers Association		FIN: 51-0141585
Address (Street & number, P.O. Box or Route number) 313 E. 12th Street, Suite 200		Phone (Area code and number) 512-476-1622
City, State, ZIP code Austin, TX 78701		

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: _____

Street address: _____ City, State, ZIP code: _____

Description of items to be purchased or on the attached order or invoice:

Purchaser claims this exemption for the following reason:

Texas Retired Teachers Association is a 501(c)(4) nonprofit organization incorporated in the state of Texas.

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

Purchaser sign here	Title	Date
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NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

**This certificate should be furnished to the supplier.
Do not send the completed certificate to the Comptroller of Public Accounts.**

EXAMPLE

Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

Name of purchaser, firm or agency Texas Retired Teachers Association / <i>District or Local Unit Name</i>		FIN: 51-0141585
Address (Street & number, P.O. Box or Route number) 313 E. 12th Street, Suite 200		Phone (Area code and number) 512-476-1622
City, State, ZIP code Austin, TX 78701		

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: *Vendor Name*
 Street address: *Vendor Address* City, State, ZIP code: *Vendor City, State, Zip*

Description of items to be purchased or on the attached order or invoice:

Brief description of your purchase.

EXAMPLE

Purchaser claims this exemption for the following reason:

Texas Retired Teachers Association is a 501(c)(4) nonprofit organization incorporated in the state of Texas.

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

sign here	Purchaser <i>Your Name</i>	Title <i>Your Title or "MEMBER"</i>	Date <i>DATE</i>
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NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.

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