

## Leadership Resources

PTA Quick Reference Guide

Illinois PTA Answer Book

Illinois PTA Helping Hands

Illinois PTA Yearbook

PTA Road to Success Course

PTA Money Matters Course

PTA Council Course

PTA President's Course

ABCs of PTA Finance

PTA and the Law

*Robert's Rules of Order, Newly*

*Revised*

Local Unit/Council Bylaws

Illinois PTA  
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Springfield, IL 62705-0907

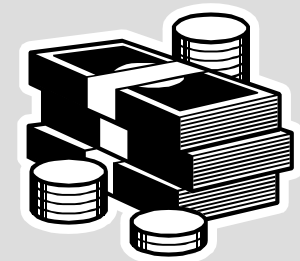
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Leadership Development Program

Leadership Development Program

## PTA Money Matters Course

Basic financial information  
for all PTA leaders



**Illinois**  
**PTA**<sup>®</sup>  
everychild.onevoice.<sup>®</sup>

## PTA Money Matters

The PTA Money Matters 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. Each participant will receive a course booklet. In addition, if a power point presentation is given, participants will receive a printed copy of the slideshow.

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

## Course Subject Matter

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

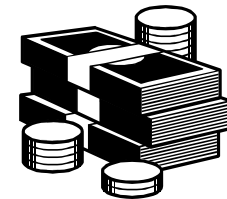
Subject matter includes:

- 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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