

Quincy PTA Council

PTA News



From the President:

Dear PTA Community,

With May around the corner, the first thing that comes to mind is Staff Appreciation Week. Take this time to thank your dedicated staff for their support in your PTA. Sometimes we are guilty of forgetting that the "T" exists in our organization.

I need some opinions about the magnet calendars that Council PTA has organized every year and sold at registrations. Are you using them? Do you like the current layout or do you want something simpler or different? I would love to hear your feedback, please call me at **223-1909**. Along with that in mind, do

you have any ideas that you would like to see Council doing or supporting next year? Anyone interested in a Science Fair or Recycled Art Fair? Please call with any ideas or suggestions.

As this last month of school approaches, keep in mind to thank all of your volunteers for all of their help throughout the year, it is a good way to guarantee they will help again next year. As PTA officers change jobs, some may be moving on to other buildings, help make the transition a smooth one for all your incoming officers. Council officers are also available to help in any way. Council officers for next year

are as follows: Jill Butterfield-President, Diane Marks-1st Vice President, Julie Wort-2nd Vice President, Tami Cain-Secretary, and Jeann Morrison-Treasurer.

May 2009

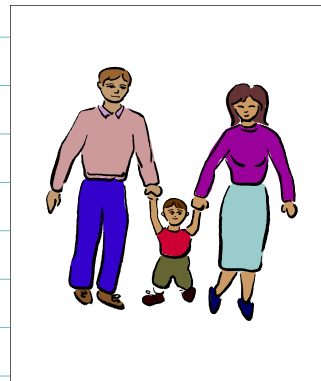
Issue 4 — 2008-09

Have a great Spring!

In PTA Friendship,

Jill Butterfield

Quincy PTA Council President



There are only two lasting bequests we can hope to give our children. One of these is roots, the other, wings. — Hodding Carter

are selfless individuals doing everything they can to help our students. Please support them by joining their ranks. They do wonderful things for our schools.

I wish all of you a happy ending to the 2008-09 school year. Thank you for your continued support of our schools.

With Quincy Pride,

Lonny Lemon
Superintendent

DATES:

May 4-8 — Staff Appreciation Wk

May 21 — PTA w/ Mr. Lemon BOE 11:30am

May 21 — PTA Council Meeting BOE 12:30pm (officer installation)

June 18 — PTA w/ Mr. Lemon BOE 11:30am (calendar meeting)

July 16 — PTA w/ Mr. Lemon BOE 11:30am

August 20 — PTA w/ Mr. Lemon BOE 11:30am

August 17-18 — Teacher Institute

August 19 — 1/2 Day of School

August 20 —First Full Day School

Superintendent Says:

Hello! By the time your read this, I hope Spring has FINALLY arrived! Mother Nature has given us short glimpses of nice weather, but it would be great to have some continued spring days before summer hits us in full strength.

The school year has flown by! Prom is here and graduation for the class of 2009 is not far away. (I'm sure the seniors beg to differ!) Already, many of our school staff is making plans for next year. I look forward to the blooming of the dogwood and red bud trees. Hopefully, the beauty they bring to our fair city will lift our spirits in these scary economic times. We all need it.

I would be remiss to not admit that the past two months have been difficult for the admini-

stration and school board. None of us takes pleasure in budget reductions. Hopefully, the tough cuts we have made will be the end of it, and we will not face more next year. The citizens of the United States of America have faced many obstacles throughout our proud history and always we have prevailed; let us hope we will again in the very short future.

Throughout it all, the spirit of service has prevailed. In many cases, volunteerism has actually risen in these tough times. More people are hurting, so the need to help is even greater. Organizations like the PTA are so crucial for our schools in these tough times. Each month I am amazed when I meet with the PTA leadership. They truly

Visit these

Websites

www.qps.org

www.illinoispta.org

www.pta.org



Quincy PTA Council

1444 Maine Street
Quincy, IL 62301



Quincy PTA Council Officers

2009-2010 School Year

Jill Butterfield — President

Diane Marks — 1st Vice President

Julie Wort — 2nd Vice President

Tami Cain — Secretary

Jeann Morrison — Treasurer

The Quincy PTA Council is a resource for the local PTAs in this area. The Council is here to help the local units network together. It is the direct connection to the State PTA. Any questions or concerns at the local level can be answered at the Council level.

PTA Mission:

A powerful voice for all children,
A relevant resource for families and communities, and
A strong advocate for the education and well-being for every child.

The Audit: End of Year Financial Tasks



It's hard to believe that the school year is almost over. One of the tasks that must be completed at the end of a PTA's fiscal year (or whenever you switch treasurers) is the PTA audit.

Like many financial matters, this must be done to help protect the PTA and everyone who has access to PTA funds. The purpose of the audit is to verify the accuracy of the financial records of the PTA and to assure the membership that the PTA's funds were managed in a businesslike manner and use appropriately.

The audit committee should be formed based on the PTA unit's bylaws. No one who signs checks may be on the audit committee.

To start an audit, the books should be closed and no funds should be withdrawn unless it is for an emergency. Funds should continue to be deposited. The audit should take place as soon as possible after the books are closed.

When the audit committee meets, it should go through the following steps:

Start the audit with the records posted after the last audit. Check to see if the amount shown on the bank statement

corresponds to the starting balance recorded in the checkbook and ledger.

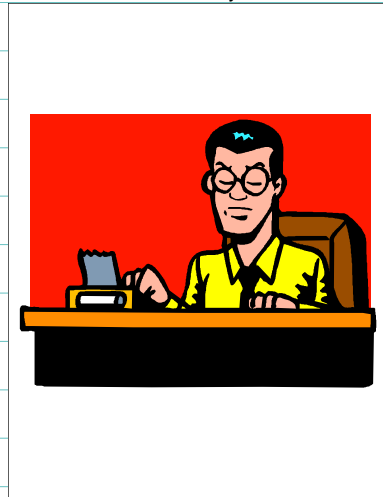
Do a sample test of transactions. The size of this sample should be based on the size of the organization. If mistakes are found, the sample should be broadened to take in more transactions. At some point, it may be deemed necessary to audit all transactions of a PTA.

All of the PTAs in Quincy should be looking at all transactions. The local units are small enough to warrant this procedure.

On the disk of information that was distributed with the President's Packet, there should be a form for doing an audit.

If there are any questions regarding the audit, please contact the PTA Council President or Treasurer.

The audit report must be officially adopted by the PTA at the first meeting of the next school year, before the budget is approved. The audit information will need to be available for filing the IRS 990. This report is usually due for PTAs on November 15. Remember, all 501(c)(3)s need to file a 990 no matter how much gross receipts were for the year.



The audit report must be included in a completed annual report covering the PTA's entire fiscal year.

Hopefully this helps the planning for next year. Audit reports done in a timely manner can make the budget process for the following year much easier.

—excerpts from Bruce Boren, Illinois PTA Treasurer, Illinois PTA Bulletin, Spring 2009 Issue

PTAs Fiscal Year
July 1—June 30

