

# PTA Accounting Guidelines For TOTEM Transactions

## I. PTA/PTSA Units Guidelines

### Reconciling your monthly bank statement:

1. Start with the 'Payouts' report. This will show you the amount transferred to your bank account. Print this report monthly for the month ending the closing day of your bank statement.
2. Compare your 'Payouts' report and the bank statement to ensure that the amount(s) on the report are the same as the deposit(s) shown on the bank statement as 'ACH Deposit TOTEM Membership'. If the deposit has not been received by the bank prior to closing date, use the 'Payouts' report to reconcile the next month's bank statement.
3. Attach a copy of the 'Payouts' report to the bank reconciliation report as support for those deposit entries in your bank account.

### PTA Accounting Entries:

#### A. Unit Membership Dues received through TOTEM:

1. In your accounting program you should establish a new income account titled 'TOTEM Membership Dues'.
2. Start with the TOTEM Payments Report for the period ending on the closing date of your monthly bank statement. You must record as 'TOTEM Membership Dues' the amounts shown in the column labeled 'Net Memberships' as of the day(s) that those amounts were received by your bank (look at the bank statement). If you use PTAEZ to do your accounting, record them by 'Write New Receipt' of 'TOTEM Membership Dues' received as 'cash'.
3. **Note:** Do not make any accounting entry regarding the 'Totem Membership Fee' appearing in a column of the Payments Report. That is not a fee attributable to your PTA/PTSA.

#### B. Donations received through TOTEM:

1. In your accounting program you should establish a new expense account titled 'Donation Collection Fee'.
2. Start with the TOTEM Payments Report for the period ending on the closing date of your monthly bank statement.
  - a. You must record as 'Donation' income the amounts shown in the column labeled 'Donation' as of the day(s) that those amounts were received by your bank (look at the bank statement).
  - b. You must record as 'Donation Collection Fee' the amounts shown in the column labeled 'Totem Donation Fee' as of the day(s) that the Donations were

received by your bank (look at the bank statement).

c. If you use PTAEZ to do your accounting, record the transaction by 'Write New Receipt' of two categories, 'Donations' (from column 'Donation') and 'Donation Collection Fee' (from column TOTEM Donation Fee'). The 'Cash' receipt will be the net of the Donation and the Fee.

C. The 'pass-through' portions of the TOTEM transactions that are remitted directly to Council, District, State, and National PTAs do not appear on the Totem Cash Flow or Payments Reports and you should not make accounting entries relating to those amounts for memberships coming through the TOTEM system!

## **II. Council and District PTAs Guidelines**

1. In your accounting program you should establish a new income account titled 'TOTEM Membership Dues'.
2. Start with the TOTEM 'Payouts' Report for the period ending on the closing date of your monthly bank statement. You must record as 'TOTEM Membership Dues' the amounts shown in the report as of the day(s) that those amounts were received by your bank (look at the bank statement). If you use PTAEZ to do your accounting, record them by 'Write New Receipt' of 'TOTEM Membership Dues' received as 'cash'.
3. The 'pass-through' portions of the TOTEM transactions that are remitted directly to Council, District, State, and National PTAs do not appear on the Payouts Report and you should not make accounting entries relating to those amounts for memberships coming through the TOTEM system!