The mission of the PTA is to positively impact the lives of all children and families through the collaboration and engagement of all families and educators in the education of children and youth and to promote the welfare of children and youth in home, school and community.

San Diego Unified Council of PTAs Office
The Harold J. Ballard Parent Center in Old Town
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PTA Principal’s Guide Book
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Dear Principal,

Here it is – your PTA Survival Kit!

Inside are the most important materials you’ll need to ensure that your school’s PTA will be effective so that the programs and activities are rewarding and beneficial for your students, families, and staff.

Keep this book handy throughout the year. If you don’t find the information you need here or in your PTA’s Bylaws, go to the California State PTA Online Toolkit – at toolkit.capta.org. Please contact us at the Council; we’re here to help.

Congratulations, your school is 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 at the unit level – and that’s Your PTA!

PTA board members also learn leadership skills such as how to run an organization -- financial management, event planning, team-building and yes, parliamentary procedure – Robert’s Rules of Order! These leadership and organizational skills will benefit you for years to come. You will find that PTA members will assume leadership roles at the school because of the grassroots training they receive from the SDUCPTAs.

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.

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. You have now joined the largest volunteer organization for the welfare of our children. Your job on the board for the next year is to help the PTA run a mini-business and to ensure that school and district procedures, and those of the State of California and federal government are followed.

As a small business, the overall income of your PTA will usually be under $50,000. Indeed, most PTAs raise $25,000 or less. Almost all of the rules low apply to any non-profit or foundation; they are not unique to the PTA.

Think of the PTA as a small business, because that is exactly what it is. 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. Our Council is here to keep your PTA in Good Standing with the Ninth District PTA (at county level), the California PTA (CAPTA), and the National PTA.

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

Membership – To remain in “good standing” and maintain your 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 Annual Historian Report (think volunteer hours) to our Council Office each year. Membership should be recorded on PTAEZ or the list emailed to the Council each time membership is sent to Council.

Minutes – As a non-profit and a membership-driven group, the PTA must keep accurate minutes on what activities the 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 recommend keeping the minutes in a bound PTA Secretary Book.

Financial Data – To keep your business on track, the council keeps a record of your financial data. Here is what we need – Adopted Budget at the first Association 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 seven (7) years.
Taxes – All non-profits must file tax returns no matter how small their income. If any non-profit goes three years without filing taxes, it will be shut down – not by the PTA but by the IRS. Provide the council a copy of your tax return. Copies of tax returns should also be entered in the Secretary books as part of an Executive or Association Meeting. 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. Refer to the tax information page.

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 books as part of an Executive or General Meeting. A PTA should be performing a mid-year audit and a year-end audit or whenever you have a change in the check signer. The audit is performed by the elected Auditor, by an appointed general member of the PTA, or by an Audit Committee. If you do not have an auditor, the Council will help you perform your audit or the Council can do the audit for you.

Membership Dues – All Membership dues not belonging to the unit are sent to the council on a monthly basis. 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 Insurances Services.

Workers Compensation Reports are due at the end of the calendar year even if no one was hired or paid for services. This is part of keeping our insurance premiums at a very reasonable rate.

Council Assessment – The yearly assessment of $50 was voted on by the Unit Presidents of the San Diego Unified Council of PTAs. What do you get? A Council PTA that can support 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 business.

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.
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 Association Meetings at our Old Town Location:
- September 27, 2021: Council adopts budget
- November 15, 2021: Worker’s Comp Report recap
- January 24, 2022: Council elects Nominating Committee
- March 21, 2022: Council Officer Election for the next term
- May 23, 2022: Council Founders Day Celebration Meeting

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

All reports can be uploaded by the president or Treasurer to PTAEZ. Either send a copy or upload to PTAEZ and notify Council PTA when complete.

- 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 2022-23 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.

Know 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
What are Bylaws?

Bylaws are a document that explains how the PTA runs the business of the PTA.

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. Every Executive Board members should have a copy of your PTA’s bylaws to use as a reference.

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: Meeting of the Members of the PTA. 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.

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 in the bylaws. Of the dues, $5.75 goes to council, Ninth district, state and national. The remaining amount stays with your 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.

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

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 (to vote on action items).

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

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.

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 (of 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 paid members of your PTA. Association meetings are usually scheduled 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 chairs. 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 at 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 meeting minutes. Only the Executive Board can approve Executive Board meeting minutes. 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. The report is based on the minutes of the committee meetings and the outcome of the event.
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. All meetings should be scheduled at the beginning of the school year. If you meet on the first Monday of the month, then you are fine unless there is a holiday or something else interferes.

The President must make a printed 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 for quorum numbers.

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

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

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

________, __________, __________, __________, __________ at _____ [am, pm]

Elections take place 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 and day]. Check the Bylaws

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

**Our elected officers are:**

<table>
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<th>President</th>
<th>Secretary</th>
<th>Treasurer</th>
<th>Historian</th>
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**Our Standing Committee Chairman are** (all year long committees as stated in the Bylaws):

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Every officer should know…

**How to Run a PTA Meeting**

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

- Most meetings must be called 10 days in advance.
- The Association meeting for Elections and Adoptions 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 a General Association Meeting, the President should use all social media to announce the meeting: Website, email, fliers home with students, robocalls from the school on behalf of the PTA.
- Even though the meeting is announced in advance, send reminders closer to the day of the meeting.

**Make an Agenda.**

- Every meeting must have an agenda. Agendas are simple, a list of things to discuss. All agenda have: Call to Order, Presentation of minutes, Presentation of Finance, Membership Report, and Adjournment.
- Audits are usually on the agenda twice a year.
- Elections are usually on the Agenda twice a year (see page on “Election Time Already?”)
- 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 attending the 10-12 Executive Board meetings a year.

**Make sure the Secretary provides the minutes from the previous meeting.**

- Executive Board meetings minutes are approved at Executive Board meetings.
- Association Meetings minutes are approved at Association meetings.

**Make sure the Treasurer provides 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 or some other specified time depending on when your Executive Board Meetings take place.
- Executive Board Meeting Financial Reports run from the last meeting until the current meeting.
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 están 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 / Nombre legal de la PTA]
[Address of Unit / Dirección de la PTA]
Executive Board Meeting – Agenda / Junta del Concilio Ejecutivo - Agenda
Date / Fecha

I. Call to Order / Inicio [president name]
II. Approval of Minutes / Aprobación de las actas [secretary name]
III. Financial Report / Informe financiero [treasurer name]

Ratification of Checks / Ratificación de cheques escritos

IV. Budget / Presupuesto [treasurer name]
V. Audit / Auditoría [auditor name]
VI. President’s Report / Informe del Presidente [president name]
VII. Principal’s Report / Informe del Director [principal name]
VIII. Committee Reports / Informes de los Comités
   1. Membership / Membresía
   2. Committee 1
   3. Committee 1

IX. Unfinished Business / Asuntos Inconclusos
X. New Business / Asuntos Nuevos
XI. Adjourn / Cierre

Announcements / Anuncios:
Next Executive Board Meetings / Próxima Junta Ejecutiva
List next 2 meetings / Escriba la fecha de las próximas dos juntas

Next Association Meeting – [Wednesday, June 1, 2016]
Proxima Junta de Asociación General -- [miércoles de 1 junio, 2016]

List upcoming PTA events and their dates (example)
May 4-7, 2016 California State Convention
Monday, May 23, 2016 Council PTA Founders Day Meeting and Dinner
Saturday, June 4, 2016 Summer Leadership Conference, USD by Ninth District 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)

VI. 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”
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, Excused: Cindy Estle, Marion Ross, Teresa Principal
Absent: Julius Cesar

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

II. The minutes were approved with 2 corrections.

III. Financial Report – Tia Tooly
   a) Balance sheet report
      General Fund
      Balance on hand $6,000.00
      Income $5,000.00
      Expenses $6,000.00
      Balance on hand $5,000.00
   b) Tia Tooly moved that checks #2956 through #3000 and #3153 through #3157 totaling $6,000.00. Adopted.
   c) Tia reported that the K-I dances made a profit of $1000.

IV. President’s Report – Jane Doe.
    Kerry Kennedy & Vicky Tall reported on California State PTA Convention.

V. Reports of Committees
   Membership: Sara Sears reported that she is actively recruiting a membership chairman to replace her. Final membership was 219. She is now signing up members for next year 2015-16.
   Vicky Tall moved to extend the Spring Book Fair hours until 4pm on Friday June 25. 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.

VI. New Business –
    Kerry Kennedy moved to recommend to the association to move the July meeting from July 20 to July 13. Adopted.
    Jane Doe had a group picture taken of the board for the yearbook.

VII. Announcements
    Next Executive meeting date will be June 1, 2016, 5:30 p.m., at the school library
    July exec mtg on 6th and general meeting on 20th – If changing, need approval at May 18 meeting

VIII. Adjournment at 6:30pm
Treasurer’s Financial Report (Sample)
___________________
PTA
November 14, 2018 – December 14, 2018

CHECKING ACCOUNT

BALANCE ON HAND 11/14/2015

$ 4,250.00

INCOME

11/15 DEP: Carnival

$ 1,450.00

11/17 DEP: Membership dues, unit portion (150 @ $5)

750.00

11/22 DEP: Book fair

349.50

12/05 DEP: Gift wrap

5,000.00

TOTAL funds belonging to the unit

7,533.00

7,533.00

FUNDS NOT BELONGING TO THE UNIT INCOME

11/17 DEP: Membership, 150 @ $5.75

$862.50

12/10 DEP: Founders Day freewill offering

$213.00

TOTAL funds not belonging to the unit

$1075.50

$1075.50

TOTAL INCOME

$12,858.50

EXPENSES

Ck # 3150 Cajon Council, insurance premium

$ 195.00

Ck # 3151 Mary Smith, Carnival expenses

55.00

12/10 Bank fee, NSF Ck # 1113

10.00

Ck # 3153 Patty Harper, hospitality

7.49

Ck # 3154 Book Fair Company

120.00

Ck # 3155 VOID

0.00

Ck # 3156 Cajon Council, convention/2 delegates

260.00

Ck # 3157 Susan Bird, office supplies

15.29

Ck # 3159 Beverly Anderson, postage

3.70

12/13 Transfer to savings

5,000.00

TOTAL expenses belonging to the unit

5,666.48

5,666.48

FUNDS NOT BELONGING TO THE UNIT EXPENSES:

#3152 Cajon Council, 150 members @ $4.00

$862.50

#3160 Cajon Council, Founders Day Freewill Offering

213.00

TOTAL funds not belonging to the unit

$1075.50

$1075.50

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

12/10 DEP: Interest

4.32

12/13 DEP: Transfer from checking

5,000.00

Withdrawals

0.00

BALANCE ON HAND 12/14/2015

$ 13,653.87

_________________________________     _________________________________
Treasurer       Date
PTA Meetings Follow Parliamentary Procedure
EIGHT STEPS TO MAKING A MOTION

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.

The steps are:

1. Member stands and waits to be recognized.
2. Chairman 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 chairman 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 chairman puts the motion to a vote by stating, "All those in favor say 'aye.'" (Pause for vote) "Those opposed say 'no.!'"
8. The chairman 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 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.

Examples of Amendments

**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

Every PTA Must Develop a Budget for the Fiscal Year

The Executive Board or Board-elect meets to develop goals for the fiscal year and brainstorm program ideas. **Budgets are presented for adoption and the first Association Meeting** of the year.

**Step One: Form a Budget Committee (July)**

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 and August)**

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

**Step Three: Budget Committee chair presents budget to the Executive Board (August or 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 (First Association Meeting)**

The President presents the budget to the members as an Association meeting for final approval. The Treasurer makes the following motion at the Association meeting: 
"With the Executive Board concurring, I move that the ABC PTA adopt the 2016-2017 budget as presented."

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

**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 Association 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 (throughout the year)**

Review your budget halfway through the year and if necessary revise. Present the revised budget to your members at an Association meeting for its adoption.

**Step Seven: Annual Financial Report (end of June)**

The Treasurer produces the 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.
## Sample PTA Budget

### Year 2018-19 • Sample PTA Budget

<table>
<thead>
<tr>
<th>Balance on hand beginning of year (carryover)</th>
<th>$2,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income (Receipts)</strong></td>
<td></td>
</tr>
<tr>
<td>1.1 Membership belonging to the unit ($100 dues - $5.75)</td>
<td>$425.00</td>
</tr>
<tr>
<td>Adult Members (estimate 100)</td>
<td></td>
</tr>
<tr>
<td>1.2 Donations</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>1.3 Programs</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>1.4 Fundraisers (income)</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 Sees 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>1.5 Fee Recovery (Banking)</td>
<td>$50.00</td>
</tr>
<tr>
<td><strong>Total for Unit Income</strong></td>
<td>$12,955.00</td>
</tr>
<tr>
<td><strong>Income not belonging to the unit</strong></td>
<td></td>
</tr>
<tr>
<td>Membership dues = ($5.75/ per member X 100 members)</td>
<td>$575.00</td>
</tr>
<tr>
<td>Cash Reseed Money (from events)</td>
<td>$300.00</td>
</tr>
<tr>
<td><strong>Total Receipts</strong></td>
<td>$13,830.00</td>
</tr>
<tr>
<td><strong>Expenses</strong> (Disbursements)</td>
<td></td>
</tr>
<tr>
<td>2.1 Operating Expenses</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>$219.00</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>$25.00</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>$300.00</td>
</tr>
<tr>
<td>2.1.7 Convention (State/National) ($600/per person)</td>
<td>$600.00</td>
</tr>
<tr>
<td>2.1.8 CAPTA Legislation Conference ($400/person)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Year 2018-19</td>
<td>SAMPLE</td>
</tr>
<tr>
<td>--------------</td>
<td>--------</td>
</tr>
<tr>
<td><strong>2.1.9</strong> Officer Expenses (binders, printing)</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>2.1.10</strong> Past President Pin ($50)</td>
<td>$50.00</td>
</tr>
<tr>
<td><strong>2.1.11</strong> Honorary Service Awards</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>2.1.12</strong> Founder's Day Meetings</td>
<td></td>
</tr>
<tr>
<td><strong>2.1.12.1</strong> 9th District Founder's Day (3 @ $30)</td>
<td>$90.00</td>
</tr>
<tr>
<td><strong>2.1.12.2</strong> Council Founder's Day (3 @ $35)</td>
<td>$105.00</td>
</tr>
<tr>
<td><strong>2.1.13</strong> Fees (charged by bank)</td>
<td>$50.00</td>
</tr>
<tr>
<td><strong>2.2</strong> Programs</td>
<td></td>
</tr>
<tr>
<td><strong>2.2.1</strong> Book Fair – expenses</td>
<td>$3,500.00</td>
</tr>
<tr>
<td><strong>2.2.2</strong> Movie Night – expenses</td>
<td>$500.00</td>
</tr>
<tr>
<td><strong>2.2.3</strong> Parent Involvement</td>
<td>$750.00</td>
</tr>
<tr>
<td><strong>2.2.4</strong> Community Outreach</td>
<td>$240.00</td>
</tr>
<tr>
<td><strong>2.2.5</strong> Interpretation / Translation (meetings, events)</td>
<td>$240.00</td>
</tr>
<tr>
<td><strong>2.2.6</strong> Babysitting (for meetings and events)</td>
<td>$200.00</td>
</tr>
<tr>
<td><strong>2.2.7</strong> Arts/Reflections(program)</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>2.2.8</strong> Hospitality / Teacher Appreciation (≈ 5% of income)</td>
<td>$400.00</td>
</tr>
<tr>
<td><strong>2.2.9</strong> Reading Nights (K-2)</td>
<td>$750.00</td>
</tr>
<tr>
<td><strong>2.2.10</strong> Math Nights (3-5)</td>
<td>$800.00</td>
</tr>
<tr>
<td><strong>2.2.11</strong> Field Trips</td>
<td>$2,016.00</td>
</tr>
<tr>
<td><strong>2.2.12</strong> Newsletter</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>2.3</strong> Fundraisers (expenses)</td>
<td></td>
</tr>
<tr>
<td><strong>2.3.1</strong> Open House Snack Sales</td>
<td>$50.00</td>
</tr>
<tr>
<td><strong>2.3.2</strong> Chili Cook-off</td>
<td>$400.00</td>
</tr>
<tr>
<td><strong>2.3.3</strong> See's Candy</td>
<td>$500.00</td>
</tr>
<tr>
<td><strong>2.3.4</strong> Dine-outs</td>
<td>$35.00</td>
</tr>
<tr>
<td><strong>Total unit Expenses</strong></td>
<td>$12,205.00</td>
</tr>
<tr>
<td><strong>Unallocated Reserves (see bylaws Article VIII Sec 2.c)</strong></td>
<td>$750.00</td>
</tr>
<tr>
<td><strong>Carry-over to next year</strong> (Summer expenses and before fundraiser)</td>
<td>$2,000.00</td>
</tr>
<tr>
<td><strong>Disbursements not belonging to the unit</strong></td>
<td></td>
</tr>
<tr>
<td>Membership dues = (100 x $5.75/member)</td>
<td>$575.00</td>
</tr>
<tr>
<td>Cash Box Seed Money (for events)</td>
<td>$300.00</td>
</tr>
<tr>
<td><strong>Total Not Belonging to the unit</strong></td>
<td>$875.00</td>
</tr>
<tr>
<td><strong>Balance on Hand</strong></td>
<td>$0.00</td>
</tr>
</tbody>
</table>
Budget Ideas
Programs, Fundraisers, Translation and Interpretation

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 copyright. 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 only with legal paperwork
Your PTA is allowed to hold Raffles with the proper legal paperwork. Do not advertise a raffle without completing the proper paperwork with the California State Attorney General. A raffle permit costs $25.00 and takes about six (6) weeks to be approved. Plan early. Find 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 in anything you sell, 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.

PTA cannot use “Babysitters” to take care of children at PTA events
“Baby Sitting” is not allowed at PTA events or meetings. In order to offer childcare, the PTA must team with the school to use certified childcare workers employed by the school district. The childcare workers are paid by the school and then the PTA pays the school. There must always be a minimum of two adults (18 or older). Staffing is based on California State requirements. Baby Sitters do not change diapers.

Interpretation/Translation is a program
Many PTA members speak a language other than English. Hiring an interpreter for PTA Meetings or events is a great way to involve the whole school 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, use them. Some PTAs buy their own interpretation equipment for simultaneous interpretation. If you need to hire an interpreter, you can contact Ana Morales, Supervisor at the Translation Services Department to get a qualified person. Ana Morales – amorales@sandi.net or call (858) 496-8366.
Handling PTA Money
(All year and all the time!)
How to Handle PTA Money Using the Cash Verification Form

The Cash Verification Form is used to count and record all money collected for any event. This includes collecting membership dues, Book Fair or T-shirt sales, any program or event where money is collected, including donations. Cash is never kept on hand for any purpose.

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

Fill out the top portion of the form, indicating the event (membership dues, book fair, carnival, etc.). Sometimes events are dual events, such as a book fair where membership dues are collected at the same time as selling books.

Therefore, if membership is collected at the time as the event, itemize the membership dues collected in the box marked Membership Dues.

Donations can be recorded without someone purchasing a membership and are also 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. The money collected will be reflected in the monthly financial report given by the Treasurer.

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" are the dues which are forwarded to Council, District, State and National PTA. Presently these dues are: Council - $0.50, District - $1.00, State - $2.00, National - $2.25 Your PTA will forward $5.75 to your Council PTA for each member.

On the following pages are:
a sample Cash Verification Form filled in for a dual event.
## Cash Verification Form - Sample

**CASH VERIFICATION FORM**

(Membership, Fundraisers, Donations)

### START UP CASH $

<table>
<thead>
<tr>
<th>COINS</th>
<th></th>
<th>CURRENCY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>x 1¢</td>
<td></td>
<td>x $ 1</td>
<td>0.00</td>
</tr>
<tr>
<td>x 5¢</td>
<td></td>
<td>x $ 5</td>
<td>0.00</td>
</tr>
<tr>
<td>5 x 10¢</td>
<td>0.00</td>
<td>1 x $ 10</td>
<td>10.00</td>
</tr>
<tr>
<td>14 x 25¢</td>
<td>3.50</td>
<td>2 x $ 20</td>
<td>40.00</td>
</tr>
<tr>
<td>x 50¢</td>
<td></td>
<td>x $ 50</td>
<td>0.00</td>
</tr>
<tr>
<td>x $1</td>
<td></td>
<td>x $100</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**TOTAL $ 0.00**

### 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>Item</th>
<th>Amount</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>
<td></td>
</tr>
<tr>
<td>#</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL $ 165.00**

**GRAND TOTAL $ 289.00**

($4.00 + $ 180.00 + $ 165.00)

### 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>
<tr>
<td>Stan Treasurer</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>10/10/2018</td>
</tr>
</tbody>
</table>

**Forms**
Two people counted the money.
The Treasurer verified and deposited the money on the same day.
## Spending PTA Money

(All year and all the time!)

All PTA expenses are made using checks and the PTA checking account. 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. 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.

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 approved budget. All requests for expenditures which are not budgeted must be voted on by the Association. Plan accordingly. A PTA can spend money on an unbudgeted item, by following PTA meeting protocol, which requires a meeting.

A PTA is a nonprofit, private organization. To comply with all requirements, regulations and laws, a PTA must handle only those funds for 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).
PAYMENT AUTHORIZATION/REQUEST FOR REIMBURSEMENT

ATTACH ALL RECEIPTS TO THIS EXPENSE STATEMENT

Name ____________________________________________
PTA Position ______________________________________
Address __________________________________________
City/Zip ___________________________________________
Telephone (_____) ______________________ E-mail __________

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>Expenses</th>
<th>Amount Owed or Due</th>
</tr>
</thead>
</table>

President’s signature: ___________________________ Date: ___________
Date approved in minutes: ___________________________ Secretary’s signature: ___________________________
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

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.
Section 2: The Role of the Principal on the PTA

Whether at the county, school district, or local school level, the role of the Principal is to help ensure that a PTA is an informed and contributing part of the school community. The Principal’s support, cooperation, and inspiration are vital to the success of any PTA.

The Principal is a voting member of the Executive Board and must pay membership dues. Therefore, the Principal’s attendance is counted toward quorum for Executive Board meetings. The attendance of the Principal is critical for quorum.

The Principal and the PTA President represent two important groups in the school: staff and parents.

The Principal and President should:
- Meet regularly at agreed-upon times. Discuss issues. Review plans for events and keep each other informed on school issues.
- Work out problems or misunderstandings promptly in a direct, honest way—privately. Keep an open mind. Listen to each other.
- Be positive and enthusiastic about the school when working with parents, families and community.
- Develop a win-win attitude. Celebrate each other’s accomplishments.

Hallmarks of functional and healthy PTAs:
- Hold monthly Executive Board meetings – no cancelations or last-minute time changes.
- Conduct Association Meetings as specified in the bylaws – no cancellations.
- Provide monthly Financial Reports. No excuses.
- Present the minutes of the last meeting. No excuses.
- Create a budget for the year presented at the first Association Meeting.
- Hold elections at the end of the year. See bylaws for the month for elections.

The Principal is encouraged to:
- Become familiar with the mission and basic policies of the PTA and their interpretation through publications such as the California State PTA Toolkit.
- Encourage teachers, staff members, parents, students and community members and partners to join and participate with the PTA.
- Invite teachers and staff members to contribute ideas for programs and projects.
- Assist the PTA in reaching out to community and local business leaders as potential members for coalition building and as resources.
- Encourage the development of PTA membership and informational packets for distribution to parents of new students enrolling in the school and the community at large.
- Advise the PTA on school district policies regarding classroom visitations, field trips, class parties, parent participation, directory information, etc.
- Attend meetings and events of the PTA.

The PTA address is the school location. The school should provide and area for the PTA to keep the permanent records – Secretary Books and Financial Records.
PTA President Duties to Conduct at All Times

- **Announce all meetings** (Association and Executive) 10 days in advance, via all appropriate social media. **Announce Election meetings** and Bylaws adoptions 30 days in advance.
  
  *The principal may assist in announcing the meetings to the parents at the school.*

- **Preside at all meetings**
  
  *The principal or designee never “calls” meeting, nor presides over a meeting.*

- Create Agendas for all Executive Board and Association meetings.
- Attend all San Diego Unified Council PTA meetings listed in the **President’s 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 requires two forms of ID and you SSN.
- **Make a copy of Bylaws** for each officer and chairmen of committees.
- **Make** committee chairman and committee member **appointments**, including the parliamentarian.
- Delegate and coordinate duties.
- Sign all authorizations and contracts.
- Be familiar with financial procedures; **make sure taxes are filed**.
- Be the official representative of the association as authorized.
- **Responsible for the annual report of volunteer hours.**
- **Meet with Principal** on a regular basis (monthly or weekly).
- **Have all newsletters, flyers and/or notices approved** by the principal, prior to distribution.
- **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** with all elected officer information available.
- Perform other prescribed duties as listed in the Bylaws.
- For more information, consult your Bylaws or the PTA Toolkit @ [toolkit.capta.org](mailto:toolkit.capta.org)

**Executive Board Member Duties**

- Attend all meetings
- Fulfill all assignments as delegated by the President
- Understand the organization
- Protect assets of the Association
- Transact business as directed by the Association and business between Association meetings
- Pay bills
- Create committees
- Fill vacancies on the Executive Board by holding elections during an Executive Board Meeting
- Present reports to the Association
- Understand and question financial reports
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
Start your school’s Reflections Program.

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

December
Council winners will be forwarded to Ninth District on December 6th

To be Announced
Council reception for entrants.

To be Announced
Ninth District PTA reception.

April-May
State winners presented at State Convention in Monterey, April 29 – May 1, 2022

June/July
National winners presented at National Convention in National Harbor, MD June 14-19, 2022
Celebrate Annual  
**Parental Involvement Day**  
**Thursday, November 18, 2021**

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, 2021**.

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 18. 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 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 for this 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!
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

SAN DIEGO UNIFIED SCHOOL DISTRICT
REQUEST FOR APPROVAL OF FUNDRAISING ACTIVITY
BY A NONDISTRICT ORGANIZATION

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

SAN DIEGO UNIFIED SCHOOL DISTRICT
San Diego, California

Effective: February 1, 2018
Election take place yearly
At the March Association Meeting

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

Each year each PTA has two elections: (Check Bylaws)
  Election of Nominating Committee – Held at a meeting two months before Officer Elections
  Election of Executive Board Officers – Elections must be held in March or early April

Nominating Committee Election
The Nominating Committee (NomCom) are current PTA members who are elected to find the best candidates for the PTA Executive Board for the following year. NomCom members must be current PTA members for at least 30 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 size of the Nominating Committee is called out in your Bylaws.

The election month for the Nominating Committee is in your Bylaws and can be as early as the first General Meeting in September or October or as late as January or in rare cases in February. All PTA members must have at least 30 days’ notice of this meeting, but website posting and newsletter alerts count. Ask your principal to send out a call to all parents over the phone system.

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 list of recommended members for the Executive Board is called the Slate of Candidates.

It is the job of the NomCom to present the Slate of Candidates to the current Executive Board 30 days in advance of the Officers Election. The current Executive Board accepts the Slate of Candidates and announces it immediately to members, either via website posting, emails, phone calls or a letter home.

Officer Elections
The Association 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, but can take place in February. All PTA Association members must have at least 30 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 30 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 names of candidates in the slate 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 entire 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 30 days’ notice for the officer elections and let members know that all nominations will be coming from the floor. Be sure that you have a current list of PTA members who can vote. Voters still have to be members 30 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, 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 30 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**

**Current President** - 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.**

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.

| The outgoing President is responsible for notifying the Council PTA of the results of the election, but this task is everyone’s responsibility. In order to update the business paperwork with the California State Government, the California State PTA needs to know the information by May 1. Turning in a Roster of new Officers is important! |

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PTA President and Principals
WORKING TOGETHER

PRINCIPALS DESCRIBE A GOOD
PTA PRESIDENT

- Good organizer
- Has the welfare of children at heart
  and does not seek personal glory
- Works well with others and gives
credit to others
- Friendly, tactful and intelligent
- Knows and upholds school policies
- Delegates responsibility
- Decisive, but not dictatorial
- Presides well

Principals report these are the
things that obstruct good
relations:

- Lack of understanding between the
  school and the PTA
- Relationships between individuals –
gossip and cliques – jealousy among
members
- Lack of cooperation in planning
- Parents trying to direct the school
program
- Pressure groups
- Lack of trained PTA leadership
- Lack of planned program
- Feeling that PTA is being used to
criticize school and teachers
- Lengthy business meetings
- PTA leaders unwilling to take
suggestions

PTA PRESIDENTS DESCRIBE A
GOOD PRINCIPAL

- Cares for, and is concerned about
children
- Cooperative, friendly, intelligent and
has a sense of humor
- Knows and understands the work of
PTA
- Well trained in his/her
field
- Inspires loyalty and
confidence of staff,
parents, and
students
- Willing to listen to
parents
- Interested in the community
- Active in the PTA

PTA Presidents report these are the
things that obstruct good relations:

- Lack of understanding between the
  school and the PTA
- Lack of participation by teachers
- Lack of interest on the part of the
principal or one who is too dominant
- Teachers who feel PTA is trying to
run the school
- Failure to talk over problems
- Making plans without consulting with
the principal
- Individuals who seek PTA office to
exploit themselves or their children
- Failure to keep personal matters out
of meetings
- Gossip and cliques
The “T” in PTA Stands for Teachers

Let's remember why we have a "T" in PTA. Teachers and staff are crucial partners in our children's success. Encourage teachers to join the PTA as collaborative partners between home and school. This should be the focus of your PTA.

Membership campaign ideas for getting teachers involved:

- Enlist the support of your principal. A principal's encouragement to join can go a long way. Strive for 100% membership by staff.

- Award teachers and staff with a party or lunch when 100 percent teacher and staff membership is reached.

- Plan a breakfast for teachers prior to the start of the school year. Use this breakfast as an opportunity to talk to teachers about the value and importance of joining your PTA. Have a teacher share a personal story about the PTA and impact on families.

- Include PTA materials in information packets given to teachers and staff at the start of each school year. Include information about the PTA’s continuing education grants for teachers, counselors and school nurses. Attach membership envelopes.

- Print out personal invitations asking teachers and staff to join and include membership envelopes. Remind them that for the cost of a few coffees they can support our national organization of more than 5 million members!

- Request a bulletin board or showcase at your school to display current information about PTA activities. Includes lots of pictures.

- Use back-to-school nights as an opportunity to speak with both teachers and parents about the importance of supporting PTA. Prepare a short presentation. Be sure to have the permission of your principal.

Some other helpful ideas:

- Teachers and staff expect to be asked to join. If they expect it and you don't ask, they may feel that they are not needed or welcomed. Remember to ask.

- Get to know your teachers. Sometimes teachers or staff may be reluctant to join because of a prior negative experience with PTA. Apologize for whatever may have happened and talk to them about how the work of the PTA benefits not only the children but the teachers and the school as well.

- Parent Engagement is what PTA does best. Remind teachers and staff that partnering with PTA helps them to fulfill the Parent Involvement federal, state and district mandates.

- Remind teachers and staff that PTA is more than a local fundraising group for their school. It is an advocacy organization focused on student success!
Self-assessment for Principals and Presidents

It is useful to reflect upon one's performance to identify areas for improvement and acknowledge the development of new skills. Using the numbers 1 through 5, with “5” indicating the “best practice,” how would you evaluate yourself or, how would you evaluate each other?

Principal

☐ Do you attend PTA meetings, including meetings of the executive board?
☐ Do you take time to plan with the PTA president?
☐ Do you let the PTA president know about your schools plans and needs?
☐ Do you personally feel you know and understand the PTA program?
☐ Do you encourage your teachers to participate in PTA activities, encourage them to join PTA and encourage their attendance at meetings?
☐ Are you careful not to dominate the PTA?
☐ Do you make your PTA feel welcome and part of the school?
☐ Do you invite your PTA president to attend some of the staff meetings?
☐ Do you cooperate in use of school facilities?

PTA President

☐ Do you invite the principal to all PTA meetings and activities?
☐ Do you consult the principal on all plans early in the school year?
☐ Do you constantly seek to understand your school better?
☐ Do you build some of your PTA programs around school programs?
☐ Are you careful not to make excessive demands on the time of your school personnel?
☐ Are you careful not to interrupt or interfere with the school program?
☐ Do you keep personal matters and personality conflicts out of the PTA?
☐ Are you a good manager?
☐ Are you friendly with everyone; school personnel and PTA members?
☐ Do you work well with others and give credit where credit is due

According to your profile, how are you doing?
**Council Contact Information**
How to Contact San Diego Unified Council of PTAs

By Phone: (619) 297-7821
By E-mail: info@sdcouncilpta.org
By Fax: (619) 297-2152
By Mail: San Diego Unified Council of PTAs
c/o Ballard Parent Center
2375 Congress Street, Bungalow #7
San Diego, CA 92110-2318

Note: You may send information via U.S. mail or school mail.

On the Web:  www.sdcouncilpta.org

The San Diego Unified Council of PTAs is dedicated to the service of our units, PTAs at school sites. Our leadership team is skilled in:
- leadership development,
- finance
- parliamentary procedure
- mediation
- parent engagement

**If you feel that your PTA is having problems, contact us immediately.**

A PTA problem is a business problem not a school problem although it could be both. San Diego Unified Council of PTAs and Ninth District PTA should be alerted immediately if there are officer conflicts or a suspicion of financial mismanagement.