A PTA Leader, by virtue of assumed role or assigned responsibility, inspires and influences people to accomplish organizational goals. PTA Leaders motivate people both inside and outside the Association to pursue actions, focus thinking, and shape decisions for the greater good of the Association. These occur through leadership—the process of influencing people by providing purpose, direction, and motivation to accomplish the mission and improve the Association.
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Welcome to the PTA,

Here it is – your PTA Survival Kit!

Inside are the most important materials you’ll need for your new position.

Keep this booklet handy throughout the year. Take it to meetings. Re-read it, as necessary. If you don’t find the information you need here or in your Bylaws, go to the California State PTA Online Toolkit – at toolkit.capta.org. If you can’t find it there or you’re still unsure, contact the Council. We’re here to help.

You’re now part of the oldest and largest child advocacy group in the United States – five million members strong!

Although we’re a national organization, the key to PTA is the unit level – and that’s You! You and your board are the heart of PTA because you directly impact the children, parents and teachers at your school.

PTA board members also learn how to run an organization -- financial management, event planning, team-building and yes – Robert’s Rules of Order! These leadership and organizational skills will benefit you for years to come.

Take advantage of all the training and resources we have to offer here at the Council to make your year go smoothly! We’re located in the Harold J. Ballard Parent Center in Old Town – come and visit us often. Office hours are posted on our website. (www.sdcouncilpta.org)

I look forward to meeting each and every one of you. Have a fantastic year!

Holly Wright
Holly Wright, President 2021-23
San Diego Unified Council of PTAs
Section 1:
What All PTA Executive Board Officers Need to Know

Welcome on board to your Executive Board. You have now joined the largest volunteer agency for the welfare of our children. Your job for the next year is to run a mini-business. You are all in this together – this is everyone’s job.

Think of it as mini, in the sense that the overall income will usually be under $50,000 indeed most PTAs run under $25,000. Almost all rules below apply to any Non-Profit; they are not unique to the PTA.

Think of it as a business, because that is exactly what it is. So, all the rules and regulations that we at the Council PTA present you with are the rules and regulations that all Non-Profits have to follow. We are here to keep your PTA in Good Standing, so that you can continue with the business of supporting your students on a daily basis.

Rosters – We, at the Council, the District, the State and the National PTA, need to know who you are. It is an IRS requirement. None of the information is ever released to an outside agency. Your data is safe. Rosters are due May 1 each year. If your unit has not filled all the positions, send in what you have. If your unit has not had elections, then let us know so we can help. The PTA uses this information to update the State of California business records for your small business.

Elections – for officers are yearly and take place in March or early April. Check your Bylaws for the election meeting month. Everyone must stand for election each year. One person may serve in an office for two (2) years in a row. You cannot serve for three (3) consecutive years. This practice ensures that leadership development is part of your PTA mission.

Membership – to keep Good Standing and Non-Profit status, a PTA needs to have a list of its members. Keep the membership rolls for three years. Send a copy of your membership list to Council for safe keeping. Send the Council PTA the Annual Historian Report at the end of the year (think volunteer hours). There is no upper limit to membership and membership is open to all parents, students, teacher, relatives, and community members.

Minutes – as a Non-Profit and a membership driven group, accurate minutes need to be kept on what activities a PTA has approved. Membership enrollment numbers are entered in the minutes of the Executive Board each month. Keep the minutes in a bound book and keep your PTA minutes forever. We suggest using the Blue PTA Secretary book, available at our office or on-line from the PTA store.

Financial Data – in order to keep your business on track, we, at the Council, keep a record of your financial data. Here is a list of what we need – Proposed Budget at the beginning of the year, Mid-Year Audit report, Year-End Audit report, Year End Financial Report. These items should also be entered in your Secretary Book as part of an Executive or Association Meeting minutes. Keep your financial data for 7 years.

Workers Compensation Reports are due at the end of the calendar year even if no one was hired or paid for service. This is part of keeping our insurance premiums as a very reasonable rate.
Taxes – All Non-Profits must file taxes no matter how small their income. If any Non-Profit goes 3 years without filing taxes, it will be shut down – not by the PTA but by the IRS. Provide the Council a copy of your return. We will send out reminders to file your returns for State and Federal. Copies of tax returns should also be entered in the Secretary Book as part of an Executive or Association Meeting minutes. File your taxes as soon as you can after your Year-End Audit.

RRF-1 Report - All California charitable organizations must file an annual report with the California Attorney General. This form is called RRF or Registration Renewal Fee Report. This report is due the same date as tax returns. Failure to submit this report annually may result in the loss of tax exempt status and an assessment of a minimum tax of $800 plus fines. See the page on RRF for information on filing.

Audits – Audits will provide you with the accurate information to file your tax return. Audits make sure that the minutes and the accounting books match. All Audits Reports should also be entered in the Secretary Book as part of an Executive or Association Meeting minutes. A PTA should be performing a mid-year audit and a year-end audit. The audit is performed by the elected Auditor or can be performed by an appointed Association Member of the PTA, or by Committee. If you do not have an Auditor, the Council will help you perform your audit or we can do the audit for you.

Membership Dues – all Membership dues not belonging to the unit are sent to the Council monthly. For each member, forward $5.75 to our Council. The membership year for the State starts July 1 and runs through June 30. If it does not coincide with your PTA financial year, don’t worry, it doesn’t have to. Your PTA does not need to approve the writing of the checks to our Council to send in your dues. This money does not belong to your PTA, so it does not need authorization. Use the Cash Verification Form for processing membership and the Unit Remittance Form to send on the dues.

Insurance – California State PTA negotiates insurance to cover PTA approved activities. It is a bargain. The insurance payment is sent to the Council and we forward it on. Because the PTA is large this insurance comes to each unit at a very reasonable rate and is one of the perks of being a PTA. For any activities not covered by our basic insurance, your unit can add coverage by simply picking up the phone and talking to Knight Insurance.

Council Assessment – This yearly assessment of $50.00 was voted on by the Unit Presidents of the San Diego Unified Council of PTAs. What do you get? Council PTA support for your unit with training, and individual help when you need it.

Remember these rules are not here to keep you from doing business. These rules are here to help you to be a successful Non-Profit.

If your PTA needs help, just call us at (619) 297-7821 or email us at info@sdcouncilpta.org and we will get back to you as soon as possible.

The San Diego Unified Council of PTAs represents you and your members.
Duties of all Officers and Chairmen

The responsibilities of Officers and Chairmen is to ensure a successful term of office. Certain responsibilities begin as soon as officers are elected. Responsibilities of Chairmen begin when appointed by the President. The Standing Rules in the Bylaws define the Standing Committees—committees which operate all year long. Chairmen of Standing Committees count toward quorum at Executive Board meetings.

All board members and chairmen are expected to:

- Accept office or position only when willing to fulfill the responsibilities of the office
- Uphold the policies and procedures of the State and National PTA
- Study and follow unit Bylaws and standing rules
- Attend and participate in meetings
- Study the budget and financial reports
- Read the minutes for accuracy
- Be ready to report at meetings or prepare a written report
- Abide by the will of the majority
- Respect the privacy of the business of the Executive Board
- Protect members’ privacy by allowing no distribution of membership lists to outside interests
- Meet due dates and fulfill assignments promptly
- Give accurate and detailed account of all monies entrusted to them
- Delegate instead of doing everything
- Develop and strengthen leadership
- Attend conferences, workshops and conventions
- Maintain a procedure book to pass on to one’s successor
- Resign if unable to perform the required duties of the office.

The California State PTA does not recognize co-officers. “Co-officer” implies two people of equal rank sharing one position. In PTA, only one name may be listed for each office, and only one individual may vote. Bylaws may be amended to include additional officers to share the workload.

Executive Board Duties

- Attend all meetings
- Understand the PTA organization
- Protect assets of the Association
- Transact business as directed by the Association and business between Association meetings
- Pay bills
- Create committees
- Fill vacancies in the Executive Board by election during an Executive Board Meeting
- Present reports to the Association
- Understand and question financial reports at Executive Board and Association meetings.
Executive Board Checklist

A Checklist is always helpful in completing the tasks for the year. Check each off as you complete them. The business of the board is everyone’s business.

Track your progress!

President or Unit Representative Attends Council PTA Association Meetings at our Old Town Location:

- September 27, 2021  Council PTA adopts budget
- November 15, 2021  Worker’s Comp Report recap
- January 24, 2022  Council PTA elects Nominating Committee (odd years)
- March 21, 2022  Council PTA Officer Election for the next term (odd years)
- May 23, 2022  Council PTA Founders Day Celebration Meeting

These items are due to Council on or before these due dates:

- Sept 15  Annual Financial Report for 2020-21 (copy)
- Sept 15  Year-End Audit for 2020-21 (copy)
- Sept 30  Unit Adopted Budget for 2021-22 (copy)
- Oct 8  Remit Membership Dues to qualify for State Award
- Nov 1  Remit Membership Dues to stay in Good Standing
- Nov 1  Workers’ Compensation Annual Payroll Report due for all units
- Nov 1  Remit Insurance Premium
- Nov 1  Remit Council Assessment of $50
- Nov 15  Deadline to file taxes for fiscal year July 1 – June 30. (copy)
  Send to Council copies of Federal 990, State 199 and RRF-1
- Dec 15  Deadline to file taxes for fiscal year August 1 – July 31. (copy)
  Send to Council copies of Federal 990, State 199 and RRF-1
- Mar 15  Mid-Year Audit 2021-22 (copy)
- May 1  Roster of Unit Officers for the 2019-20 Fiscal year
- May 1  Unit Annual Report of Volunteer Hours
- Jun 19  Last day to remit Membership Dues for 2021-22
- Treasurer sends membership monthly.

The due dates for Unit PTA business:
- September: Due to Council - Annual Financial Report, Year-End Audit, Adopted Budget
- November: Due to Council - Insurance, Assessment, Membership Dues; File taxes.
- March: Due to Council - Mid-Year Audit
- May: Due to Council - Roster of Officers for the following year, Historian Annual Report
Know your Bylaws

Bylaws are a document that tells you how the PTA runs the PTA business.

The Bylaws do not tell you what fundraisers to run, or what programs to bring to your school. The members of the PTA decide that. The Bylaws tell you how the business is done, when the meetings are held, how much are the dues for your PTA, who are your officers.

The Bylaws are broken up into sections, called Articles. Specific Articles will give you the needed information. Fill in the following Bylaws-Quick Check form for a quick reference to your Bylaws.

**Association Meetings:** Most Units have between 3 to 5 meetings a year, but some meet monthly and some only twice a year.

**Audits:** Audits are required twice a year and are presented at the next convenient Association Meeting.

**ID numbers:** Units will have a PTA identification number as well as Federal and State Tax ID numbers and a Charitable Trust number for government filings.

**Elections:** the election month is determined by the Association meetings and will typically be in March or April. All officers must run for office each year.

**Executive Board Officers:** the elected officers of the Executive Board are defined in the Bylaws.

**Fiscal Year:** the fiscal year for the California State PTA is July 1 thru June 30, but units will have fiscal years which coincide with the school year although many of them run the same time as the State PTA.

**Membership Dues:** membership dues are specified. $5.75 goes to Council, District, State and National as collected on a monthly basis. The rest stays with the PTA.

**Nominating Committee:** The size of the nominating committee is determined by the Bylaws and in the same section, the report date is called out. The Nominating Committee needs to be elected at an Association meeting that falls at least two months before the election date.

**PTA Name:** The Legal PTA unit name is the first item of the Articles and is on the cover of your Bylaws.

**Quorum:** Quorums for all meeting are defined in the Bylaws. This is the minimum number of members needed to conduct business (as in vote).

**Special Meetings:** Special Meetings can be called by any member of the Association using the rules of Article VII. Association Meetings.

**Standing Committees:** Along with officers some committees operate year round and are counted in the Executive Board quorum. These committees are listed in the Standing Rules. (last pages)

**Vice-Presidents:** The number and official position of the vice presidents is listed in Article VI.

**Unbudgeted spending between Association Meetings:** The Executive Board has the authority to spend money not budgeted between meetings up to an amount specified in the Bylaws. This action may be ratified at the next Association meeting (or the Association may vote against it, so be careful).
Types of PTA Meetings

There are three types of PTA meetings. Each meeting has assigned functions and authority. Association and Executive Board meetings produce minutes which are entered into the Secretary Book, committee minutes are not entered into the Secretary Book but the final committee report is entered.

**Association Meetings** – our meetings are these days ___________________

The Association consists of all the members of your PTA. Associations usually meet three to four times a year. The Association is the voting body for all action taken, including adopting Bylaws, adopting the programs and the budget for the year, electing the Nominating Committee, officers and state convention delegates and approving all contracts and expenditures.

**Executive Board Meetings** – our meetings are on ___________________

The Executive Board consists of the elected and appointed officers, the principal, the teacher representative and the committee chairmen. The Executive Board meets monthly to transact the necessary business between Association meeting. The Executive Board is responsible for accepting and studying recommendations to be presented to the Association for approval. The Bylaws and California State PTA Toolkit detail the Executive Board’s responsibilities.

Guests may be invited to attend an Executive Board meeting as well as an Association meeting. The President grants a courtesy seat to the guests present. A guest may bring information to share with the group. However, guests do not participate in the discussion or voting and should leave after their information is relayed.

**Minutes** – presented every meeting

Each PTA group should preserve their activities by recording minutes and they must be approved by the group that attended the meetings. The minutes can be filed by date. Only the Association can approve Association meetings. Only the Executive Board can approve Executive Board meetings. The Executive Board meeting cannot be combined with the Association meeting.

**Committee Meetings**

A committee may be a standing committee with regular ongoing responsibilities during the PTA year or a special committee organized for a short-term activity only. An example of a standing committee is a Communications Committee which operates all year long. An example of a special committee is a Dance Committee which operates only for the time it takes to organize and run a dance. Committees are where the major work of the PTA is done. Committees make recommendations to the Executive Board concerning their assigned activity and report to the Executive Board at the monthly meeting while this committee is active.

**Committee Reports**

Each committee produces a Committee Report which specifies what the Committee has agreed to do, how much money is being spent or made; and how many Volunteer Hours occurred during the event and planning.
Executive Board Meeting Worksheet

Fill this page out at your first Executive Board Meeting

The President must hold monthly meetings of the Executive Board. To hold a meeting, the President must send out an email or make calls to all officers and chairmen reminding them of the meeting 10 days in advance. The meetings should all be scheduled at the beginning of the school year. If you meet on the first Tuesday of the month, then you are fine unless there is a holiday or something else interferes.

The President must make an agenda for the Executive Board and Association meetings. The officers and chairmen must tell the President what they wish to have on the agenda.

Quorum is the number of members needed to conduct business for the Executive Board or the Associations. The members who make up quorum are all elected board members, Principal, Teacher Representative and all Standing Committee Members. Check your Bylaws.

Executive Board Quorum is ____ officers. Association Quorum is ______ members.

Monthly Meeting Schedule: List the days of all the meetings. Meetings never get cancelled.

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Time</th>
<th>Month</th>
<th>Day</th>
<th>Time</th>
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<td>December</td>
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<td>June</td>
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</table>

Association Meeting Schedule – Association meetings are created and listed for the year and never cancelled. Our Association Meeting schedule is:

_________, __________, __________, __________, __________ at _____[am/pm]

Elections are held each year, even if some officers are running for election again. An officer may only serve 2 years in the same office.

Officer elections take place on _______________[month & day]. Check Bylaws.

Nominating Committee Elections take place at the _______________[month]Association meeting.

Our elected officers are:

<table>
<thead>
<tr>
<th>President</th>
<th>Secretary</th>
<th>Treasurer</th>
<th>Historian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditor</td>
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</tr>
</tbody>
</table>

Our Standing Committee Chairman are (all year long committees as defined in the Bylaws):
All Board Officers should know how to

**Run a meeting**

*All meeting dates are defined in the Bylaws.*

**Call the meeting - a technical term for announcing the meeting.**

- The president is responsible for announcing all meetings.
- Most meetings must be called 10 days in advance.
- Association meetings for Elections and Adoption of Bylaws must be called 28 days in advance.
- For an Executive Board Meeting the President can call, text or email all the Executive Board members to announce the meeting.
- For an Association Meeting the President should use all social media to announce the meeting: Website, email, flyers home with the students, robocall from the school on behalf of the PTA and calling members who do not have access to any of the above.
- Even though the meeting is announced in advance, send reminders closer to the day of the meeting.

**Make an Agenda. The President must provide an agenda.**

- Every meeting must have an agenda. Agendas are simple, a list of things to discuss. All agendas have: Call to Order, Presentation of Minutes, Presentation of Finance, Membership Report, Adjournment.
- Audits are usually on the Agenda twice a year.
- Elections are usually on the Agenda twice a year (see Election Are Yearly!)
- Budgets are on the agenda at the beginning of the year and whenever the budget is altered.

**Start the meeting on time. Never cancel at the last minute.**

- If the President cannot attend, the Vice President can run the meeting.
- If the Secretary cannot attend, the president appoints a Secretary Pro-Tempore (a secretary for that meeting)
- If the Treasurer cannot attend, the Treasurer report can still be presented.
- Your Executive Board members should be committed to showing up for 10-12 Executive Board meetings a year.

**The Secretary must provide the minutes from the previous meeting.**

- Executive Board meeting minutes are approved at Executive Board meetings.
- Association Meeting minutes are approved at Association Meetings.
- Minutes should be typed up and circulated as soon as possible to check for inaccuracy. Minutes should be given to the President and Executive Board within 5 days of any meeting.

**The Treasurer must provide a financial report for the past month.**

- Executive Board *Financial Reports* may run from the beginning to the end of the month, from mid-month to mid-month or some other specified time depending on when your Executive Board Meetings take place.
- Association Meeting *Financial Reports* run from the last meeting until the current meeting.
- The Treasurer report is always presented even if the Treasurer cannot attend the meeting.

The following pages lay out what Agendas, Minutes and Financial Reports look like.
Sample Meeting Announcement

PTA Association Meeting
All Members and Guests are welcome.
Anyone can join the PTA.

When:
Time:
Where:

Agenda: Approve Minutes
Financial Report
Approve Events

Junta de la Asociación General de la PTA

Todos los miembros y visitantes estan invitados.
Todos pueden ser miembros de la PTA

Fecha:
Hora:
Lugar:

Agenda: Aprobación de las Actas
Informe Financiero
Aprobar Eventos
Sample Agenda

[legal name of PTA]

[Address of unit]

[Executive Board or Association] Meeting Agenda / Agenda de la Junta [Ejecutivo o de la Asociacion]

Date of meeting / fecha de la reunión

I. Call to Order / Inicio [president name]

II. Approval of Minutes
   Aprobación de las Actas [secretary name]

III. Financial Report / Informe Financiero
   Ratification of Checks / Ratificación de cheques escritos [treasurer name]

IV. Budget / Presupuesto [treasurer name]

V. Audit/Auditoria [auditor name]

VI. President’s Report / Informe de Presidente [president name]

VII. Principal Report / Informe de Director [principal name]

VIII. Officer Reports / Informes de Oficial
   Vice-President / Vicepresidente
   Historian / Historiador
   Auditor / Auditor

IX. Committee Reports / Informes de los comités
   Membership / Membresia
   Committee 1 / Comité 1
   Committee 2 / Comité 2

X. Unfinished Business / Incoclusos

XI. New Business / Asuntos nuevo

XII. Adjourn / Cierre

Announcements/Anuncios

Elections would take place under New Business.

Next Executive Board Meetings/ Proxima Junta de Ejecutiva List next 2 meetings

Next Association Meeting – [example: Wednesday, June 1, 2019]
Proxima Junta de la Asociación General -- [miércoles de 1 de junio, de 2019]

List upcoming PTA events and dates (example)/ Enumerar los próximos eventos y fechas de la PTA (ejemplo)
Kindergarten Dance – Friday March 7, 2019 / Baile de Kinder – Viernes, 7 de Marzo de 2019

List any upcoming Council PTA and District PTA events relevant to your PTA
Enumere cualquier evento próximo de PTA del Consejo y del Distrito PTA relevante a su PTA
Sample PTA Agenda for an Association Meeting with President’s Script

I. CALL TO ORDER  
(Begin on time!)  
The President stands, raps gavel once and calls the meeting to order.  
President: “The meeting will please come to order.”

II. OPENING CEREMONIES (optional) – Pledge of Allegiance or other.  
President: “________ will lead us in the Pledge of Allegiance. Will you please stand.”

III. READING/APPROVAL OF MINUTES - NO MOTION NEEDED  
(allow 3 minutes)  
You have several ways to approve the minutes at an Association meeting.  
- Secretary can read minutes  
- Printed minutes can be distributed with agenda.  
If the Secretary reads the minutes  
President: “The Secretary will read the minutes of the meeting”.  
The Secretary stands, addresses chair and reads minutes.  
Secretary: “Are there any corrections?” (Omissions and additions are also corrections.)  
Or (with approval of group) the minutes may be assigned to a committee for approval or correction.  
“The minutes stand approved as read/printed,”  
or “The minutes stand approved as corrected.”

IV. FINANCIAL REPORTS - NO MOTION NEEDED  
(allow 5 minutes)  
(Treasurer, Financial Secretary, Budget & Finance Chairs)  
President: “________ will present the Treasurer’s report.”  
Treasurer: presents the report  
President: “You have heard the report of the Treasurer. Are there any questions?”  
President: “The report will be filed for the audit.”  
Treasurer: I move to ratify checks #___ - #____ in the total amount of $_____.__.  
(Follow steps for motion)

V. AUDIT REPORT - MOTION NEEDED TO ADOPT  
(allow 5-10 minutes)  
“It has been moved and seconded that the audit report be adopted.” (Follow steps for a motion)

VII. PRESENTATION OF BILLS - MOTION NEEDED TO PAY BILLS  
(allow 5 minutes)  
“The Treasurer will present the bills.”  

Since approval of budget does not authorize expenditure of funds, new BILLS MUST BE PRESENTED AND THEIR PAYMENT VOTED UPON.

(Bills should be itemized in minutes as to amount, who is to be paid and what payment covers.)  
Treasurer: “I move to pay the following ...(list items or have them prepared on a handout)”  
President: “It has been moved and seconded that the bills be paid.”  
(Follow steps for a motion)
VII. COMMUNICATIONS (allow 5 minutes)
Communications are read by (Corresponding) Secretary and, if action is required, may be acted upon as read.
“The (Corresponding) Secretary will read the communications.”

VIII. REPORT OF THE EXECUTIVE BOARD (allow 5 minutes each)
A summary report (not the minutes) is read for the information of the members.
Recommendations/motions are voted upon one at a time, the Secretary moving the adoption of any of the recommendations.
“The Secretary will present the report of the Executive Board.”
“You have heard the recommendations.” (follow steps for a motion)

IX. REPORTS OF COMMITTEES (allow 3 minute each)
President calls for the “report of the committee”, not the “chairman’s report”. Person making the report moves the adoption of any recommendations. It is recommended to have a time limit for committee reports – 2 to 3 minutes is usually sufficient.
“________ will present the report of the committee.”
President will say….
“Are there any questions regarding the report?”
“If not, the report will be filed” or “You have heard the recommendations”
(follow steps for a motion)

X. UNFINISHED BUSINESS (allow 10 minutes)
President presents each item of unfinished business.
(The President should not ask “is there any unfinished business?”)
“The first item of unfinished business is ________”

XI. NEW BUSINESS (allow 10 minutes)
A motion is necessary before discussion and vote on any new business.
“The first item of new business is ____________________________________________”

XII. PROGRAM (optional)
The President introduces the chairman to present the program.
“________ will present the program.”
If the program time indeterminate, it can be presented at the end of the meeting and the President’s statement of adjournment will be altered accordingly.

XIII. ANNOUNCEMENTS (allow 2 minutes)
Date of next meeting and important activities should be announced. If there is a social time following the meeting, this should be announced.
“Are there any announcements?”
Examples: “The next meeting will be [Tuesday June 3 at 5pm]”
“Refreshments will be served.”

XIV. ADJOURNMENT  NO MOTION IS NECESSARY
President raps gavel once. “The meeting is adjourned.”
If there is a program the President can announce the adjournment of the meeting prior to the program.
“The meeting stands adjourned after the program”
TOP NOTCH PTSA
4961 Main Street, San Diego 92101
Executive Board Meeting Minutes (Example)
September 4, 2018

In attendance: Jane Doe, Vicky Tall, Tia Tooly, Elaine Elk, Kerry Kennedy, Sara Sears, Luis Allteacher, Sarah McSue, Dian Edwards, Florence Henderson. Barbara Bunch, Julie Joe,
Absent: Estelle Getty
Excused: Cindy Estle, Marion Ross, Teresa Principal

I. The meeting was called to order by President Jane Doe at 5:37pm in Room 9.

II. The minutes were approved with 2 corrections.

III. Financial Report – Tia Tooly
A. Balance sheet report

<table>
<thead>
<tr>
<th>General Fund</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance on hand (April 1, 2013)</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>Income</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Expenses</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>Balance on hand (April 30, 2013)</td>
<td>$5,000.00</td>
</tr>
</tbody>
</table>

B. Tia Tooly moved to ratify checks #2956 through #3000 and #3153 through #3157 totaling $6,000.00. Adopted.

IV. Budget – Tia Tooly presented an updated budget. Tia Tooly moved to recommend to the Association that the amended budget be adopted as presented. Adopted.

V. Audit – Sarah McSue examined the books of the Treasurer of Top Notch PTA and found them to be substantially correct. Sarah McSue moved to recommend to the Association that the 2017-18 Mid-Year Audit be adopted. Motion Adopted.

VI. President's Report – Jane Doe.

VII. Principal's Report – No Report.

VI. Reports of Committees

Membership: Membership is 218. Sara Sears reported that she is actively recruiting new members. Next year’s goal is to increase membership to 300.

Vicky Tall moved to extend the Spring Book Fair hours until 4pm on June 3. Adopted.

Barbara Bunch reported that the by-laws were updated but not the standing rules. She reminded everyone that volunteer hours are due and need to be sent to the Council.

Julie Joe reported that the May newsletter went out early this month.

VII. New Business
Kerry Kennedy moved to recommend to the Association to change the July meeting from July 20 to July 13. Adopted.

Jane Doe had a group picture taken of the board for the yearbook.

VIII. Announcements
A. Next Exec meeting date will be June 1, 2013, 5:30 p.m., at the school
B. July exec on 6th and Association meeting on 20th – If changing, need approval at May 18 meeting

IX. Adjournment at 6:30pm
# Treasurer’s Report (Sample)

**[PTA Name here] PTA**  
November 14, 2017 – December 14, 2017

## CHECKING ACCOUNT

**BALANCE ON HAND 11/14/2015**  
$4,250.00

### INCOME

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/15</td>
<td>DEP: Carnival</td>
<td>$1,450.00</td>
</tr>
<tr>
<td>11/17</td>
<td>DEP: Membership dues, unit portion (150 @ $5)</td>
<td>750.00</td>
</tr>
<tr>
<td>11/22</td>
<td>DEP: Book fair</td>
<td>349.50</td>
</tr>
<tr>
<td>12/05</td>
<td>DEP: Gift wrap</td>
<td>5,000.00</td>
</tr>
</tbody>
</table>

**TOTAL funds belonging to the unit**  
$7,533.00

### FUNDS NOT BELONGING TO THE UNIT INCOME

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/17</td>
<td>DEP: Membership, 150 @ $5.75</td>
<td>$862.50</td>
</tr>
<tr>
<td>12/10</td>
<td>DEP: Founders Day freewill offering</td>
<td>$213.00</td>
</tr>
</tbody>
</table>

**TOTAL funds not belonging to the unit**  
$1,075.50

**TOTAL INCOME**  
$12,858.50

### EXPENSES

<table>
<thead>
<tr>
<th>Check #</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3150</td>
<td>Cajon Council, insurance premium</td>
<td>$195.00</td>
</tr>
<tr>
<td>3151</td>
<td>Mary Smith, Carnival expenses</td>
<td>55.00</td>
</tr>
<tr>
<td>3153</td>
<td>Bank fee, NSF Check #1113</td>
<td>10.00</td>
</tr>
<tr>
<td>3154</td>
<td>Patty Harper, hospitality</td>
<td>7.49</td>
</tr>
<tr>
<td>3155</td>
<td>Book Fair Company</td>
<td>120.00</td>
</tr>
<tr>
<td>3156</td>
<td>VOID</td>
<td>0.00</td>
</tr>
<tr>
<td>3157</td>
<td>Convention/2 delegates</td>
<td>260.00</td>
</tr>
<tr>
<td>3159</td>
<td>Susan Bird, office supplies</td>
<td>15.29</td>
</tr>
<tr>
<td>3160</td>
<td>Beverly Anderson, postage</td>
<td>3.70</td>
</tr>
<tr>
<td>3161</td>
<td>Transfer to savings</td>
<td>5,000.00</td>
</tr>
</tbody>
</table>

**TOTAL funds belonging to the unit**  
$5,666.48

### FUNDS NOT BELONGING TO THE UNIT EXPENSES:

<table>
<thead>
<tr>
<th>Check #</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3152</td>
<td>Cajon Council, 150 members @ $4.00</td>
<td>$862.50</td>
</tr>
<tr>
<td>3160</td>
<td>Founders Day Freewill Offering</td>
<td>$213.00</td>
</tr>
</tbody>
</table>

**TOTAL funds not belonging to the unit**  
$1,075.50

**TOTAL EXPENSES**  
$6,741.98

**BALANCE ON HAND 12/14/2015**  
$6,116.52

## SAVINGS ACCOUNT

**BALANCE ON HAND 11/14/2015**  
$8,649.55

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/10</td>
<td>DEP: Interest</td>
<td>4.32</td>
</tr>
<tr>
<td>12/13</td>
<td>DEP: Transfer from checking</td>
<td>5,000.00</td>
</tr>
</tbody>
</table>

**Withdrawals**  
0.00

**BALANCE ON HAND 12/14/2015**  
$13,653.87

---

Signature ______________________  
Date ____________________________
8 Steps to Making a Motion
PTA meetings are run using Parliamentary Procedure

A motion to “take action” is introduced by a member, seconded, discussed, and is voted upon. Only persons who have been members for at least 30 days are legally qualified to make motions, discuss, and vote. More information is available about Robert’s Rules of Order.

The steps are:

1. Member stands and waits to be recognized.
2. President recognizes the member.
3. The member presents the motion by stating, "I move..."
4. The motion is seconded by another member. This shows that more than one person is interested in bringing the business before the group for discussion.
5. The President restates the motion. This ensures all members understand what is to be discussed.
6. Discussion is held on the motion. During discussion, all members participate fully.
7. The President puts the motion to a vote by stating, "All those in favor say 'aye.'" (Pause for vote) "Those opposed say 'no.'"
8. The President announces the result of the vote to assure all members know whether the motion carried or failed. The meeting minutes list who made the motion and the outcome.

Amendments
An amendment is a way to change a motion already on the floor before the vote is taken on a motion. It may be amended by:
- Inserting or adding words.
- Striking words.
- Striking words and inserting others.
- Substituting one paragraph or resolution for another.

Amending Examples
Main motion: "I move we have a parenting program at the park."

Inserting: "I move we have a parenting program in October at the park."

Striking: "I move we have a parenting program in October." (striking "at the park.")

Striking & inserting: "I move that we have a parenting program in November on the school grounds." (striking "October" and inserting "November on the school grounds.")

Substituting: "I move we have an ice cream social."
How to Develop a Budget – Budget due to Council by Sept 30

The Executive Board or Board-elect meets to develop goals for the fiscal year and brainstorm program ideas. The budget is presented at the first Association meeting of the year in September. Without a budget, your meetings and activities are not legal AND you cannot spend any money.

**Step One: Form a Budget Committee – (JULY 1)**

The President or President-elect appoints the budget committee - three to five people. The Treasurer is responsible for chairing the Budget Committee. The President usually serves on the budget committee.

**Step Two: Budget Committee Meets – (JULY & AUGUST)**

Treasurer provides last year's budget showing plan and actual figures. Committee uses last year's budget and current year's goals to come up with working budget. Committee can get input from other board members and survey the Association members. Ask other board members, teachers, and principals for their input. The previous board cannot encumber the current board.

**Step Three: Budget Committee chair presents budget to the Executive Board (SEPT)**

The Budget Chair presents the budget at an Executive Board meeting. The Executive Board can approve as presented or modify.

**Step Four: Present to Members at an Association Meeting (SEPT ASSOCIATION MEETING.)**

The President presents the budget to the members as an Association Board for final approval. A Treasurer makes the following motion at the Association meeting:

**MOTION: "With the Executive Board concurring, I move that the ABC PTA adopt the 2013-2014 budget as presented."**

Members can approve as presented or modify. After it is adopted at an Association meeting, send a copy to Council.

**Step Five: Follow the Budget Closely**

After the Association adopts the budget, it should be followed closely in all financial transactions. Adoption of the budget does not authorize the expenditure of the money. The Executive Board votes to release money and to pay bills. If something new comes up that was not in the budget, the Executive Board has authority to spend up to a certain amount between Association meetings. This amount will be listed in your Bylaws (Article VIII, Section 2) - typically between $500 and $1000.

**Step Six: Mid-Year Budget Review (AT A ASSOCIATION MEETING)**

Review your budget half-way through the year and if necessary revise. Present the revised budget to your members at an Association meeting for their adoption.

**Step Seven: Annual Financial Report (END OF JUNE)**

Treasurer produces *Annual Financial Report* at the end of the year which can be used to file your income tax return and to help next year's Budget Committee.
Budget Committee – Start in July
Your Budget committee should start work immediately (July & August)

The following pages are sample Budget Forms and sample Annual Financial Reports. As they are approved by your Association a copy needs to be sent to Council. Your Association must approve a budget in order for your Executive Board to do Association business. These forms are found in the California State PTA Toolkit that was mailed to your Association president of record in the Summer mailing. You can also access the toolkit on the California State PTA website www.capta.org.

Council recommends the following items be included in your Association budget.

Required Budget Items
- Council Assessment $50 - due November 1
- Membership Dues $5.75 per member forwarded to Council
- Insurance - budget $225, actual premium amount to be announced in Summer) - due November 1
- RRF-1 - $25.00 to renew your Charitable Trust #, payable to the Ca. State Attorney Association if your PTA makes over $25,000 a year.
- Staff Appreciation - PTA resources may be used for Staff Appreciation; however, PTA’s must maintain their nonprofit status as governed by the IRS Code section 501(c)3. Within the language of the code, the IRS does permit expenses that are not directly related to the primary purpose of the PTA if the expenses are not of a significant amount. “Not of a significant amount” is defined by the IRS as an amount that does not exceed five percent (5%) of the nonprofit organization’s annual budget.
- Personal gifts or gifts for individuals, such as PTA members or school staff, cannot be purchased with PTA funds.

Recommended Budget Items for PTAs (Items are estimates only and can vary)
- Membership – incentive, envelopes, etc, $50-$100
- Founder’s Day (Council/9th District) $30 per person (approximately)
- Ninth District Functions - Training $60 per person.
- Insurance ($230) and Council Assessment ($50)
- Reflections - to do the programs/awards at your school
- Honorary Service Award - Associations should be honoring volunteers. (See Toolkit)

Optional:
- Legislative Conference $800.00 per person
- State PTA Convention $1000.00 per person

These recommendations are in addition to all the other items the PTAs budget for each year.
Budget ideas
Programs, Fundraisers and Translation

Movie Nights are allowed with purchase of the movie license.
To show movies for family mixers or fundraisers you must purchase a movie license for viewing. Movies are protected by copywrite. It is a Federal crime to show a movie for entertainment if you do not purchase a license. If you charge for the movie, you can only recoup the license fee, otherwise show the movie for free and charge for snacks and drinks. For more information on our website tab Leadership Resources, look under programs. This rule applies to PTA and to School District.

Raffles are allowed with paperwork
Your PTA is allowed to hold Raffles with the proper paperwork. Do not advertise a raffle without completing the proper paperwork with the California State Attorney General. A raffle permit costs $25.00. It takes up to six (6) weeks to get a permit, plan accordingly. More information on our website tab Leadership Resources, look under programs.

PTA Food Sales are allowed after school – 30 minutes after end of school day.
Food sales to students is governed by California State Law and San Diego Unified School District. No one but the Associated Student Body (ASB) can sell food to students from midnight until 30 minutes after the end of school day/school bell.

The State PTA and the District hope that you will provide healthy choices at PTA events, but there are no hard and fast rules about what can be sold at PTA events or dinners. Food can be prepared by PTA members without a food handler’s license.

Babysitting/Child Care on Site is not allowed
Official Child Care or “Baby sitting” is not allowed by the PTA insurance, instead the PTA can offer childcare at PTA events or meetings by working with the principal to secure childcare workers through the school. The Principal will set up the contract with the school district approved childcare workers. The PTA will reimburse the school site for the services provided. Allow for ½ hour extra beyond the actual time the providers work as they will need to set-up and break-down.

Interpretation/Translation is a program
Often not all parents or family at a PTA meeting or an event speak the same language. Hiring an interpreter for the evening is a great way to involve the whole community. Put a line item in your budget for interpretation at your Association Meetings. An Interpreter costs about $50 per hour. If you have parents willing to interpret as a service to the PTA you can use them. To hire an interpreter, contact Ana Morales at the Translation Department to get a qualified person.

Ana Morales – amorales@sandi.net or call (858) 496-8366.
## Sample PTA Budget

### Year 2021-22 • Sample PTA Budget

<p>| Balance on hand beginning of year (carryover) | $2,000.00 |</p>
<table>
<thead>
<tr>
<th>Income (Receipts)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.1 Membership belonging to the Unit</strong> ($100 dues - $5.75)</td>
<td><strong>$425.00</strong></td>
</tr>
<tr>
<td>• Adult Members (estimate 100)</td>
<td></td>
</tr>
<tr>
<td><strong>1.2 Donations</strong></td>
<td></td>
</tr>
<tr>
<td>1.2.1 Membership</td>
<td>$80.00</td>
</tr>
<tr>
<td>1.2.2 Escrip / Kroger</td>
<td>$700.00</td>
</tr>
<tr>
<td>1.2.3</td>
<td></td>
</tr>
<tr>
<td><strong>1.3 Programs</strong></td>
<td></td>
</tr>
<tr>
<td>1.3.1 Book Fair – Income</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>1.3.2 Movie Night – Income</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>1.3.3</td>
<td></td>
</tr>
<tr>
<td><strong>1.4 Fundraisers (Income)</strong></td>
<td></td>
</tr>
<tr>
<td>1.4.1 Open House Snack Sales</td>
<td>$200.00</td>
</tr>
<tr>
<td>1.4.2 Chili Cook-off</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>1.4.3 See’s Candy Sales</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>1.4.4 Dine-outs</td>
<td>$500.00</td>
</tr>
<tr>
<td>1.4.5 Sock Hop Family Dance</td>
<td>$2,000.00</td>
</tr>
<tr>
<td><strong>1.5 Fee Recovery (Banking)</strong></td>
<td>$50.00</td>
</tr>
<tr>
<td><strong>Total for Unit Income</strong></td>
<td><strong>$12,955.00</strong></td>
</tr>
</tbody>
</table>

Income not belonging to the Unit:

- Membership dues = ($5.75/ per member X 100 members) | $575.00 |
- Cash Reseed Money (from events) | $300.00 |

| **Total Receipts** | **$13,830.00** |

<table>
<thead>
<tr>
<th>Expenses</th>
<th>(Disbursements)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2.1 Operating Expenses</strong></td>
<td></td>
</tr>
<tr>
<td>2.1.1 Membership Envelopes / Incentives</td>
<td>$50.00</td>
</tr>
<tr>
<td>2.1.2 Insurance Premium ($219)</td>
<td><strong>$219.00</strong></td>
</tr>
<tr>
<td>2.1.3 Council Assessment ($50)</td>
<td>$50.00</td>
</tr>
<tr>
<td>2.1.4 Taxes - RRF-1 form</td>
<td><strong>$25.00</strong></td>
</tr>
<tr>
<td>2.1.5 Publicity (copy paper, posters, pencils, etc.)</td>
<td>$25.00</td>
</tr>
<tr>
<td>2.1.6 9th District Summer Leadership Conference ($50 person)</td>
<td><strong>$300.00</strong></td>
</tr>
<tr>
<td>2.1.7 Convention (State/National) ($600/per person)</td>
<td><strong>$600.00</strong></td>
</tr>
<tr>
<td>2.1.8 CAPTA Legislation Conference ($400/person)</td>
<td><strong>$0.00</strong></td>
</tr>
<tr>
<td>Year 2021-22</td>
<td>SAMPLE</td>
</tr>
<tr>
<td>--------------</td>
<td>--------</td>
</tr>
<tr>
<td>2.1.9</td>
<td>Officer Expenses (binders, printing)</td>
</tr>
<tr>
<td>2.1.10</td>
<td>Past President Pin ($50)</td>
</tr>
<tr>
<td>2.1.11</td>
<td>Honorary Service Awards</td>
</tr>
<tr>
<td>2.1.12</td>
<td>Founder's Day Meetings</td>
</tr>
<tr>
<td>2.1.12.1</td>
<td>9th District Founder's Day (3 @ $30)</td>
</tr>
<tr>
<td>2.1.12.2</td>
<td>Council Founder's Day (3 @ $35)</td>
</tr>
<tr>
<td>2.1.13</td>
<td>Fees (charged by bank)</td>
</tr>
<tr>
<td>2.2</td>
<td>Programs</td>
</tr>
<tr>
<td>2.2.1</td>
<td>Book Fair – expenses</td>
</tr>
<tr>
<td>2.2.2</td>
<td>Movie Night – expenses</td>
</tr>
<tr>
<td>2.2.3</td>
<td>Parent Involvement</td>
</tr>
<tr>
<td>2.2.4</td>
<td>Community Outreach</td>
</tr>
<tr>
<td>2.2.5</td>
<td>Interpretation / Translation (meetings, events)</td>
</tr>
<tr>
<td>2.2.6</td>
<td>Babysitting (for meetings and events)</td>
</tr>
<tr>
<td>2.2.7</td>
<td>Arts/Reflections(program)</td>
</tr>
<tr>
<td>2.2.8</td>
<td>Hospitality / Teacher Appreciation (≈ 5% of income)</td>
</tr>
<tr>
<td>2.2.9</td>
<td>Reading Nights (K-2)</td>
</tr>
<tr>
<td>2.2.10</td>
<td>Math Nights (3-5)</td>
</tr>
<tr>
<td>2.2.11</td>
<td>Field Trips</td>
</tr>
<tr>
<td>2.2.12</td>
<td>Newsletter</td>
</tr>
<tr>
<td>2.3</td>
<td>Fundraisers (expenses)</td>
</tr>
<tr>
<td>2.3.1</td>
<td>Open House Snack Sales</td>
</tr>
<tr>
<td>2.3.2</td>
<td>Chili Cook-off</td>
</tr>
<tr>
<td>2.3.3</td>
<td>See's Candy</td>
</tr>
<tr>
<td>2.3.4</td>
<td>Dine-outs</td>
</tr>
<tr>
<td><strong>Total Unit Expenses</strong></td>
<td></td>
</tr>
<tr>
<td>Unallocated Reserves (see Bylaws Article VIII Sec 2.c)</td>
<td></td>
</tr>
</tbody>
</table>

**Disbursements not belonging to the Unit**

| Membership dues = (100 x $5.75/member) | $575.00 |
| Cash Box Seed Money (for events)      | $300.00 |

**Total Not Belonging to the Unit**

| **$875.00** |

**Carry-over to next year** (Summer expenses and before fundraiser)

| **$2,000.00** |
How to Handle PTA Money
Using the Cash Verification Form
(All Year and all the time)

The *Cash Verification Form* is used to count and record all money collected for any event. Deposit immediately. This would include collecting membership, a book fair or T-shirt sales, any program or event where money is collected, including donations. All officers should know how to fill out a Cash Verification Form. This form is used to track the income of the PTA. **Never reimburse yourself by taking money from the cash box.**

Fill out the top portion indicating the event (membership, book fair, carnival, etc). Sometimes events are dual events, such as a book fair where membership is collected at the same time, with one payment.

Two PTA members always count the money, One person must be a PTA Executive Board Officer or Committee Chairman. The other person will be a PTA member, who is assisting.

If membership is collected at the time of the event, itemize the membership collected and any donations made to your PTA in the box marked Membership Dues.

**Donations** can be recorded without someone purchasing a membership and will be recorded in the Membership Dues box accordingly.

Make a copy of the completed *Cash Verification Form* for each person who counted cash and one copy to accompany the money. Seal the money in an envelope to be presented to the Treasurer for deposit. If you have a Financial Secretary, that person will make the deposit.

A copy of the *Cash Verification Form* will be part of your Committee Report, for the event which has just taken place and you will report at the next Executive Board Meeting.

All membership dues (not belonging to the unit*) collected shall be forwarded to the Council PTA monthly. Membership for the California State PTA starts July 1, so membership can be forwarded for the school year starting in July and August. **Any time a member joins throughout the year, membership is forwarded to Council, even if it is just one member.**

**Membership money not belonging to the unit** - "Membership dues not belonging to the Unit" means the dues which are forwarded to Council, District, State and National PTA. Presently these dues are: Council - $0.50, District - $1.00, State - $2.25, National - $2.25

Your PTA will forward **$5.75** to your Council PTA for each member.

On the following pages are:
- a *Cash Verification Form* that can be copied and used
- one that has been filled out with an event and membership happening at the same time.

You can fill out a *Cash Verification Form* for each event; separating Membership from all other Events.
# Sample Cash Verification Form (filled)

## CASH VERIFICATION FORM

*(Membership, Fundraisers, Donations)*

### START UP CASH $

<table>
<thead>
<tr>
<th>Coins</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1 x 1</td>
<td>0.00</td>
</tr>
<tr>
<td>$5</td>
<td>0.00</td>
</tr>
<tr>
<td>10¢</td>
<td>0.00</td>
</tr>
<tr>
<td>25¢</td>
<td>0.00</td>
</tr>
<tr>
<td>50¢</td>
<td>0.00</td>
</tr>
<tr>
<td>$1</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**TOTAL $** 0.00

### CURRENCY

<table>
<thead>
<tr>
<th>Amount</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1</td>
<td>0.00</td>
</tr>
<tr>
<td>$5</td>
<td>0.00</td>
</tr>
<tr>
<td>$10</td>
<td>0.00</td>
</tr>
<tr>
<td>$20</td>
<td>0.00</td>
</tr>
<tr>
<td>$50</td>
<td>0.00</td>
</tr>
<tr>
<td>$100</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**TOTAL $** 50.00

### UNIT NAME

Sunshine PTA

### ACTIVITY

Open House and Membership

### DATE

10/10/2018

### CHECKS

Attach adding machine tape of itemized checks.

<table>
<thead>
<tr>
<th>#</th>
<th>Amount</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>4402</td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td>543</td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td>622</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>1367</td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td>#</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>#</td>
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<td>$</td>
<td></td>
</tr>
<tr>
<td>#</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL $** 289.00

### GRAND TOTAL

$289.00

*(54.00+150.00+85.00)*

---

**Membership Dues**

- #10 members @ $10.00 (dues) = $100.00
- Donations = $30.00
- Grand Total = $130.00

---

### FOR OFFICIAL USE ONLY

<table>
<thead>
<tr>
<th>Signature</th>
<th>Amount Received: $339.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Doe</td>
<td></td>
</tr>
<tr>
<td>Susan Davis</td>
<td></td>
</tr>
</tbody>
</table>

---

**Notes:**

- Two people counted the money.
- The Treasurer verified and deposited the money on the same day.
# Cash Verification Form

## Start Up Cash

<table>
<thead>
<tr>
<th>Coins</th>
<th>Value</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$5</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$10</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$25</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$50</td>
<td>x</td>
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<td></td>
</tr>
<tr>
<td>$100</td>
<td>x</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Currency</th>
<th>Value</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$5</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$10</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$20</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$50</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$100</td>
<td>x</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Unit Name

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Checks

Attach adding machine tape of itemized checks.

| # | $ | # | $ | # | $ | # | $ | # | $ | # | $ | # | $ | # | $ | # | $ | # | $ | # | $ | # | $ |

## Membership Dues

\[ \# \text{members} \times \$ \text{(dues)} + \$ \text{donations} = \$ \text{Grand Total} \]

<table>
<thead>
<tr>
<th>Signature</th>
<th>Amount Received: $</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Official Use Only

Signatures: 
- Signature
- Signature
- Signature

Date: 
- 

Forms: 
- 

California State PTA Toolkit – May 2016
Spending PTA Money
(All Year and all the time)

All PTA expenses are paid out using checks and the PTA checking account. Use the Payment Authorization Form when getting reimbursed. All monies spent must be budgeted. All expenses are paid for with a check either to a vendor or to a person upon the presentation of receipts with the Payment Authorization Form. All payments are reflected in the monthly financial report given by the Treasurer.

PTA Officers never withdraw CASH for use and the PTA should not have “Cash on Hand” or a “Petty Cash Box”. Never take Cash from money collected for an event to buy more inventory.

The PTA never deposits ASB money. PTA Officers may work on behalf of the ASB as volunteers and the money collected is counted in accordance to ASB requirements and deposited with the Financial Clerk of the school.

The PTA budget drives the spending of the money. The Treasurer will write a check when receiving a Request for Advance or Payment Authorization for a budgeted item. The PTA cannot spend money on a last-minute request. PTA money is already earmarked as laid out in the budget. All requests for expenditures which are not budgeted must be voted on by the Association. A PTA Executive Board can spend money on an unbudgeted item, by following PTA meeting protocol, which requires an Executive Board meeting.

A PTA is a nonprofit, private organization. To comply with all requirements, regulations and laws, a PTA must handle only those funds over which it has full control. All PTA monies and other assets are the property of the PTA and shall be administered through its own accounts.

A PTA shall not:
- Deposit funds from other groups or organizations in the PTA account;
- Deposit PTA funds in a personal account; or
- Deposit PTA funds in school or school district accounts.

For tax reporting and filing purposes, the IRS considers all monies deposited to the PTA account as that PTA’s gross receipts, excluding:
- funds forwarded through channels (e.g., per capita dues).
- funds used to start an event (cash box seed money)

1. Use the form on the following page for all checks written. This means for all reimbursements.
2. Always attach receipts to the request.
3. A request for payment means that the expense was in the budget and that the Association agreed to spend the money.
PAYMENT AUTHORIZATION/REQUEST FOR REIMBURSEMENT
ATTACH ALL RECEIPTS TO THIS EXPENSE STATEMENT

Name
PTA Position
Address
City/Zip
Telephone  Email

Expenditure was for: ____________________________________________

List Expenditures: $  $  $  $  $  $  $  $  $  

TOTAL EXPENSE $  

Total Amount Claimed From Above $  
Minus Advance Received $  
Reimbursement Claimed $  
Not claimed – donate to PTA $  
Refund to PTA (Enclose Check) $  

Signature ____________________________________________ Date ___________

FOR PTA TREASURER USE:
☐ Membership-approved activity ☐ Funds released by membership
☐ Executive Board-approved expenditure

<table>
<thead>
<tr>
<th>Check Number</th>
<th>Category</th>
<th>Amount Advanced</th>
<th>Expense</th>
<th>Amount Owed or Due</th>
</tr>
</thead>
</table>

President’s signature: ____________________________________________ Date: __________
Date approved in minutes: ____________________ Secretary’s signature: __________________

03/2009

California State PTA Toolkit – 2013

- 27 -
Tax Information

EVERY PTA MUST FILE A FEDERAL TAX RETURN, A STATE TAX RETURN AND AN RRF-1 THIS YEAR. THERE ARE NO EXCEPTIONS!

PTA’s with Gross Receipts normally $50,000 or less

- File IRS Form 990-N (e-Postcard)
- File CA Franchise Tax Board Form 199-N (e-Postcard)
- File CA RRF-1 Charitable Trust Renewal (fee required) over $25,000
- File CA CT-TR-1 (Annual Treasurer’s Report)

PTA’s with Gross Receipts normally over $50,000

- File IRS Form 990-EZ
- File CA Franchise Tax Board Form 199 (fee required)
- File CA RRF-1 Charitable Trust Renewal (fee required)

The California State PTA strongly recommends the PTA use a tax professional with nonprofit experience to file IRS form 990-EZ or 199.

The last day to file for all these returns is the 15th day of the fifth month after the fiscal year end. But you can file the day after your fiscal year ends if you know your income for the year.

<table>
<thead>
<tr>
<th>Fiscal year end</th>
<th>Filing due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 30</td>
<td>October 15</td>
</tr>
<tr>
<td>June 30</td>
<td>November 15</td>
</tr>
<tr>
<td>July 30</td>
<td>December 15</td>
</tr>
</tbody>
</table>

Extensions of time to file are available if properly requested using IRS Form 8868. Requests for extensions must be made before the due date of the tax return.

Call or email the Council PTA immediately if you receive any letters from the IRS or the California State Attorney General.
How to File Taxes

For units with gross receipts normally $50,000 or less
For units with gross receipts more than $50,000 – use an accountant

Before you file have this information handy:

- Your **Unit Bylaws** – this will have your
- The name of your organization name (exactly as it appears on the cover of your Bylaws)
- **School address** (as listed on the cover of your Bylaws)
- **IRS Employer Identification Number (EIN)** (found in *Article XIV, Fiscal Year and Identification Numbers, Section 3*)
- Your **State Entity Number** - This number is in your Bylaws. If you have old Bylaws, check with your Council or Ninth District PTA. We have a list of the state entity number for every PTA.
- **Charitable Trust Number**
- **Fiscal year start and end date** – (found in *Article XIV, Fiscal Year and Identification Numbers, Section 1*)
- The name and home address of a **Principal Officer** (usually President or Treasurer, but can be any elected officer)
- **Gross Receipts** – the total amount your PTA received from all sources during the fiscal year, without subtracting any costs or expenses. This includes all the money you raised from fundraisers, donations, bank interest and the membership dues you keep in your unit (not the membership dues you forward to Council). You will find this number in your Annual Financial Report.

★★ **California State PTA has complete assistance:**
https://capta.org/pta-leaders/services/tax-filing-support-center/

When completed make 4 copies of the documents and give a copy to:

- President
- Treasurer
- Secretary - to post in the Secretary Minute book
- Council – upload to myPTEZ

Report out to the Executive Board

At your next monthly Executive Board meeting, report that you have filed your PTA’s federal tax return and make sure it is included in the minutes.

If you have any questions, contact your Council or Ninth District PTA. The IRS also has **Frequently Asked Questions**.
Sample RRF-1

MAIL TO:
Registry of Charitable Trusts
P.O. Box 003447
Sacramento, CA 94263-476
Telephone: (916) 445-2021

WEB SITE ADDRESS:
http://ag.ca.gov/charities/

ANNUAL RENEWAL FEE REPORT
CALIFORNIA

SCHEDULE (11 Cal. Code Reqs. sections 301-307, 311 and 312)

Gross Revenue can be found on line 12 of 990, on line 5 of 990EZ, on line 8 of 990-F, consult fee structure based on gross income for the year.

Check if:
- Change of address
- Amended report

Corporate or Organization No.
01234567

Federal Employer I.D. No.
12-1234567

Enter Federal Tax ID number here (EIN)

Enter state EIN here

PART A - ACTIVITIES
For your most recent full accounting period (beginning 07/01/2016 ending 06/30/2017) list:
Gross annual revenue $14,000
Total assets $2,000

PART B - STATEMENTS REGARDING ORGANIZATION DURING THE PERIOD OF THIS REPORT
Note: If you answer "yes" to any response. Please give an explanation and details for each "yes"

1. During this reporting period, were there any contracts, loans, leases or other financial transactions between the organization and any officer, director or trustee thereof either directly or with an entity in which any such officer, director or trustee had a financial interest?
   Yes No

2. During this reporting period, was there any theft, embezzlement, diversion or misuse of charitable assets or income?
   Yes No

3. During this reporting period, did non-program expenditures exceed 50% of gross revenue?
   Yes No

4. During this reporting period, were any organization funds used to pay any penalty, fine or judgment? If yes, file a Form 4720 with the Internal Revenue Service, attach a copy.
   Yes No

5. During this reporting period, were the services of a commercial fundraiser or fundraising consultant provided? If yes, provide an attachment listing the name, address, and telephone number of the service provider.
   Yes No

6. During this reporting period, did the organization receive any governmental funding? If yes, provide an attachment listing the name of the agency, mailing address, contact person, and telephone number.
   Yes No

7. During this reporting period, did the organization hold a raffle for charitable purposes? If yes, provide an attachment listing the number of raffles and the date(s) they occurred.
   Yes No

8. Did the organization conduct a vehicle donation program? If yes, provide an attachment indicating what the program is operated by the charity or whether the organization contracts with a commercial fundraiser for charitable purposes.
   Yes No

9. Did your organization have prepared an audited financial statement in accordance with generally accepted accounting principles for this reporting period?
   Yes No

Organizations' area code and telephone number
Organization's e-mail address

I declare under penalty of perjury that I have examined this report, including accompanying documents, and to the best of my knowledge and belief, it is true, correct and complete.

Usually the treasurer completes this document while reviewing the Annual Financial Report.

Signature of authorized officer
Printed Name
Title
Date

RRF-1 (3-05)

If your unit had any theft or mismanagement then mark YES
If you hired a professional company to do your fundraising. Most PTAs mark NO.
If you mark "Yes" now is a good time to ensure your raffle registration is current with OAC
Section 2: What the President needs to know

The President’s job is to facilitate the work of the PTA as defined by the Association Members. The PTA direction is directed by the members at the Association meetings. The President takes direction from the executive board and represents the wishes of the Members. The PTA President does not have an agenda and must remain impartial in all debates. The President cannot make motions and does not vote – unless the vote is a ballot vote.

Key Role:

- Oversees and coordinates the work of an executive board to run a PTA effectively
- Presides at PTA board and association meetings
- Serves as the official contact, communicator and representative of a PTA
- Designated as an authorized signer for PTA checks, contracts and authorizations for payment
- Serves as ex-officio member of all committees except the nominating committee
- Works with other PTA and school leaders to connect families, school and community to support student success

Collaborating:

- Touch base with other team members about their plans and preparations for upcoming events
- Meet with the principal to share information on PTA and school activities and to clear all PTA written materials before publishing in hard copy or posting online
- Ensure that PTA volunteer hours are recorded and tallied for the Annual Historian Report

Communicating:

- Update board, members and community stakeholders on PTA plans and activities, encouraging input and feedback
- Thank PTA volunteers for their time, talents and efforts
- Promote outreach, inclusion and diversity to connect families, school and community

Consider the following suggestions:

- Always remember that whatever authority you have comes from the job and not from the person. You are the temporary holder of your position of responsibility.
- Remember that there probably isn’t any single best way to do anything.
- Surround yourself with people who are knowledgeable about the organization. The more everyone knows, the better your organization will function – and the less likely big mistakes will happen.
- Listen. Make it easy for people to talk to you. Don’t assume you know what the problem is.
- Find out what your team members do best and let them do it.
- Give them ample credit for accomplishments. Let them have no doubt their work is appreciated.
- Do whatever you can to support the efforts of other volunteers, wherever they may be in your organization. If you want people to help you, you must help them.
PTA President Duties to Conduct at All Times

**ALWAYS**

- **Announce all meetings** (Association and Executive Board) 10 days in advance, via all appropriate social media. Announce Election meetings and Bylaws Adoptions 30 days in advance.
- **Preside at all meetings**
- **Create Agenda** for all Executive Board and Association meetings
- **Attend all San Diego Unified Council PTA meetings listed in the Executive Board Checklist.**
- **Be an authorized check signer** (not related by blood or marriage or reside in the same household.) The president must be able to establish and sign on the PTA bank account. California banks usually require two forms of ID and you SSN.
- **Make a copy of Bylaws** for all officers and chairmen.
- **Make appointments** of committee chairman and committee member, including the parliamentarian
- **Delegate and coordinate** duties
- **Sign all authorizations and contracts**, with a second specified officer.
- Be familiar with financial procedures; make sure taxes are filed.
- Be the official contact of the PTA
- Official representative of the Association as authorized
- **Responsible for the annual report of volunteer hours**
- **Meet with the Principal** on a regular basis (monthly or weekly)
- **Have all newsletters, flyers and/or notices approved** by the Principal, prior to distribution.
- Perform other prescribed duties as listed in the Bylaws.
- **Prepare the roster of elected Association Officers** and Chairmen required for directory data and submit through channels as directed by Council. The deadline for directory data to Council is **May 1.**
- For more information, consult your Bylaws or the PTA Toolkit @ toolkit.capta.org

**Communicating with your Community**

A PTA can make a written request to the Principal of your school for the contact of all parents of children attending your school that year. The Principal must reply within two (2) weeks time with the information you requested or a very good reason why the PTA cannot have access for PTA communications purposes. You cannot give this information to another group. The emails are good for use for that school year.

You PTA can also collect emails from anyone who registers to receive your email communications.
Planning Worksheet for Exec Board Meetings

The President must hold monthly meetings of the Executive Board. To hold a meeting the President must send out an email or make calls to all Officers and Chairmen reminding them of the meeting 10 days in advance. The meetings should all be scheduled at the beginning of the school year. If you meet on the first Tuesday of the month then you are fine unless there is a holiday or something else interferes.

The President must make an agenda for the Executive Board meeting. The Officers and Chairmen must tell the President what they wish to have on the agenda.

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Executive Board Checklist</th>
<th>Total Membership</th>
<th>completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td></td>
<td>Appoint budget committee, present year-end (Annual) Financial Report (profit-loss statement)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>September</td>
<td></td>
<td>Present budget, year-end audit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>October</td>
<td></td>
<td>Send in early membership</td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td></td>
<td>Pay insurance and assessment and membership</td>
<td></td>
<td></td>
</tr>
<tr>
<td>December</td>
<td></td>
<td>Present tax forms to Executive Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>January</td>
<td></td>
<td>Get books ready for mid-year audit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>February</td>
<td></td>
<td>Present mid-year audit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>March</td>
<td></td>
<td>Get ready for election</td>
<td></td>
<td></td>
</tr>
<tr>
<td>April</td>
<td></td>
<td>Invite president-elect to meeting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May</td>
<td></td>
<td>Calculate volunteer hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June</td>
<td></td>
<td>Present Annual Report of volunteer hour.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>July</td>
<td></td>
<td>Get books ready for year-end audit</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The President must hold the Association Meetings on the day and months listed in the Bylaws unless the Association has voted at an Association Meeting to change the date of the meetings. This can be anywhere from monthly meetings to just 3 meetings in a school year and all are listed in the Bylaws.

The President must announce the meeting to the members of the PTA in some fashion 10 days in advance of the meeting. It is always good to post meeting dates on the PTA website, in the newsletter, to email members and to send a flyer home with the students. The PTA is allowed to distribute flyers for the meeting through the school. The Principal must approve the flyer.

If the meeting involves elections of the Nominating Committee or elections of the Executive Board, the members must be notified 30 days in advance that this is an election meeting. Having this information on a website will be an acceptable means of the 30-day lead time.

The president should have ready for all meetings: the Agenda, the Minutes and the Financial Report. The president can delegate these duties but the President should check that all materials are ready for the meeting.

The President must have an Agenda for the Association Meeting. The agenda should have all the business listed that will be considered at the meeting. All the items to be voted on will be all the items that the Executive Board already approved. All these items will be recommended by the Executive Board for approval. A list of the motions can be included within the Agenda or as an attachment to the Agenda so that the members can clearly see what they are voting on. For anything that did not make the Agenda in time for the meeting there is a place at the end of the agenda for New Business.
Workers’ Compensation Payroll Report

All PTAs must complete this form.

All Unit PTAs must file a *Workers’ Compensation Annual Payroll Report*. Reports must be forwarded through channels and received by California State PTA no later than January 31. The report covers payments to workers made from January 5 through January 4. The previous Treasurer should have compiled a list of payments made from January to the end of the term for the current Treasurer to use in preparing this annual report.

If no one was hired (or paid), this form can be filled out and returned to Council PTA on November 1st when your PTA is remitting the Insurance payment.

If no one was employed during the report period, complete the information as requested and write “no payment made” in the area where one would list any employee’s name.

If workers were paid (even for one hour), report the name of the worker, specific type of work performed, date worked, amount paid and whether the worker carried personal Workers’ Compensation insurance.

- If the PTA does not pay the worker directly but donates the money to the school, *do not list the worker*.
- Individuals paid directly are considered to be hired by the PTA and listed on this form (PTA as an Employer).
- If independent contractors *have their own insurance* they are listed but a copy of their certificate of insurance is included with the form. The association will not be paying any additional premium if independent contractors have their own insurance.

You must be specific about what type of work is performed:

- This insurance company does not cover baby-sitting services. To provide those services the PTA must contract through the district via the school to engage the school providers and pay the school for those services. Talk to your principal.
- Off-duty interpreters hired by PTA, with payment made by the PTA directly to the interpreter, are considered employees.
- Individuals such as custodians paid by a school district or other employer through a Rental Agreement are NOT considered to be hired by the PTA and are not listed on this form.
- Individuals paid by the PTA and the PTA has filed any employment report such as a 1099 ARE considered to be hired by the PTA and ARE listed on this form.
- Payments to the school with a fiduciary agreement are not included, if the persons were salaried by the school during the period of service to the PTA.
- Aids hired by the PTA as an independent contractor for the purposes of special education support during a PTA event (e.g. Grad Nite, dances) are considered employees of the PTA.

Complete Workers Comp online through AIM website – https://capta.org/pta-leaders/services/insurance/
**Workers’ Comp Report Instructions**

*Turn this form in with your insurance check if you had no employees. If you hired employees, your payment & form are due in Jan.*

**EVERY UNIT, COUNCIL AND DISTRICT PTA MUST COMPLETE AND RETURN THIS FORM EVEN IF NO ONE WAS PAID**

**WORKERS’ COMPENSATION ANNUAL PAYROLL REPORT**

(Attach insurance premium payment to Report and forward to council/district PTA as directed by their due date. Payment must be received from district PTA on or before January 31.)

- **Name of PTA:** [Insert Name]
- **Address:** [Insert Address]
- **City:** [Insert City]
- **Zip:** [Insert Zip]
- **District PTA:** Ninth

**Please note:** List only those employees that PTA pays directly. Attach copies of all DE-6 and DE-542. Do NOT list when monies are donated to school district for employee salaries. Do NOT list company name, only individual names.

<table>
<thead>
<tr>
<th>Name of Worker</th>
<th>Type of Work</th>
<th>Does Person Carry Workers’ Compensation Insurance?</th>
<th>Dates Worked</th>
<th>Payroll Amount Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>YES</td>
<td>JAN 5, ____ 10</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>NO</td>
<td>JAN 4, ____</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
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</table>

**Total Payroll for ALL Employees**

- [Formula]
- Less $1000
- $1,000.00

**Gross Payroll**

**Premium due for additional Workers’ Compensation insurance coverage:** [Insert Percentage] of Gross Payroll (Line C)

*If you had no employees, write a large: "NO ONE PAID" here*

**Your contact info here**

*If yes, worker must supply the PTA with a Certificate of Insurance from his/her Workers’ Compensation insurance carrier. This report form must be completed and forwarded through channels to reach the California State PTA office no later than January 31.

- **Unit, council and district PTAs are required to file this form, even if no one was paid.**
- **Report ALL workers – attach additional Payroll Report detail pages(s) as necessary.**
- **Attach copies of quarterly employee reporting forms DE-6 and DE-542 for Independent Contractors.**
- **Write “NO ONE PAID” across form if no one was paid.**
- **Signed by treasurer or president.**
- **Forward through channels (unit to council to district). DO NOT send directly to the California State PTA office.**
- **See California State PTA Toolkit, “Workers’ Compensation Annual Report,” 5.3.3.1 for more information.**

**Date:** [Insert Date]

**Telephone:** [Insert Telephone]

**Signed:** [Insert Signature]

**Position:** [Insert Position]
**Workers’ Comp Sample**

---

**EVERY UNIT, COUNCIL AND DISTRICT PTA MUST COMPLETE AND RETURN THIS FORM EVEN IF NO ONE WAS PAID**

**WORKERS’ COMPENSATION ANNUAL PAYROLL REPORT**

(Attach insurance premium payment to Report and forward to council/district PTA as directed by their deadline date. Payment must be received from district PTA on or before January 31)

Name of PTA  
Scarritt Elementary  
District  
45  

Address  
1234 Bales Street  
Council  
Out of  

City  
My Town, CA  
Zip  
90000  

Please note: List only those employees that PTA pays directly. Attach copies of all DE-6 and DE-542. Do NOT list when monies are donated to school district for employee salaries. Do NOT list company name, only individual names.

<table>
<thead>
<tr>
<th>NAME OF WORKER</th>
<th>TYPE OF WORK</th>
<th>DOES PERSON PAID CARRY HIS/HER OWN WORKERS’ COMPENSATION INSURANCE?</th>
<th>DATES WORKED</th>
<th>PAYROLL AMOUNT PAID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Mary Jones</td>
<td>babysitter</td>
<td>no</td>
<td>2/14 - 4/21</td>
<td>$50.00</td>
</tr>
<tr>
<td>2 Sally Smith</td>
<td>babysitter</td>
<td>no</td>
<td>10/14 - 11/5</td>
<td>$200.00</td>
</tr>
<tr>
<td>3 Joe Harris</td>
<td>musician</td>
<td>no</td>
<td>10/12 - 10/14</td>
<td>$500.00</td>
</tr>
<tr>
<td>4 Bill Johnson</td>
<td>carpenter</td>
<td>no</td>
<td>1/3 - 4/5</td>
<td>$1500.00</td>
</tr>
<tr>
<td>5 John White</td>
<td>storyteller</td>
<td>YES</td>
<td>1/10</td>
<td></td>
</tr>
<tr>
<td>6 Sarah Melody</td>
<td>Holiday show help</td>
<td>no</td>
<td>12/1 - 12/5</td>
<td>$250.00</td>
</tr>
<tr>
<td>7</td>
<td></td>
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</tbody>
</table>

Total Payroll for ALL Employees  
$2500.00

A  
Less $1000  
$1000.00

B  
Gross Payroll  
$1500.00

C  
Premium due for additional Workers’ Compensation insurance coverage. 3.5% of Gross Payroll (Line C)  
$52.50

D  

*If yes, worker must supply the PTA with a Certificate of Insurance from his/her Workers’ Compensation insurance carrier.*

This report form must be completed and forwarded through channels to reach the California State PTA office no later than January 31.

- Unit, council and district PTAs are required to file this form, **even if no one was paid.**
- Report ALL paid workers – attach additional Payroll Report detail page(s) as necessary.
- Attach copies of quarterly employee reporting forms DE-6 and DE-542 for Independent Contractors.
- Write "NO ONE PAID" across form if no one was paid.
- Signed by treasurer or president.
- Forward through channels (unit to council to district). DO NOT send directly to the California State PTA office.
- Insurance premium received in the California State PTA office after January 31 is subject to a $25 late fee by State PTA.

Date  
December 21, 2012

Signed  
Martha Jones

Phone ( 123-4567  
Position  
Treasurer

---

**FOR COUNCIL/DISTRICT PTA USE ONLY**

<table>
<thead>
<tr>
<th>PAYMENT DATE</th>
<th>CHECK NUMBER</th>
<th>AMOUNT OF CHECK</th>
<th>TOTAL ADDITIONAL PREMIUM [LINE D]</th>
<th>AMOUNT DUE</th>
</tr>
</thead>
</table>

**SIGNATURE**  
(Council/district PTA president or treasurer)
SDUSD Administrative Regulation 1230:
School Connected Organizations

San Diego Unified’s Administrative Regulation 1230 governs fundraisers held on school campuses by non-district organizations. PTAs are non-district organizations because we are independent Non-Profit organizations and not part of the school. Whenever you hold a fundraiser or membership drive on school property, you must follow this procedure.

Here are some key points every PTA president should be aware of:

1. **The Principal must approve all fundraisers on school premises.**
   You will fill out a District form for each PTA fundraiser you plan to hold during the school year. The form is called "Request for Approval of Fundraising Activity." (See facing page). It is simple and easy to fill out.

2. **PTAs are not required to donate 50% minimum of their fundraising proceeds to the school's control.**
   PTA money raised is under PTA control, not school control.

3. **School District employees such as teachers or school secretaries can serve on PTA Executive Boards as an elected officer as long as it does not present a conflict of interest and all duties are conducted in a volunteer capacity.**

4. **PTA funds must be kept separate from school and ASB funds.**
   The PTA shall be responsible for their own bookkeeping and accounting.

5. **Children are permitted to take PTA membership envelopes home and return membership fees to school.**
   PTA membership drives are authorized as an exception to Education Code section 51521. Children are permitted to take membership envelopes home and return membership fees to school.

6. **Students cannot participate in fundraising during instruction time.**
   The manner in which the fundraising activity will be conducted (e.g., demand made on staff or instructional time and district materials) must be minimal.
   Academic instruction time is considered to be “bell-to-bell.” Make sure your PTA fundraiser including jog-a-thons is scheduled before - or after school hours.

To read Administrative Regulation 1230, go to the San Diego Unified website at www.sandiegounified.org. At the very top line find “A-Z Index” and click. OR on the index page look for Procedures and click.
Request for Approval of Fundraising Activity

To be completed by organization:

Name of Organization: __________________________________________

Address: ______________________________________________________ Phone: ____________________

Organization Contact: __________________________________________

Address: ______________________________________________________ Phone: ____________________

Purpose of Activity: _____________________________________________

Description of Activity: _________________________________________ Date: ________________ Time: ________________

The signature of the organization’s representative below confirms compliance with the following criteria:

- Organization is nonpartisan.
- Organization is charitable as defined by Internal Revenue Code Section 501(C)(3).
- Purpose of the activity is nonpartisan and charitable.
- Organization has reviewed Administrative Regulation 1230 and will conduct activity in compliance with the procedure.

Signature of Organization Representative: __________________________ Title: ________________ Date: ________________

To be completed by principal:

Name of school: ________________________________________________

The principal agrees to:

- Notify parents of the specific fundraising groups (memberships, purpose and goals).
- Notify parents well in advance that school will be planning a fundraising event and provide all details of the event.
- Notify parents of their right to “opt” their child out of participating in any fundraising event.
- Notify Area Superintendent of all fundraising events for the school year.
- Provide a signed copy of this form to the requesting organization or individual.
- Maintain official file at the school site for at least one school year, which includes parent notification, a copy of the signed approval form, and any other related documents.
- Ensure any fundraising activity during instructional time has instructional value.

Signature of Principal: __________________________________________ Date: ________________

Exhibit version: December 12, 2017

Effective: February 1, 2018
How do we prove we are a Non-Profit?

Every PTA is a Non-Profit, also known as a “501(c)3”. A Non-Profit is a kind of small business. Therefore, your PTA is a Non-Profit small business.

PTAs can apply for grants and gifts as a Non-Profit. To prove that your PTA is a Non-Profit and tax exempt, your President needs to request a Letter of Determination from State PTA.

The Letter of Determination consists of 3 parts:
1. Unit Non-Profit status. (1 PAGE)
2. California State PTA Non-Profit status (inclusive of all Units in Good Standing). (2 PAGES)
3. National PTA Non-Profit status and incorporation (including all State PTAs) (3 PAGES)

A Letter of Determination is addressed to the President and is usually valid for about 6 months. New Presidents need to email for a new one.

To get a Letter of Determination:
The President of the PTA emails LOD@capta.org Sample letter:

I would like to request a Letter of Determination for my unit.
Thank you,
[name of president]
President of [name of PTA]
[phone number]
CA State PTA ID#: [front page of Bylaws]
National PTA ID#: [front page of Bylaws]

You will receive you LOD (Letter of Determination) via email in a few days.
Reflections Art Program

2021-2022 Theme: “I Will Change the World By…”

The National PTA Reflections program is the PTA's cornerstone arts program. It was developed in 1969 by Colorado's PTA President Mary Lou Anderson to encourage students to explore their talents and express themselves. Since then, the Reflections Program has inspired millions of students to reflect on a specific theme and create original artwork. Each year, students in Grades Pre-K through 12 are encouraged for bringing the theme to life through dance choreography, film production, literature, music composition, photography and visual arts.

Reflections Calendar for Associations

September 2021
Start your school’s Reflections Program.

November 2021
Reflections entries due to Council on November 12, 2021.
Entries can be turned in prior to this date.

December 2021
Council winners will be forwarded to Ninth District on December 10th, 2021

To be Announced
Council reception for entrants.

To be Announced
Ninth District PTA reception.

April-May 2022
State winners presented at State Convention in Ontario, April 28-30, 2022

June/July 2022
National winners presented at National Convention in National Harbor, MD June 16-19, 2022
Celebrate Annual Parental Involvement Day
Thursday, November 18, 2022

Host an Event at Your School

The San Diego Unified School District and San Diego Unified Council of PTAs are joining together to celebrate NATIONAL PARENT INVOLVEMENT DAY on Thursday, November 18, 2022.

We would like every PTA to plan something – big or small – to acknowledge the important role of parents in creating effective schools.

PTAs MAY CHOOSE TO:

1. Move an existing event to November 15. Consider adding a fun twist or a unifying theme including students and parents in the planning phase.

2. Modification Idea: Move your regularly scheduled November Family Friday or Principal’s Coffee to Thursday, November 15 and focus on recognizing or celebrating parents as invaluable allies in student success.

3. Utilize this event to recruit new members to your PTA.

4. Design a brand-new event. Below are some successful school-wide parent events hosted by real schools across the country, from Kindergarten through 12th grade. Remember, activities can be modified to suit your school's needs.
National PTA School of Excellence Program

National PTA School of Excellence is a recognition program that supports and celebrates partnerships between PTAs and schools to enrich the educational experience and overall well-being for all students.

As a National PTA School of Excellence, families feel welcomed and empowered to support student success, and PTA is a key partner for continuous school improvement.

The path to excellence starts with a joint commitment of PTA and school leaders to work together to achieve PTA's National Standards for Family-School Partnerships. Through the School of Excellence program, your PTA and school will gain new ways to engage families in school decision-making, such as improvements to programs, practices and policies related to education, health, safety or the arts. Contact excellence@pta.org or call (800)307-4782 for more information.

Enroll before October 1, 2021 for the 2021-2022 school year.

What does it take to become a National PTA School of Excellence?

1. Enroll your PTA between April 1 and October 1. You will receive the "Getting Started Guide," which describes program components, including your first steps to gather feedback from families and set goals with your school partner.
2. Survey your school community and share the results with National PTA by submitting a Family-School Partnership Scan by December 1.
3. Receive a customized "Roadmap to Excellence" containing recommendations that respond to your specific results from the Family-School Partnership Scan.
4. Complete the National PTA School of Excellence application before June 1.
5. Celebrate your excellence! All National PTA School of Excellence recipients will receive a toolkit to support celebration activities.

Follow National PTA’s hashtag #PTAExcellence on @Storify!
Common Forms the Treasurer Will Use
You can also download from www.sdcouncilpta.org

**Unit Remittance Form** – Use this form whenever you send a check to Council (membership, insurance, assessment, supplies)

**Cash Verification Form** – Give this form to people collecting money for your PTA whether from membership, fundraisers, or donations. Two PTA members count funds (cash and checks), fill out form and both sign. Treasurer recounts and signs that you received the funds. Keep a copy for your Treasurer records and give a copy to the people who counted the money. You can purchase these forms in triplicate from our office.

**Request for Advance/Payment Authorization** – Give this form to persons requesting a cash advance to pay for an approved PTA expense. Person is expected to submit an expense statement using **Payment Authorization Form** within about 2 weeks along with the required receipts and refund any unused portion of the advance.

**Payment Authorization/Request for Reimbursement** – Use this form whenever you pay a bill to a company or individual. Attach invoice or receipt. You can also use this form to reimburse someone who paid for an authorized PTA expense out of their own pocket.

**Committee Report** – Fill out for each event or activity. Should be filled out by Committee Chair but can be filled out by Treasurer. Helps you keep track of income and expenses and shows net income.

**Donation Receipt** – Fill out and give to person or company who makes a tax-deductible donation to your PTA. Donations of $250 or more require written acknowledgement.

**Fiduciary Agreement** – Use this form when you donate money to your school for a specific reason. The school principal or designee signs the form which means they agree to spend the money for the designated purpose by a specified date or they will return the money. The board of education must vote to approve this agreement.
Records – What to Keep

Records retention schedule and destruction policy

It is very important that certain records be retained. The current IRS letter of determination, the current Bylaws and standing rules approved by the state parliamentarian, and articles of incorporation (for incorporated PTAs) must be readily accessible at all times.

Listed here are items that must be reviewed on a periodic basis and kept in a safe place. Members of the Executive Board must properly dispose of records by shredding the document within 30 days of the expiration of the holding period.

To assist in this process, it is recommended that upon filing records, note on the outside of the box a “Destroy After” date.

PERMANENT STORAGE

All audit reports Articles of Incorporation
Canceled checks for important transactions (e.g., taxes, contracts). Checks should be filed with papers pertaining to each transaction.
Corporation exemption documents (if incorporated) Reports filed with the Attorney General Corporation reports filed with the Secretary of State Legal correspondence

Insurance records:
- Accident reports
- Claims
- Employee Acknowledgement Forms
- Insurance Incident Reports
- Policies Ledgers (bound)

Minutes of executive board and association (bound) PTA Charter

Tax documents:
- Exempt status
- Group exemption
- Letter assigning IRS Employer Identification Number (EIN)
- State and federal tax forms, as filed

Correspondence with state or federal agencies Trademark registration

10 YEARS
Financial statements (year-end) and budgets Grant award letters of agreement

7 YEARS
Bank statements that contain photocopies of canceled checks

Cash receipt records
Checks (other than those listed for permanent retention)
Expired contracts and leases Invoices
List of board members and their contact information
Payment authorization and expense forms (receipts attached) for payments to vendors or reimbursement to officers
Purchase orders Sales records

3 YEARS
General correspondence
Employee records (post-termination)
Employment applications
Membership lists, including names and full contact information

1 YEAR
Bank reconciliations
Certificates of Insurance
Correspondence with vendors if non-contested Duplicate deposit slips
Inventories of products and materials, updated yearly
Membership envelopes/forms for current membership

NOTE: Financial officers have a fiduciary responsibility to protect sensitive and confidential information. Copies of deposited checks should be shredded after the audit has been completed.

California State PTA www.capta.org
The Communicator July 2011
Elections are Held Yearly
Officer Election always take place during the time of March 1 – April 15!

As identified in the **BYLAWS**, the PTA is a membership organization that **elects** the officers of the organization to serve. The elected Executive Board will steer the direction of the board for that school year.

Each year each PTA has two elections:
1. **Electing the Nominating Committee** – check Bylaws, a meeting between September and January
2. **Electing the Executive Board Members** – in March or early April. These meetings need to be announced **28 days** in advance.

**Nominating Committee Election**
The Nominating Committee (**NomCom**) is a group of current PTA member who are **elected** to find the best candidates for your PTA to be the Executive Board for the following year. **NomCom** members must be current PTA members for at least 28 days prior to the **NomCom** election. This is to prevent disgruntled non-PTA members from joining the day of the election and stacking the deck on the **NomCom** Committee.

The election month for the **NomCom** is in your Bylaws and can be as early as the first Association Meeting in September or October or as late as January or rare cases February. All PTA members must have at least 28 days advance notice of this meeting, but website posting and newsletter alerts count. Ask your principal to send out an **all-call** over the phone system.

The size of the Nominating Committee is defined in your Bylaws.

The job of the **NomCom** is to find the best candidates to serve on next school year’s board, so it is good to have a sampling of members who represent most of the grades in your school. The contact information for the **NomCom** should be made available to the members so that the members can make recommendations for the various officer positions. Ideally the **NomCom** will find a person for each position defined in your Bylaws. The **NomCom** will work with the principal to identify potential candidates. The **NomCom** can contact feeder schools to find officers. The list of recommended members for the Executive Board is called the **Slate of Candidates**.

**It is the job of the Nom Com to present the Slate of Candidates to the current Executive Board 28 days in advance of the Officer Election.** The current Executive Board accepts the **Slate of Candidates** and announces it immediately to the members, either via website posting, emails, phone calls or a letter home.

**Officer Elections Held in March or April**

The election month for Officers is specified in the Bylaws, but typically elections are in the month of March or the first two weeks in April. All PTA members must have at least **28 days’ notice** of this meeting, but website posting and newsletter alerts count. Ask your Principal to send out an **all-call** over the phone system. All voters must be members of the PTA for at least 28 days prior to the election. This is to prevent a disgruntled group of non-members from taking over on election day.

Usually the slate of candidates which are recommended by the NomCom is the group of officers which are elected. But this is not always the case…
For the elections, the Nominating Committee Chairman gives the report (reads the people selected to be elected). The current president accepts the Nominations. Then the President asks if there are any nominees for any of the positions. These are called nominations from the floor.

If there are no extra nominations the election can proceed and the slate of nominees can be elected with one vote or each officer can be elected individually. If there are multiple candidates then the election must proceed with a ballot for all contested offices, but the single officer slates can be elected by voice vote as a group or individually.

**Typical problems when running elections**

**We didn’t elect a Nominating Committee:** No problem – get the word out about the General Election of Officers. Make sure you give 28 days’ notice for the officer election and let members know that all nominations will be coming from the floor. Be sure that you have a current list of PTA members. Voters still must be members 28 days prior to the election.

**We didn’t slate all officer positions with candidates** – Sometimes the NomCom slate of candidates is a little light. As in the case above – get the word out about the election and let your members know which Executive Board positions are still not slated. Send out the list of Candidate that are slated so that members know who is interested in the various positions.

**We didn’t find a candidate for President** – Just because the PTA does not have a candidate for President in March does not mean that the PTA will not have a president in June. In this case too, run the election and elect the rest of the incoming board. If no one volunteers from the floor, it is the job of the incoming board members to find a President and they have some time to do so.

**We didn’t get quorum for our election** – Make sure your election has some fanfare or a program attached to the meeting which brings members in. If you missed your election, immediately choose a new election date and get the word out. Since you have already given 28 advance notice for elections, the next meeting can be scheduled for the next day, the next week or at a time that you think will get the most interested members in attendance. This rule stands for Nominating Committee Election and Officer Elections.

**After the election submit the Roster of elected Officers to Council PTA**

Current President – Use PTAEZ or send the list of elected officers to the Council PTA even if there are holes in your roster. When the new fiscal year begins in July, we at the Council send out emails to the new board members. If we do not have contact information then they will not know about the summer trainings or the school year meetings.

Send in the Roster of Executive Board members even if the roster is missing the President, Secretary or Treasurer. The officers that are elected can contact the Council and get the PTA moving along.

**Rosters are due May 1 to Council or upload to myPTEZ.**

You can still look for officers after the election for the open positions. These new officers are elected by the incoming Executive Board at an Executive Board meeting. Be sure to record this in the minutes.
Send Rosters and Updates to Council!
(Rosters are due by May 1 – send in right after March Elections)

Your Roster is one of the most important documents for your PTA. Is it the list of Elected Officers and appointed Committee Members.

Your Officers are the official representatives of your Business – your PTA. The President, Secretary and Treasurer are on record with the State of California for this year as the official officers of this Business. The Executive Board is accountable for taking care of all official and unofficial business, taking minutes at all meetings, for reviewing the finances of the unit, for filing taxes and for notifying the San Diego Unified Council of PTAs about any changes that occur during the year.

The roster needs to be filed each year with the Council PTA, who in turn sends the roster up through channels, so that each level of PTA knows who are the officers of each unit and can contact them if needed. The California State PTA makes sure that the President, Treasurer and Secretary are on file with the State of California Department of Justice, Office of the Attorney General as the legal officers of your PTA which is a Non-Profit, 501(c)3 or in other words a Charity.

The PTA as a Non-Profit cannot exist without the three main Officers: President, Secretary and Treasurer. If you have a vacancy of one of these three members, the remaining board members need to fill the vacancy in order to continue to be In Good Standing.

HELP!! Our President/Treasurer/Secretary Just Quit!
At one time or another every PTA runs into this problem. So, what do you do?

If your Secretary is missing, appoint someone as Secretary Pro-Tempore to take the minutes until your find a replacement.
If your President is missing, the Executive VP or your first VP is supposed to keep calling the meetings and run them until the president is replaced – hopefully within a month.
If your Treasurer is the missing key, this can be more of a problem since the Treasurer is usually on top of keeping the budget up to date and reconciling the bank account. Ask if someone who is already on the board is willing to take over this position.
If any bank signers resign then the Auditor is supposed to audit the books from the time of the last audit until the resignation. Your unit would have an extra audit that year.
Look within your board for a replacement to the three main positions, because your PTA cannot operate without at least a President, Secretary and Treasurer. The Vice President position while important is not mandatory.

Send notice to the Council PTA when someone leaves or enters as an Executive Board member. And we at the Council will provide training for any of your new officers.

Make sure members of your board share information so that you can all keep in contact.

After the election, fill out the roster attached with all the information that you can obtain and send it in the school mail to the San Diego Unified Council of PTAs.
Submitting Rosters with PTAEZ

Now you can submit your roster to Council online through PTA EZ – even if you don’t subscribe to PTA EZ.

Current PTAEZ Subscribing Units

Either the President or the Treasurer can input the rosters into PTAEZ.

1. Go to www.ptaez.org and log in.
2. Click on Admin in the top menu
3. Click on Officer/Board Member Contact
4. Add, remove or update your officer and board members

Non-subscribing PTA Units

1. President- Contact your PTA Council to get a PTAEZ User Name and Password.

   PTAEZ User Name:

   PTAEZ Password:

2. Go to www.PTAEZ.com
3. Click on Officer Contact in the top menu
4. Watch the instructional tutorial video for a non-subscribing PTA unit
5. After you login, click on Admin in the top menu
6. Click on Officer/Board Member Contact
7. Add, remove or update your officer and board members

We encourage you to use PTA EZ to submit your roster. When you input the information in PTAEZ, it is instantly available to Council – no need to send in a roster the old-fashioned way. Plus, it reduces errors and makes it easier for you to update your roster during the year. You can easily print out rosters and you’ll have a history from year to year.

Council will accept printed rosters if you prefer not to use the PTAEZ online system.
(Paper Roster – fill in and send to Council right after March elections)  

_______________________PTA/PTSA  

Roster of Officers

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>Alt Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td></td>
<td></td>
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<tr>
<td>Recording Secretary</td>
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<tr>
<td>Treasurer:</td>
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<tr>
<td>Auditor</td>
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<tr>
<td>Historian</td>
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<tr>
<td>Parliamentarian (appointed position)</td>
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<td>Executive VP</td>
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<td>Financial Secretary</td>
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<td>1st Vice Pres of:</td>
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<td>3rd Vice Pres of:</td>
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<td>Principal:</td>
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Annual Financial Report $$$
(Due to Council at close of Fiscal Year – July or August)

The Annual Financial Report looks a lot like your budget. In fact, the Annual Financial Report is your budget updated to what the PTA actually received as income and actually spent as expenditures. The Annual Financial report is a year to date compilation of what your PTA did this year with regard to money.

Membership: membership dues are divided into money that belongs to the PTA and money that does not belong to the PTA. The $5.75 in dues collected by your PTA which is forwarded to Council is money that does not belong to your PTA. This does not count as income to the unit, and may make the difference between filing an e-postcard and filing a long form with the IRS or Franchise Tax Board.

This form is completed before the audit and helps the auditor with the year-end audit. The Annual Financial Report is not a copy of the budget but the actual outcome for the year. A copy of this report is presented to the incoming Executive Board for budget planning for the next year and a copy of this report is entered into the minutes of the first Executive Board meeting of the new fiscal year and pasted into the Secretary Book.

Compute your income for the year. If your Treasurer has not been presenting a running total for the year, use this quick tally to compute the income for the year. Cross out the month at the beginning or end of the list that does not belong to your fiscal year.

<table>
<thead>
<tr>
<th>Month</th>
<th>Membership</th>
<th>Income</th>
<th>Month</th>
<th>Membership</th>
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<tbody>
<tr>
<td>July</td>
<td>$</td>
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<td>August</td>
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<td>December</td>
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<td>July</td>
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<tr>
<td>January</td>
<td>$</td>
<td></td>
<td>Total</td>
<td>$</td>
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Total Gross Income $____________ minus (Total Membership ________ X $5.75) = $____________ (Total Gross Income Belonging to the Unit)

Assets of the unit = carryover or total dollars in the bank account at fiscal year-end.

The Annual Financial Report is found on our website under Forms. Or you can fill in this worksheet and send us a copy.
Your Volunteer Hours are Important
Annual Historian Report Form – Due May 1
(fill out and send copy to Council)

Why Collect Hours?

The collection of hours is important in maintaining federal tax-exempt status. An Association (PTA) granted nonprofit charitable status must receive one-third of its support from the general public. The recorded hours of volunteers are proof of this.

Frequently, foundations and businesses request the number of volunteer hours an organization expends annually when considering the awarding grants.

PTA Volunteer Hours Tally Sheet:
http://downloads.capta.org/toolkit/forms/VolunteerTallySheet.pdf

Monthly reports of volunteer hours should be a part of any Committee Report. For Executive Officer hours, a sheet can be circulated at each Executive Board meeting. Guessing how much time you have volunteered is a time-honored way to record hours given to your PTA.

The Historian (or the President in the absence of a Historian) is responsible for filling out the Annual Historian Report. The Historian Report is entered into the Minutes of the last Executive Board meeting of the year.

**Send a copy of the Historian’s Report to Council before May 1. You will have to estimate the number of hours that you expect your PTA to complete in May and June.

PTA Idea: Make a mock check to present to your Principal near the end of school. It can be a Volunteer Appreciation Event or the last PTA Association Meeting of the year. The estimated value of volunteer time in California for 2017 was $28.46 per hour. You can use that number or look up the latest values on-line.
PTA UNIT – ANNUAL HISTORIAN REPORT FORM

Reporting Period – July 1 to June 30, ______

Instructions:
Complete this form and file it in your Historian’s procedure book
Make 2 copies of your completed form:
• Give 1 copy to your unit secretary to file with the minutes.
• Send 1 copy – through channels – to your PTA council/district.
  Check your council/district due date.

Tips – Reporting Volunteer Hours:
Total your unit’s volunteer hours projected to June 30
Remember to include time spent by your members involved in:
• PTA activities benefitting children.
• Unit, council, district, state and National PTA programs, projects and training.
• PTA-related meetings as well as travel, phone, email and paperwork time.

UNIT INFORMATION (Please Print)

PTA/PTSA Name: ______________________________

[ ] Preschool   [ ] Elementary School   [ ] Jr./Middle School   [ ] High School   [ ] Other

District PTA Number/Name: ______________________________

State PTA Identification #: ______________________________

Report Completed by: [ ] Historian   [ ] President   [ ] Other

Name: ______________________________

Street Address: ______________________________

City/Zip: ______________________________

Phone #: ______________________________ Email: ______________________________

President’s Name: ______________________________

President’s Signature: ______________________________

DATE: ______________________________  TOTAL VOLUNTEER HOURS REPORTED = ______________________________

03/2012
Your volunteer hours mean money for your school. The fair market for volunteer time was $28.46 in 2017.

How much was your PTA time worth? $$

Fill out this mock check and present it to your principal at the end of the year.
# Council Officer Contact Information

<table>
<thead>
<tr>
<th>OFFICERS</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Holly Wright</td>
<td><a href="mailto:president@sdcouncilpta.org">president@sdcouncilpta.org</a></td>
</tr>
<tr>
<td>Executive Vice President</td>
<td>Aimee Lansky</td>
<td><a href="mailto:execvp@sdcouncilpta.org">execvp@sdcouncilpta.org</a></td>
</tr>
<tr>
<td>1st VP Leadership</td>
<td></td>
<td><a href="mailto:leadership@sdcouncilpta.org">leadership@sdcouncilpta.org</a></td>
</tr>
<tr>
<td>2nd VP Programs</td>
<td></td>
<td><a href="mailto:programs@sdcouncilpta.org">programs@sdcouncilpta.org</a></td>
</tr>
<tr>
<td>3rd VP Communications</td>
<td>Janis Tan</td>
<td><a href="mailto:communications@sdcouncilpta.org">communications@sdcouncilpta.org</a></td>
</tr>
<tr>
<td>4th VP Legislation</td>
<td>Mahogany Taylor</td>
<td><a href="mailto:legislation@sdcouncilpta.org">legislation@sdcouncilpta.org</a></td>
</tr>
<tr>
<td>Secretary</td>
<td>Betsy Mueller</td>
<td><a href="mailto:muelbert@hotmail.com">muelbert@hotmail.com</a></td>
</tr>
<tr>
<td>Treasurer</td>
<td>Ed Franqui</td>
<td><a href="mailto:treasurer@sdcouncilpta.org">treasurer@sdcouncilpta.org</a></td>
</tr>
<tr>
<td>Financial Secretary</td>
<td>Christine Marsolini</td>
<td></td>
</tr>
<tr>
<td>Auditor</td>
<td>Andrea Ferguson</td>
<td><a href="mailto:anoellef@gmail.com">anoellef@gmail.com</a></td>
</tr>
<tr>
<td>Historian</td>
<td>Kelly Young</td>
<td><a href="mailto:historian@sdcouncilpta.org">historian@sdcouncilpta.org</a></td>
</tr>
<tr>
<td>Parliamentarian</td>
<td></td>
<td><a href="mailto:parliamentarian@sdcouncilpta.org">parliamentarian@sdcouncilpta.org</a></td>
</tr>
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</table>

# LEADERSHIP TEAM

| Leadership Team Chairman                      |               |                                           |
| Leadership Team                               |               |                                           |
| Leadership Team                               |               |                                           |
| Leadership Team                               |               |                                           |
| Leadership Team                               |               |                                           |

**How to contact the SDUC of PTAs:**

**In Person:** Check the website for office hours. The office is staffed by volunteers so call before coming to make sure someone will be there. If you can't come during normal office hours, you may call the office to make an appointment.

**Parking:** The closest parking is the parking lot behind the Ballard Center - enter from the corner of Jefferson Street and Ampudia St. We are in Bungalow #7.

**Transit:** We are located less than one-half mile from the Old Town Transit Center.
Helpful Contacts for Officers

San Diego Unified Council of PTAs
The Harold J. Ballard Parent Center in Old Town
2375 Congress Street, Bungalow 7
San Diego, CA 92110
Phone: (619) 297-7821
President: Holly Wright
Email: info@sdcouncilpta.org
Website: www.sdcouncilpta.org
Check our office hours on-line.

Contact Council first. We represent all the PTAs in San Diego Unified School District. Our office is manned by volunteers, with limited hours, but we return calls within 24 hours. Check our website.

We have your membership cards, and some supplies on hand.

Ninth District PTA
San Diego County Office of Education
6401 Linda Vista Rd., Annex A
San Diego, CA 92111
Hours: 8:30-4:30 most days
Phone: (858) 268-8077 or (858) 268-8078
President: Derick Boerner
Email: office@ninthdistrictpta.org
Website: www.ninthdistrictpta.org

If you need an answer right away, it sometimes helps to call Ninth District. They represent all of San Diego & Imperial Counties. Full-time staff. They have supplies on hand – membership envelopes, supplies, Cash Verification Forms (triplicate) & more.

Website has lots of good information and ideas.

If you need to prove you are a non-profit you will need a Letter of Determination. President emails LOD@capta.org to obtain this document.

California State PTA
2327 L Street
Sacramento, CA 95816-5014
Phone: (916) 440-1985
Fax: (916) 440-1986
President: Carol Green
Email: president@capta.org
Website: www.capta.org

Check out National PTA Programs:
  Reflections
  Membership
  Elevate Math Program
  And more!

National PTA
Toll-Free: (800) 307-4PTA (4782)
Phone: (703) 518-1200
President: Anna King
Email: info@pta.org
Website: www.pta.org

Is your event insured? Is your vendor insured?
Call or email anytime with any question. Dedicated support for all your questions by Knight Insurance Services.

Insurance Information
AIM Associated Insurance Management
Toll free: 800-876-4044
Email: capta@aim-companies.com