

Illinois PTA Money Matters 101 Course

Basic Financial Information for All PTA Leaders

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 slideshow.

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 makeup, 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 the Course Book

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



Illinois PTA Leadership Resources

Illinois PTA Bulletin

PTA Money Matters 101

PTA Council Course

Robert's Rules of Order Newly Revised

National PTA Web site: www.pta.org

PTA 101: Your Road to Success Course

PTA Money Matters 201

PTA President's Course

Illinois PTA Web Site: www.illinoispta.org

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