

TREASURER'S REPORT

Clayton School District PTO Council

November 11, 2021

Financial results through October 31, 2021:

- No surprises so far this year (see attached Statement of Activity and Budget vs. Actuals reports)
- Have received PTO Council dues from 4 of 6 school PTOs; following up with school PTO treasurers as needed
- PTO Council has \$8,514.40 in the bank as of 10/31/21

PTO Council Treasurer activities this quarter:

- **IRS reporting:** Working with school PTOs to prepare financial information needed for annual IRS reporting. The information is submitted to the Clayton School District accounting department, which checks and compiles the information before sending it to the tax preparer. As of early November, five of the six school PTOs have completed this.

(Note: As a tax-exempt organization, the PTO Council does not pay taxes. However, the PTO Council does have to report financial information to the IRS annually because it has more than \$50,000 in gross receipts per year.)

- **Amazon Business account:** Set up a non-profit business account with Amazon to enable tax-exempt online shopping. Still figuring out (with help from Meramec PTO treasurers) how to manage multiple schools, users, credit card information, and shipping addresses. If any school PTOs would like to make an online purchase with Amazon and help test this out, please contact Tanya Hayden (314-712-0392 or tanya.m.hayden@gmail.com)
- **AmazonSmile:** Sent AmazonSmile information to school PTO presidents on October 28, to be included on school PTO websites and/or in communications to parents as appropriate. When parents shop at AmazonSmile and choose to support the PTO Council, Amazon will donate 0.5% of the purchase to the PTO Council.

Other issues that have come up this year:

- **Bank account signatories:** School PTOs need to keep signatories on financial accounts up to date. People who are no longer on the executive board need to be removed from the accounts. For internal control and succession purposes, at least two board members should have access to the financial accounts, preferably the treasurer and the president.
- **Separation of duties between treasurers and presidents:** Treasurers are the only people who should be making transactions within the PTO's financial accounts. Presidents or other board members with access to those accounts should only be viewing the account information.

Clayton School District Parent Teacher Organizatio

Statement of Activity

August - October, 2021

	TOTAL
Revenue	
Amazon Smile	90.29
Contributions/Gifts	261.00
PTO Dues	2,000.00
Total Revenue	\$2,351.29
GROSS PROFIT	\$2,351.29
Expenditures	
Operational Expenses	
Quickbooks Online	690.00
Total Operational Expenses	690.00
Total Expenditures	\$690.00
NET OPERATING REVENUE	\$1,661.29
NET REVENUE	\$1,661.29

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Budget vs. Actuals: PTO COUNCIL FY22 BUDGET - FY22 P&L

August 2021 - July 2022

		TOTAL	
	ACTUAL	BUDGET	OVER BUDGET
Revenue			
Amazon Smile	90.29	350.00	-259.71
Contributions/Gifts	261.00	200.00	61.00
Corporate Matches for PTOs		500.00	-500.00
PTO Dues	2,000.00	3,000.00	-1,000.00
Spiritwear Rebates		100.00	-100.00
Total Revenue	\$2,351.29	\$4,150.00	\$ -1,798.71
GROSS PROFIT	\$2,351.29	\$4,150.00	\$ -1,798.71
Expenditures			
Corporate Matches		500.00	-500.00
Operational Expenses			
AIM Insurance		400.00	-400.00
Office Supplies		20.00	-20.00
Quickbooks Online	690.00	2,850.00	-2,160.00
Secretary of State Fees		50.00	-50.00
Tax Preparation		600.00	-600.00
Total Operational Expenses	690.00	3,920.00	-3,230.00
Program Services_Expense			
Voter Forum & Voter's Guide		40.00	-40.00
Total Program Services_Expense		40.00	-40.00
Total Expenditures	\$690.00	\$4,460.00	\$ -3,770.00
NET OPERATING REVENUE	\$1,661.29	\$ -310.00	\$1,971.29
NET REVENUE	\$1,661.29	\$ -310.00	\$1,971.29