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