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

<u>Local Unit Scholarship Grant Form</u> Submit form to your District Treasurer <u>District Scholarship Grant Form</u> 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 he activity listed below in its Annual Information Return ice.
	ct/Local Unit is organized and will operate in accordance with 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

(A)+(B)-(C)

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) (+) 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) (-) Advertising expenses (included above) ENDING BALANCE OF ALL CASH ACCOUNTS (INCLUDING CD'S) AS OF JUNE 30, 2020 Account Type Bank Name Amount

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

(=)

Total of all Cash Accounts (Ending Balances)

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	nber				
ocal 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	r board approved positions that will be bonded:				
1	2				
	4				
	6				
The bond covers the position, not the individual; if the	ere is a change of officers, the new officers are covered.				
Acknowledgement of mandatory conditions:	cal units with over \$10,000 of assets please check here k 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 signor on the accounts: Yes No	or other authorized member preferably who is not a check				
A mandatory annual audit of the books is performed: \	Yes No				
If any of the above conditions are answered "No", y The above information is submitted by:	ou may not be eligible for bonding coverage.				
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

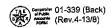
From: Rosalind Johnson, Deputy Director

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/<u>rosalind@trta.org</u> if you have any additional questions.



Name of purchaser, firm or agency

Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

Texas Retired Teachers Association	FIN: 51-0141585			
Address (Street & number, P.O. Box or Route number)	Phone (Area code and number)			
313 E. 12th Street, Suite 200	512-476-1622			
City, State, ZIP code				
Austin, TX 78701				
I, the purchaser named above, claim an exemption from payn items described below or on the attached order or invoice) fro	nent of sales and use taxes (for the purchase of taxable m:			
Seller:				
Street address:	City, State, ZIP code:			
Description of items to be purchased or on the attached order or inv	roice:			
Purchaser claims this exemption for the following reason: Texas Retired Teachers Association is a 501(c)(4) nonposition.				
I understand that I will be liable for payment of all state and local sale the provisions of the Tax Code and/or all applicable law.				
I understand that it is a criminal offense to give an exemption certificate will be used in a manner other than that expressed in this certificate, ar from a Class C misdemeanor to a felony of the second degree.	e to the seller for taxable items that I know, at the time of purchase, and depending on the amount of tax evaded, the offense may range			
Purchaser Title	Date			
sign here				

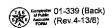
NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

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 <u>not</u> send the completed certificate to the Comptroller of Public Accounts.





Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

ne of purchaser, firm or agency Texas Retired Teachers Association / Dis	strict or Local C	Unit Name	FIN: 51-014158
ress (Street & number, P.O. Box or Route number)		Phone (Area code and	number) 2-476-1622
313 E. 12th Street, Suite 200		31.	-470-1022
Austin, TX 78701		· · · · · ·	
I, the purchaser named above, claim an exemption	on from novment of sales a	and use taxes (for the	ourchase of taxable
i, the purchaser named above, claim an exemplic items described below or on the attached order o	r invoice) from:	and doc taxes (is the	
to the second of	,	And the second	
Seller: Vendur Name		ALL SHAPE OF THE S	
Seller: Verrecor		A STATE OF THE STA	0.1 1 12
Street address: Vendur Address	City, State	ZIP code: Vendur	City, State: Li
Street address.			
Description of items to be purchased or on the attache	ed order or invoice:		
	a de la companya de		
Brief description of your	pureruse.		
	N. Karaman		
	C. Salar		
$\langle i \rangle$	and the same of th		
and the second s	7		
Purchaser claims this exemption for the following reas			
Texas Retired Teachers Association is a 50	1(c)(4) nonprofit organiz	ation incorporated in	the state of Texas.
and the second s			
A STATE OF THE STA			
			For Follows to an amount residen
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 la			
I understand that it is a criminal offense to give an exemp	otion certificate to the seller fo	r taxable items that I knov	v, at the time of purchase,
will be used in a manner other than that expressed in this	s certificate, and depending or	n the amount of tax evade	ea, την οπετίδε may range
from a Class C misdemeanor to a felony of the second	и ивугов.		
Purchaser	Title	"MEMBER"	Date
# 1 m o 1 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		1 4 4 1	

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

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