

MNPTA eCommerce Best Practices

PTAs units may adopt the use of online banking systems by Executive Board decisions including, but not limited to, online banking with their primary banking provider, online payment processors, and/or online accounting tools such as quickbooks. PTA officers that register for online access must provide access to one other executive member in the PTA, preferably the president.

The following ++ are requirements that should be included in any Standing Rules adopted by your unit. They are consistent with non-profit laws and best practices. Also, check with the Insurance Company which holds the local PTA unit policy to assurance compliance.

++PTAs must have a bank account. Funds should be deposited in a timely manner.

++If a PTA switches banks, they must open the new account prior to closing and obtaining funds from the old account.

++Online accounts can only be opened and managed by the Executive Officers (President, Vice President, Secretary, and Treasurer)

++PTA accounts cannot link to any individual accounts.

++The PTA must include the corresponding language in their standing rules or adopt a separate eCommerce policy. PTAs adopting this language as a separate policy should note that all standalone policies must be reviewed and adopted annually as positions change and new account holders are added to existing online services.

Online Statement Review

Banking and credit card statements may be reviewed online. A non-signer must review a copy of the statement to be signed, either on paper or electronically, and given to the Treasurer. *Most insurance companies require this step in order to be eligible for any possible fraud claims.

Use of Credit/Debit Cards

- Cards are issued to the PTA unit. Authorized signers should be the same as the signers on the bank account. The cards should remain in the possession of the Treasurer.
- Prior to use of the credit or debit card, a funds request should be completed and submitted. Following the purchase, the itemized receipt should be given to the Treasurer and attached to the funds request.
- A change in signer on the checking account will require a change in signer on the credit card and a financial reconciliation shall be performed. This also applies when fraud or misuse of the card has been discovered.
 - Credit/Debit Cards are not to be used for recurring payments or fund transfers.
 - The credit limit should not exceed half of the income of the budget year.
 - No cash transactions will be allowed (ATM, cash back, etc.)
 - If card is lost or stolen, the account must be reconciled.

Online Account Access

The password for online accounts should be changed at least once a year, when there is a change in signer or when there is a financial reconciliation.

The PTA needs to determine who has online access to the account. The Treasurer and President should have full access, and if possible, the additional authorized signers and a designated non-signer bank statement reviewer should have read-only access.

Accepting Payment by Credit Card and Online Payment Collection

- The third-party processing company, such as WePay, PayPal, On-line Stores, etc., account must be in the PTA's name.
- Third-party processing company statements must be clear with details and accessible on a real-time basis. The PTA must have immediate access to know who has paid, the purpose of the payments, and the expected cash transfer amount.
- The third-party processing company must be Certified Compliant with the Payment Card Industry Data Security Standards (PCI DSS). Use the Discover, MasterCard, and Visa lists of Compliant Service Providers as a reference before the PTA signs the agreement.
- Third-party deposits are processed the same as a traditional bank deposit and require the same documentation.
- Associated fees are budgeted as an expense line item and reported on the financial report.
- The PTA will not swipe or store transactions for later settlement.

Disputes

- Only the PTA Treasurer may confirm a refund to the customer. Confirming a refund requires the same approval and documentation as required for a request for a check to be issued for disbursement.
- The authorized refund must be recorded in the check registry prior to withdrawal.
- The third-party processing company must provide the PTA guidance on challenging a disputed payment.
- Any challenge of payment must be responded to promptly and accurately.
- If merchandise has not already been provided, goods and services will be withheld until the dispute is cleared.
- If the dispute is not resolved favorably, treat this action in the same manner as a non-sufficient funds check.

For clarification please email our office at mnpta@mnpta.org