



TEXAS RETIRED TEACHERS ASSOCIATION

TRTA: The Voice For All Public Education Retirees

LOCAL CHAPTER TREASURER RESOURCE GUIDE 2022-2024

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

A Timeline: For the Local Chapter Treasurer

<u>Dates</u>	<u>Materials due to the TRTA state office</u>
Monthly	Submit membership dues to TRTA Portal
Before Aug 1	Submit TR1 and TR2 Forms to Deputy Director
Before Aug 1	Submit Mandatory Bonding Form to Deputy Director
By Feb 15	Submit Scholarship/Grant Reporting Form to District Treasurer

<u>Dates</u>	<u>Materials Due at the District Level</u>
ASAP	Review the Local Chapter Treasurer Resource Guide and accomplish the Local Chapter 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
Monthly	Bank statements reconciled, signed, and dated; signed and dated a second time by a non-check signer; submit membership to TRTA Portal
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.

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Local Chapter Treasurer Suggested Activities

The TRTA Local Chapter Treasurers:

1. Responsible for TRTAPortal submissions to the TRTA office. Collect and record the receipt of dues, and forward all membership dues to TRTA monthly by either TRTAPortal or by mailing a monthly report along with local chapter check (postmarked by the last day of each month), or appoint a local chapter member to complete these duties. Send dues to the district (if required);
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 local chapter budget;
5. Complete and submit an annual mandatory bonding of a local chapter by August 1;
6. Pay all bills, as approved in the budget;
7. Keep an accurate record of the local chapter's financial transactions;
8. Prepare financial reports for regular meetings of the local chapter;
9. Provide current membership data to president and membership chair (first vice-president) regularly;
10. Attend the treasurer training session at the TRTA Convention and, if possible, attend the treasurer training session at the Spring Conference;
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.

Internal Audit Committee Report Statement

NOTE: 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 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 local chapter 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
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
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, 20XX

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, 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



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 CHAPTER 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 chapter: _____

Number of scholarships/grants awarded in the calendar year: _____

Total monetary amount awarded to all recipients in the calendar year: _____

Submitted by: _____

Local Chapter Budget

(Local Chapter Name)

(Year)

INCOME

Beginning Balance <i>(Insert date here)</i>	\$ _____
Local Dues (_____ members @ _____ local dues)	\$ _____
AMBA Yearbook Ad (Reimbursement)	\$ _____
TOTAL INCOME	\$ _____

**Line
Item**

EXPENSES

1	Officers: _____ X (6)	\$ _____
2	Committee Chairs: _____ X (#)	\$ _____
3	Mailing/Postage/Copying/Supplies	\$ _____
4	Mailbox Rental - Annual charge	\$ _____
5	Luncheon Venue - Annual charge	\$ _____
6	Door Prizes - Monthly Luncheons	\$ _____
7	Banking Supplies	\$ _____
8	Scholarships (_____ x #)	\$ _____
	State Convention:	
9	LC Delegates _____ x (#) allotment approval from state	\$ _____
10	Memorials & Honorariums	\$ _____
11	Miscellaneous	\$ _____
12	TRTF Annual Donation	\$ _____
	ESTIMATED TOTAL EXPENSES	\$ _____
	PROPOSED TOTAL BUDGET	\$ _____

SAMPLE

(Local Chapter 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 Chapter Name) President or Treasurer

Check No. _____ Date _____

Mail Reimbursement to:

Name

Mailing Address

City, State, Zip

Membership Reminders and Procedures

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. Additional payment options may be available through our member benefits partner, AMBA.

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 chapter 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 chapter.**

Membership Procedures

The membership committee chair and the local chapter treasurer work together to plan for recruiting and managing local chapter memberships. Procedures for accomplishing this important task are the responsibility of the local chapter. This partnership always results in successful membership management.

Membership in Multiple Local Chapters

Members may join more than one local chapter; however, only one local chapter may be credited with TRTA membership at the state level. Thus, the member needs to notify the TRTA Membership Department as to which local chapter 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.

Membership Payment Options

1. Annual Payment or Bank Draft—One-time payment of \$35.00 by check, credit card, money order, or bank draft.
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.

Membership Reporting Master Key

Payment Options

Members have 3 options to pay their state membership dues:

1. Annual Payment—Available to members. One time payment of \$35.00 by check, credit card, money order, or recurring annual bank draft.
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. The Membership Enrollment form/TRS 593 can be found on the TRTA website here: www.trta.org/member-resources. Both forms should be sent to the TRTA Membership Department who will then deliver the TRS forms to TRS.
3. A membership may be paid annually or by monthly installments through TRTA's approved benefit partner, AMBA, and their payment collection system. The TRTA Board of Directors and AMBA will work together on these options for TRTA members.

Use the following key to determine the membership type of an individual.

Membership Type

CM = Current monthly: pays state dues monthly by automatic TRS annuity deduction.

LM = Life Member: no state dues payment required, pays only local dues.

M = Member: pays state dues annually.

**Please note, for membership year 2022–2023, a new ANNUAL Bank Draft member type will be added.

Status

A = Active: membership is current or only recently expired

I = Inactive: membership is not current, no payment received in 2 years

NM = Non-member: some who has either never paid or hasn't paid dues in 3 or more years

Membership Renewal Calendar

Note: Renewal correspondence schedules are subject to change.

TRTA membership drive begins March 1.

Membership drive concludes on the last day of February of the following year.

TRTA membership year begins July 1 and ends June 30.

At-Large Renewal Correspondence

Email renewals begin in March and continue through April.

The first paper renewal is mailed in April/May.

Email renewals continue through June/July.

The second paper renewal is mailed in July/August.

Email renewals continue through September/February.

Local Chapter Renewal Correspondence

Local chapters are sent a clean membership report for use in collecting dues for the subsequent membership year in March.

The first paper renewal is mailed in October/November.

Email renewals begin in November and continue through February.

Statewide Spring Membership Campaign

TRTA will launch a spring membership contest among local chapters wherein the chapters are divided into brackets and compete for cash awards in two categories. This campaign will launch in March. Treasurers should stay tuned to their email for details and contest rules.

Membership Report Submission

Local chapters are encouraged to submit their first membership report to the TRTA Membership Department no later than June 1. Dues can be submitted as early as March 15 using TRTAPortal. Subsequent reports should be sent monthly. For each report by mail, 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

All other reports should be emailed to membership@trta.org. This includes members joining from at-large (when no dues are collected), deceased members, and information updates (addresses, phone numbers, and emails).

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.

Annual payment methods:

1. Renewing Members
 - a. Collect \$35.00 plus local chapter dues and place a (check mark) in the (box) on the line corresponding with the members information on the local chapter membership report.
2. New Members
 - a. Collect \$35.00 plus local chapter dues and complete the New Member form by listing the names and addresses. The New Member form will be submitted with the local chapter 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. 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 chapter. 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 chapter.

Membership Drive Basic Guidelines

The treasurer and First Vice–President/Membership/Volunteer Services Chair must work together on this task. The basic responsibility for the membership chair and membership committee is to **RETAIN** current members, **REGAIN** former members and to **RECRUIT** new members. The basic responsibility of the treasurer is to receive and deposit dues, and send membership dues to TRTA office in a timely manner. 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.

January–February

Local chapters begin planning a membership campaign to implement for the upcoming membership year. The campaign plan should include attainable goals, activities set to attain goals, and ways to measure the results and should include methods of contacting the at–large members. The goals and activities will focus on **RETAINING** current members, **REGAINING** former members who have dropped out of TRTA and the local chapter and **RECRUITING** new members. The state membership brochure will be reviewed and revised, if necessary.

March

Local chapters implement their membership campaign plans. The TRTA membership report (a computer printout of all TRTA annual active, inactive and terminated members in the local chapter) is sent to the treasurer and membership chair. The Treasurer and First Vice–President will begin ongoing review of membership data for address corrections and changes and report changes to the TRTA office. Begin submitting membership report via USPS mail or TRTAPortal and continue to do so each month.

March 1–June 30

TRTA Local Chapter Membership Incentive occurs.

July–August

Local chapter membership list should be compiled.

September–December

State office sends renewal notices. Local chapters are encouraged to continue to contact members and former members who have not renewed.

January–February

Membership dues arriving at the TRTA office **before** March 1st will be credited to the current membership year, unless otherwise noted by the treasurer. Membership dues arriving **after** March 1st will be credited on the subsequent membership year. This is done because the last day of February is the cutoff date for determining the following:

1. Number of delegates for the TRTA Convention
2. Final membership totals used to determine district and local chapter awards for the highest number and highest percentage increase
3. Final number for the “Incentive Program” (if applicable)

Relevant	RIFF Keep your efforts and programs relevant, informative, friendly and fun to maximize on retaining, regaining, and recruiting members!
Informative	
Fun	
Friendly	