

Leadership Resources

PTA Quick Reference Guide

Illinois PTA Yearbook

PTA Road to Success Course

PTA Money Matters 101 Course

PTA Money Matters 201 Course

PTA Council Course

PTA President's Course

*Robert's Rules of Order, Newly
Revised*

Local Unit/Council Bylaws

National PTA Website:

www.pta.org

Illinois PTA Website:

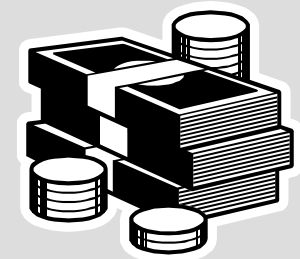
www.illinoispta.org

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PTA Money Matters 101 Course

Basic financial information
for all PTA leaders



Leadership Development Program

Leadership Development Program

Illinois
PTA[®]
everychild.one voice.[®]

PTA Money Matters 101

The PTA Money Matters 101 Course is designed to provide basic financial information to help PTA leaders.

The 2-hour class is intended to be interactive, with group exercises and discussion questions included. Each participant will receive a course booklet. In addition, if a PowerPoint presentation is given, participants will receive a printed copy of the slide-show.

Attendance at the PTA Money Matters 101 Course is one of the requirements for the Illinois PTA University Bachelor's Degree, a recognition/incentive program developed to encourage PTA leaders to take advantage of a variety of training opportunities.

Course Subject Matter

PTA Money Matters 101 covers all of the basic financial information needed to ensure a successful PTA experience.

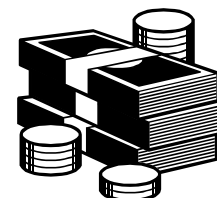
Subject matter includes:

- PTA Audit (including committee make-up, procedure for audit, and audit report);
- PTA Budget (including procedure for developing the budget, and the role of fundraising);
- PTA Accounting System (including using a voucher system, the difference between a ledger and a check register, and what should be included in the treasurer's report);
- PTA Reporting System (including how the PTA is accountable to the membership, and Federal and State requirements and regulations);
- PTA Pitfalls and Ethical Dilemmas (problems faced by PTAs relating to financial situations).

Material Included in Booklet

Included in the course booklet are the following:

- Sample Treasurer's Report
- Sample Audit Report Form
- Sample Expense Voucher
- Budget Exercise — To give participants the opportunity to create a budget



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