

Un-remitted funds discovered after year-end?

How are un-remitted funds discovered?

1. In preparing the annual financial report after the end of the fiscal year, the treasurer discovers membership money for which per capita was not forwarded.
2. The auditor receives information for the year-end audit from the secretary, financial secretary or the membership vice president/chairman and finds a discrepancy when comparing it to monies forwarded.
3. A check that was remitted to the council/district is found to be outstanding (lost in the mail or never cashed).
4. As a council/district treasurer reviews the financial statements of a unit or council, he/she sees that some “monies not belonging to the unit”(or council) were not remitted.



How do these situations get handled?

Since un-remitted funds are generally per capita and “monies not belonging to the unit,” that money must be forwarded even though it is late and the reporting period or membership year has ended.

Upon discovery of the error, write the necessary check promptly and forward through channels with a written explanation for the oversight on the *Remittance Form*.

The year-end financial report, the audit and the current treasurer’s report should clearly reflect and explain the correction.

How can a PTA avoid these situations?

All membership dues received at any level of PTA should be recorded in every financial report (monthly treasurer’s reports, financial secretary’s reports, annual financial reports, budget-to-actual reports throughout the year) and should be separated into “monies belonging to the unit” and “monies not belonging to the unit.”

The membership vice president/chairman should report at every meeting and reconcile the membership records with the records of the financial officers on a monthly basis.