

Instructions to PTA units for making payments to Glendale Council PTA

QUICK INSTRUCTIONS

1. go to www.glendalepta.org
 2. click on Forms >click on Financial >click on Remittance Form
 3. complete form
 4. write check, obtain two signatures, and put check # on form
 5. save as a document for your records
 6. print form, attach check, and turn in to Council
-

DETAILED INSTRUCTIONS

1. Go to the Council website at www.glendalepta.org.
2. In the green bar on the left side of the home page, click on the heading “**Forms.**” Then scroll down to the heading “**Financial**” and click on “**Remittance Form.**”

The remittance form is an Excel document with two tabs (found at the bottom). The first tab “**Reg Remittance**” is for all remittances EXCEPT for membership dues. The second tab, “**Membership Remit**” is for membership dues only.

3. Complete the sections shaded in grey.

“Unit” is the name of your PTA (or name of school). You can complete the top portion and save, and use that as your template to avoid having to complete Unit and contact information each time. **This form is subject to periodic updates. Make sure you are using the current version.** The revision date appears on the top right of the form, and Presidents will be notified of each update in the e-bulletin.

The document is embedded with formulas to avoid mathematical errors. These cells are marked with a small green triangle in the upper left corner. For example, if you are making a payment for 2 persons to the Administrator’s Luncheon (\$12 each), when you enter “2” in “QTY,” \$24 will automatically appear in the corresponding “AMOUNT” cell.

If, at the same time, you were to be making a \$75 payment for the Council Operating Contribution, you will find the total amount (\$99) automatically appear in the box at the bottom of the “AMOUNT” column.

4. Complete a line for each item you are paying for at this time, and **fill in your check number** at the bottom, next to the total amount.

Please do not make separate checks for each line item. However, Membership Dues must be paid by separate check, using the Membership Remittance form.

5. It is recommended that you **save your completed document** before printing it by naming it using the check # for example:

Remit2435, for check #2435

RemitMem2436, for a membership dues payment, with check #2436

6. Print the completed form, attach it to your check, and turn it in to Council.

If your document doesn't print on one page, do the following:

1. Open and complete the form.
 2. Select "print."
 3. Select "page setup."
 4. Select "fit to 1 page."
 5. Select "print."
-

ADDITIONAL INFORMATION

Receipts

Though you need to attach receipts for payments to vendors and for reimbursements to officers of your PTA, you do not need a receipt for payments to Council.

Payment Authorization Forms

Do prepare a payment authorization form, as for all payments. Keep this in your treasurer's records for your audit.

Warrant Statements and Pre-Approvals

Payments to Council should be included on warrant statements ratified or approved by your Association, but bills paid to Council do not need approval prior to payment. In other words, if your unit has collected dues for 75 members, you do not need to wait for an Association meeting to approve writing a check to Council for those dues, nor for any other mandatory bills to Council. Payments for discretionary items, such as Convention or Founders Day Freewill Donations, should have prior approval from the Association.

When, Where, and How to Turn in Payments to Council

Usually Presidents will bring payments to the monthly Council meetings, but payments can be made any time.

Checks can be sent via **District mail** to the Glendale Council PTA office located at the Board of Education on Jackson Street.

If you have missed a deadline, please contact the Council Treasurer, and offer to personally deliver your check to Treasurer or Membership Chairperson.

Hint: At each of your PTA meetings, take a moment to look at the due dates on the Financial Calendar from Council, and the date of the next Council meeting. As needed, prepare payment authorization forms, write checks, and obtain officers' signatures before the conclusion of your meeting. At home, prepare and print the remittance form, and make sure your President has it all in time for the next Council meeting. This makes it easy to pay bills to Council on time! **Your efforts are greatly appreciated. Thank you!**