



# **TEXAS RETIRED TEACHERS ASSOCIATION**

*TRTA: The Voice For All Public Education Retirees*

## **DISTRICT TREASURER**

## **RESOURCE GUIDE**

## **2022-2024**

All forms in this guide are available online at [www.trta.org/member-resources](http://www.trta.org/member-resources)



# 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 Mandatory Bonding Form to Deputy Director
By Mar 1	Submit Scholarship/Grant Reporting Form to State Secretary/Treasurer
Fall/Spring	Follow procedures for Fall/Spring Conference as outlined in guide and submit the following forms: within 2 weeks of Conference---- <b>Form C</b> -Local Chapter Registration, <b>Form F</b> -Travel Vouchers, <b>Form E</b> Reimbursement for Conference

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<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 suggested activities
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 and submit copy to TRTA Deputy Director, develop budget with help of officers Determine which conference (Fall or Spring) within the fiscal year will be reimbursed
Monthly	Bank statements reconciled, signed, and dated; signed and dated a second time by a non-check signer
Daily	Perform administrative tasks such as: sign/cosign checks (as needed), authorize expense vouchers according to the budget, keep accurate records, monitor funds, and collect dues (if your district has dues)
Fall/Spring	Board meetings and print Reimbursement Vouchers for Travel and Expenses Prepare Financial Reports for Executive Committee and district conferences
June	Begin to prepare for Audit

## REMINDER:

TRTA fiscal year is July 1 to June 30

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## **District Treasurer Suggested Activities**

### **The TRTA District Treasurers:**

1. Perform administrative tasks, such as collecting annual district dues (if required) 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) by August 1;
4. Develop the district budget with participation of the district president and finance/budget committee;
5. Complete and submit an annual mandatory bonding of a district by August 1;
6. Attend the TRTA Convention treasurer training session;
7. Prepare financial reports for meetings of the district executive committee, the District Fall Conference and/or Spring Conference;
8. Prepare and submit to the TRTA state office the Local Chapter Registration, Travel Voucher, and Reimbursement for Conference forms for the Fall and/or Spring Conference.
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

**NOTE: This document remains with your district and does not need to be sent to the state office. Members of the Audit Committee are comprised of chapter members who do not have bank signature authority.**

**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 internal audit, the following records and documents should be available for the Audit Committee to review. Members of the Audit Committee are comprised of chapter members who do not have bank signature authority.

### General

- TRTA 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. Do not submit to the state office.

## 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

### 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)  
Meeting Minutes

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.

## 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 chapters 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 chapters affiliated with TRTA fall under this requirement.

TRTA now has a procedure in place to include districts and local chapters under its Employers Identification Number (EIN). TRTA districts and local chapters 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](mailto:rosalind@trta.org) or 512-476-1622 (ext. 107) with any additional questions or concerns.

## What Is Advertising?

Next, how to report advertising. The amount your chapter receives from a company as an advertisement 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 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 chapters, 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 chapters 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 chapter or to TRTA. Although TRTA and local chapters 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, 20XX**

District Number \_\_\_\_\_

Local Chapter Name and Number \_\_\_\_\_

The Undersigned \_\_\_\_\_ (District/Local Chapter 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 Chapter 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 and Email for District/Local Chapter

\_\_\_\_\_  
\_\_\_\_\_

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, 20XX**

**TO BE FILED WITH THE TRTA OFFICE ON OR BEFORE AUGUST 1, 20XX**

District Number \_\_\_\_\_

Local Chapter Name and Number \_\_\_\_\_

**BEGINNING BALANCE OF ALL CASH ACCOUNTS (INCLUDING CD'S) AS OF JULY 1, 20XX**

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

**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)	\$ _____
<b>Total Receipts collected during the year</b>	<b>(+) \$ _____ (B)</b>

**DISBURSEMENTS:**

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

**ENDING BALANCE OF ALL CASH ACCOUNTS (INCLUDING CD'S) AS OF JUNE 30, 20XX**

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

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, 20XX – June 30, 20XX

**TO BE FILED WITH THE TRTA OFFICE ON OR BEFORE AUGUST 1, 20XX**

District Number \_\_\_\_\_

Local Chapter Name and Number \_\_\_\_\_

TRTA provides bonding for District and Local Boards at no cost to the district or local chapter. The full premium is paid by TRTA. Six (6) positions of each district or local chapter 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 chapters 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 Chapter:

\_\_\_\_\_  
\_\_\_\_\_

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 internal 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](mailto: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 chapters 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

### INCOME

Beginning Balance ( <i>Insert date here</i> )	\$ _____
District Dues (from TRTA)	\$ _____
State Reimbursement (SLC)	\$ _____
AMBA Yearbook Ad (Reimbursement)	\$ _____
<b>ESTIMATED TOTAL INCOME</b>	<b>\$ _____</b>

**Line  
Item**

### EXPENSES

1	Fall Board Meeting	\$ _____
2	Fall Conference	\$ _____
3	Spring Board Meeting	\$ _____
4	Spring Conference	\$ _____
5	President Expenses	\$ _____
6	Officers Expenses	\$ _____
7	Committee Chair Expenses	\$ _____
8	State Convention Expense	
	District Officers - Delegates (#)	\$ _____
	Legislative Liaison	\$ _____
	Grants - to attend state	\$ _____
	Attending # of Local Chapters	\$ _____
9	Legislative Expenses (Bus Travel for DAC)	\$ _____
10	Memorials & Honorariums	\$ _____
11	Postage & Supplies	\$ _____
12	Miscellaneous	\$ _____
13	Start up fee - New Local Chapter(s)	\$ _____
14	Zoom account	\$ _____
15	TRTF Annual Donation	\$ _____
		\$ _____
	<b>ESTIMATED TOTAL EXPENSES</b>	<b>\$ _____</b>
	<b>PROPOSED TOTAL BUDGET</b>	<b>\$ _____</b>

### Final Budget Report

		Proposed Budget	Actual Budget
<b>INCOME</b>			
	Beginning Balance <i>(Insert date here)</i>	\$	\$
	District Dues (from TRTA)	\$	\$
	State Reimbursement (SLC)	\$	\$
	AMBA Yearbook Ad (Reimbursement)	\$	\$
	<b>TOTAL INCOME</b>	\$	\$
<b>EXPENSES</b>			
<i>Line Item</i>			
1	Fall Board Meeting	\$	\$
2	Fall Conference	\$	\$
3	Spring Board Meeting	\$	\$
4	Spring Conference	\$	\$
5	President Expenses	\$	\$
6	Officers Expenses	\$	\$
7	Committee Chair Expenses	\$	\$
8	State Convention Expense		
	District Officers - Delegates (#)	\$	\$
	Legislative Liaison	\$	\$
	Grants - to attend state	\$	\$
	Attending # of Local Chapters	\$	\$
9	Legislative Expenses (Bus Travel for DAC)	\$	\$
10	Memorials & Honorariums	\$	\$
11	Postage & Supplies	\$	\$
12	Miscellaneous	\$	\$
13	Start up fee - New Local Chapter(s)	\$	\$
14	Zoom account	\$	\$
15	TRTF Annual Donation	\$	\$
	<b>TOTAL EXPENSES</b>	\$	\$
	<b>TOTAL BUDGET</b>	\$	\$

**SAMPLE**

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

Date \_\_\_\_\_

Payable to \_\_\_\_\_

\_\_\_\_\_

Mailing Address	City	Zip Code
-----------------	------	----------

Local Chapter \_\_\_\_\_

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:**

Approved by District (#) President or Treasurer

**Name**

**Mailing Address**

**City, State, Zip**

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 Chapter Represented \_\_\_\_\_

Travel Expenses    Location of Meeting \_\_\_\_\_

- |                        |                              |
|------------------------|------------------------------|
| Audit Committee        | Spring Executive Meeting     |
| Fall Executive Meeting | Nominating Committee         |
| Fall Conference        | President Chapter 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, 20XX

To: District Treasurers

From: Tim Lee, Executive Director

Subject: Planning for 20XX-20XX District Fall/Spring Conferences

Each TRTA district will host either a Fall or Spring Conference for the purpose of preparing officers and committee chairs for the leadership positions they will be assuming in their local chapters. 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 chapter attending) and any paid travel vouchers.**

All districts have made arrangements for the location of their conferences. A listing of the 20XX-20XX District Fall/Spring 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 Fall/Spring Conference [A]
- Suggested Agenda [B]
- Local Chapter Registration for District Fall/Spring Conferences [C]
- 20XX-20XX District Fall/Spring Conferences, [www.trta.org/district-meetings](http://www.trta.org/district-meetings)

The following information details how the District Fall/Spring 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 FALL/SPRING 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 chapter 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 chapters/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 \$0.625 cents per mile for qualifying cars. The car allowance per local chapter is as follows:
  - one car if up to four (4) persons attend (from a single local chapter)
  - 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 Chapter Registration for District Fall/Spring Conferences.** The district treasurer will complete a copy of the "Local Chapter Registration Form for District Fall/Spring Conference" for each local chapter as the participants register at the conference. This will provide an accurate listing of participants attending from each local chapter. 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 Fall/Spring Conference”.** One completed form from each local chapter in attendance must be submitted.
1. **Reimbursements.** TRTA will reimburse the districts according to the following criteria:
    - \$100.00 for each local chapter represented (even if only one person from a local chapter 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 chapter 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.

\* All reimbursements will be deposited directly into the district’s bank account.

**REIMBURSEMENT FOR CONFERENCE AND TRAVEL VOUCHER COSTS**  
**DISTRICT FALL/SPRING CONFERENCE**

**E**

**Please submit within two weeks of training conference.**

Date \_\_\_\_\_ District \_\_\_\_\_

Location (City) of Conference \_\_\_\_\_

Total number of local chapters 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 chapter 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 Chapter Registration Form for District Fall/Spring Conference (one form from each local chapter) [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 FALL/SPRING CONFERENCE**

**Please submit within two weeks of training conference.**

Location (City) of Conference \_\_\_\_\_

Date \_\_\_\_\_

Name of Local Chapter Represented \_\_\_\_\_

Name of Driver \_\_\_\_\_

Miles Traveled (Round Trip) \_\_\_\_\_ @ \$0.625 cents per mile = \$ \_\_\_\_\_

Passengers

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

TRTA will reimburse limited travel expenses by paying \$0.625 cents per mile for one car if up to four (4) persons attend (from a single local chapter) 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 chapter, 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 FALL/SPRING CONFERENCE

The following information will detail the responsibilities of a district president as he or she plans for the District Fall/Spring 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 eight (8) 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 FALL/SPRING CONFERENCE

The Local Chapter Registration for the District Fall/Spring Conference Form, when completed, provides a list of the participants from each local chapter. The Local Chapter Registration Form is emailed to each local chapter president to be completed. Each local chapter president should email the district president a copy for meal planning. Each local chapter president is to bring three (3) copies to the conference. Instructions for the local chapter 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 chapter in the district. This packet will consist of:
  - Conference location, date, time, etc.
  - Map of the location and area, if appropriate
  - Local Chapter Registration Forms for District Fall/Spring Conference
  - Other pertinent information
- Distribution of this packet of materials with instructions to every local chapter 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 chapter 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 chapter officers and committee chairs.** 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 officers and committee chairs: President, First Vice-President/Membership/Volunteer Services Committee, Second Vice-President/Communications, Secretary, Treasurer, Historian, Legislative 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 chapter 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 eight 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 so that you can plan for a successful District Fall/Spring Conference. If there are any questions, please contact the TRTA office.**

**SUGGESTED AGENDA  
TRTA DISTRICT FALL/SPRING 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/Volunteer Services</u>		
<u>Second Vice-President/Communications</u>		
<u>Treasurer</u>		
<u>Secretary</u>		
<u>Historian</u>		
<u>Legislative</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 CHAPTER REGISTRATION  
FOR DISTRICT FALL/SPRING CONFERENCE**

**Please submit within two weeks of training conference.**

Date \_\_\_\_\_ Local Chapter Name/District \_\_\_\_\_

Location (City) of Conference \_\_\_\_\_

Local Chapter President Signature \_\_\_\_\_

**Name**

**Session**

**Phone Number**

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