San Diego Unified Council of PTAs

San Diego Unified Council of PTAs
Office
The Harold J. Ballard Parent Center in Old Town
2375 Congress Street, Bungalow 7
San Diego, CA 92110
Phone: (619) 297-7821
email: sducpta@yahoo.com

President Handbook
Helpful Contacts

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
Fax: (619) 297-2152
Email: sducepta@yahoo.com
Website: www.sdcouncilpta.org
President: Celeste Bobryk-Ozaki

San Diego Unified School District
Eugene Brucker Education Center
4100 Normal Street
San Diego, CA 92103
Phone: (619) 725-8000
Website: www.sandi.net
Superintendent: Cindy Marten

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 Jefferson Street. We are in Bungalow 7.
Transit: We are located less than one-half mile from the Old Town Transit Center.

Ninth District PTA
San Diego County Office of Education
6401 Linda Vista Rd., Annex A
San Diego, CA 92111
Hours: 8:30-4:00 p.m. Mon.-Thursdays
8:30 - 3 p.m. Fridays
Phone: (858) 268-8077 or (858) 268-8078
Fax: (858) 268-8017
Email: office@ninthdistrictpta.org
Website: www.ninthdistrictpta.org
President: Beth Bacting

San Diego County Office of Education
6401 Linda Vista Rd.
San Diego, CA 92111
Phone: (858) 292-3500
Website: www.sdcoe.k12.ca.us
Superintendent: Dr. Ray Ward

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

National PTA
1250 N. Pitt St.
Alexandria Virginia 22314
Toll-Free: (800) 307-4PTA (4782)
Phone: (703) 518-1200
Fax: (703) 836-0942
Email: info@pta.org
Website: www.pta.org
President: Laura Bay

Knight Insurance Services
535 N. Brand Blvd., 10th floor
Glendale, CA 91203
Toll free: 800-733-3036
Email: PTACA@knightins.net
Website: www.KnightIns.net
(User name: ptausers) (Password: member)
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# 2015-16 Council PTA Roster

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<tr>
<th>OFFICERS</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Celeste Bobryk-Ozaki</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive Vice President</td>
<td>Betsy Mueller</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st VP Leadership</td>
<td>NiChelle Cannon</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd VP Programs</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3rd VP Communications</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>4th VP Legislation</td>
<td>Derick Boerner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secretary</td>
<td>Fay Hamilton</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treasurer</td>
<td>Laura Schumacher</td>
<td></td>
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<tr>
<td>Financial Secretary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auditor</td>
<td>Janine Morrow</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Historian</td>
<td>Rachel Wohlhaas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parliamentarian</td>
<td>Derby Pattengill</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## STANDING COMMITTEE CHAIRS

| Advocacy                      | Open                  |       |       |
| Parent Engagement             | Bea Fernandez         |       |       |
| Membership                    | Eric Gonzales         |       |       |
| Hospitality                   | Open                  |       |       |
| Office Manager                |                       |       |       |

## LIAISONS

| Superintendent                | Linda Zintz           |       |       |
| San Diego Educators Assn.     |                       |       |       |
| San Diego Administrators Assn.|                       |       |       |

## SPECIAL COMMITTEES

| State Convention              | Open                  |       |       |
| Founders Day                  |                       |       |       |
| Honorary Service Awards       | Open                  |       |       |
| Reflections Art Program       | Open                  |       |       |
| Website                       |                       |       |       |
| Leadership Team               | Bea Fernandez         |       |       |
| Leadership Team               |                       |       |       |
| Leadership Team               |                       |       |       |
| Leadership Team               |                       |       |       |
| Leadership Team               |                       |       |       |
| Climate Action Committee      | Laura Schumacher      |       |       |
Dear PTA President,

Here it is – your PTA Survival Kit!

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

Keep this folder 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.

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

Celeste Bobryk-Ozaki
President
San Diego Unified Council of PTAs
PTA Executive Board Officers

Welcome on board. You have now joined the largest volunteer organization for the welfare of our children. Your job for the next year is to run a mini-business.

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 of the rules below apply to any non-profit; it is not unique to the PTA.

Think of it as a business, because that is exactly what it is. All the rules and regulations that we at the San Diego Unified Council of PTAs 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 you can continue with the business of supporting your students on a daily basis.

Rosters – The Council, District, State and 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.

Membership – to keep Good Standing and non-profit status, a PTA needs to have a list of its members. You do not need to send your membership list to council but we do need a report on your volunteer hours. Send the Council PTA the Annual Historian Report (think volunteer hours). Keep the membership rolls for three years. Easiest way is to paste them in the Secretary Book at the end of the year. 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, keep accurate minutes on what activities your 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.

Taxes – All non-profits must file taxes 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 of a copy of your tax 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 books as part of an Executive or General Meeting. File your taxes as soon as you can after your Year-End Audit.

RRF - 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 exemption and the 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 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 or can be performed 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 we can do the audit for you.

Financial Data – 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 books as part of an Executive or General Meeting. Keep your financial data for seven years.

Membership Dues – all Membership dues not belonging to the unit are sent to the council on a monthly basis. So, 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 Service.

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? 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.

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

The San Diego Unified Council of PTAs represents you and your members.
## President’s Check List

A President’s Checklist is always helpful in completing the tasks for the year. You can fill in the checklist with your due dates and check each off as you complete them.

<table>
<thead>
<tr>
<th>Due Date to Council</th>
<th>Item</th>
<th>Date complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fill in date if empty</td>
<td>Most paperwork can be scanned and emailed.</td>
<td>Write in date completed</td>
</tr>
<tr>
<td>September</td>
<td>First Unit General Meeting – present Annual Financial Report, Year End Audit and Budget for Adoption.</td>
<td></td>
</tr>
<tr>
<td>September 15</td>
<td>Annual Financial Report (copy) due to Council</td>
<td></td>
</tr>
<tr>
<td>September 15</td>
<td>Year-End Audit (copy) due to Council</td>
<td></td>
</tr>
<tr>
<td>September 28, 2015</td>
<td>President attends Council General Meeting</td>
<td></td>
</tr>
<tr>
<td>September 30</td>
<td>Unit Adopted Budget due to Council</td>
<td></td>
</tr>
<tr>
<td>October 8</td>
<td>Membership dues to Council to qualify for the State Award</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elect Nominating Committee</td>
<td></td>
</tr>
<tr>
<td>November 1</td>
<td>First remittance of Membership: dues must be sent to Council to stay in Good Standing</td>
<td></td>
</tr>
<tr>
<td>November 1</td>
<td>Worker’s Compensation Annual Payroll Report due to Council (page 26 &amp; 27)</td>
<td></td>
</tr>
<tr>
<td>November 1</td>
<td>Insurance Premium due to Council Suggested budget for $210</td>
<td></td>
</tr>
<tr>
<td>November 1</td>
<td>Council Assessment of $50 due to Council</td>
<td></td>
</tr>
<tr>
<td>November 13</td>
<td>Reflections Entries due to Council (page 12)</td>
<td></td>
</tr>
<tr>
<td>November 15 or December 15</td>
<td>Deadline to file Taxes and RRF. Calculate 5 months and 15 days after end of fiscal year. (see page 30)</td>
<td></td>
</tr>
<tr>
<td>November or December</td>
<td>Copy of Taxes and RRF due to Council (send or email)</td>
<td></td>
</tr>
<tr>
<td>November 16, 2015</td>
<td>President attends Council General Meeting</td>
<td></td>
</tr>
<tr>
<td>December 2</td>
<td>Insurance is late – pay insurance plus $25 late fee.</td>
<td></td>
</tr>
<tr>
<td>January 25, 2016</td>
<td>President attends Council General Meeting</td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>Unit PTA election</td>
<td></td>
</tr>
<tr>
<td>March 15</td>
<td>Mid-Year Audit due to Council</td>
<td></td>
</tr>
<tr>
<td>March 21, 2016</td>
<td>President attends Council General Meeting</td>
<td></td>
</tr>
<tr>
<td>May 1</td>
<td>Roster of Next Year’s Officers Due to Council (Page 43)</td>
<td></td>
</tr>
<tr>
<td>May 1</td>
<td>Unit Annual Report due to Council (page 46)</td>
<td></td>
</tr>
<tr>
<td>May 2016 -TBD</td>
<td>President attends Council General Meeting</td>
<td></td>
</tr>
<tr>
<td>June 19</td>
<td>Last day to submit Membership dues.</td>
<td></td>
</tr>
</tbody>
</table>
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 registrations

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.
What are 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.

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.

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 (as in vote).

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 (or the Association may vote against it, so be careful).
<table>
<thead>
<tr>
<th>Info</th>
<th>Article &amp; Section (original numbering)</th>
<th>Fill in the data</th>
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<tbody>
<tr>
<td>Association Meetings</td>
<td>Article VII Section 1</td>
<td>List months:</td>
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<tr>
<td>Audit Preparation</td>
<td>Article VI Section 8a</td>
<td></td>
</tr>
<tr>
<td>Audit Presentation</td>
<td>Article VI Section 8c</td>
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</tr>
<tr>
<td>CA State Charitable Trust Number</td>
<td>Article XIV Section 6</td>
<td></td>
</tr>
<tr>
<td>California State PTA Number</td>
<td>Article XIV Section 5</td>
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</tr>
<tr>
<td>California State Tax ID</td>
<td>Article XIV Section 7</td>
<td></td>
</tr>
<tr>
<td>Check signers</td>
<td>Article VI Section 6g</td>
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<tr>
<td>Council Assessment Fee</td>
<td>Standing Rule # 11</td>
<td></td>
</tr>
<tr>
<td>EIN Federal Tax ID</td>
<td>Article XIV Section 3</td>
<td></td>
</tr>
<tr>
<td>Election Month</td>
<td>Article V Section 7 and</td>
<td></td>
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<tr>
<td>Executive Board Meetings</td>
<td>Standing Rule # 10</td>
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<tr>
<td>Fiscal Year</td>
<td>Article XIV Section 1</td>
<td></td>
</tr>
<tr>
<td>Membership Dues</td>
<td>Article IV Section 4</td>
<td></td>
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<tr>
<td>Membership Due Dates</td>
<td>Article IV Section 7 &amp; 8</td>
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<tr>
<td>National PTA Number</td>
<td>Article XIV Section 4</td>
<td></td>
</tr>
<tr>
<td>Nominating Committee Size</td>
<td>Article V Section 3</td>
<td></td>
</tr>
<tr>
<td>Officers</td>
<td>Article V Section 2</td>
<td>Circle: President, Exec VP, Secretary, treasurer, auditor, historian, financial secretary, corresponding secretary</td>
</tr>
<tr>
<td>PTA Name</td>
<td>Article 1</td>
<td></td>
</tr>
<tr>
<td>Quorum Association Meeting</td>
<td>Article VII Section 5b</td>
<td></td>
</tr>
<tr>
<td>Quorum Exec Board</td>
<td>Article VII Section 7</td>
<td></td>
</tr>
<tr>
<td>Roster Due Date</td>
<td>Article VI Section 1</td>
<td></td>
</tr>
<tr>
<td>Special Meeting Association</td>
<td>Article VII Section 4a</td>
<td>Called by _____ members</td>
</tr>
<tr>
<td>Special Meeting Exec Board</td>
<td>Article VII Section 6</td>
<td>Called by _____ members</td>
</tr>
<tr>
<td>Standing Committees</td>
<td>Standing Rule # 9</td>
<td>List: 1 2 3 4 5 6</td>
</tr>
<tr>
<td>Unbudgeted spending between Association Meetings</td>
<td>Article VIII Section 2c</td>
<td>$</td>
</tr>
<tr>
<td>Vice-Presidents</td>
<td>Article VI Section 3</td>
<td>List: 1 2 3 4 5 6</td>
</tr>
</tbody>
</table>
President's Duties from the Bylaws

SECTION 1.

The president shall:

a. Coordinate the work of officers and committees of the association in order that the purposes may be promoted.

b. Preside at all meetings of the association and the executive board.

c. Be a member ex officio of all committees except the nominating committee.

d. Appoint the corresponding secretary, the parliamentarian, the chairmen and members of committees, subject to the ratification of the executive board.

e. Prepare the list of 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

f. Sign all authorizations for payment as required by the executive board or association. (See Check Request System: Payment Authorization (Page F19), Finance Section, California State PTA Online Toolkit.)

g. Be responsible for preparing the association annual report required by the California State PTA.

h. Be the official representative of the association at council and district meetings

i. Have all newsletters, flyers and/or notices approved by the principal, prior to distribution.

j. Have all contracts and/or legally binding documents approved by the association, prior to signing a contract along with another elected officer. (See Contracts (Page F8), Finance Section, California State PTA Online Toolkit.)

k. Be authorized to sign checks, and not be related by blood or marriage or reside in the same household as the other authorized signers for the association’s financial accounts.

l. Perform such other duties as may be prescribed in these bylaws or assigned by the association.
Reflections Calendar for Associations

2015-2016 Theme
Let Your Imagination Fly

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.

November 2015
Reflections entries due to council on November 13, 2015.
Enteries can be turned in prior to this date.

December 2015
Council winners will be forwarded to Ninth District on December 10th, 2015

To be Announced - Council reception for entrants.

March 2016
Ninth District PTA reception.

May 2016
State winners presented at State Convention in San Diego, May 4-7, 2016

June/July 2016
PTA President Duties

• Delegate and coordinate duties
• Preside at all meetings
• Make committee chairman and committee member appointments, including the parliamentarian
• Sign all authorizations and contracts
• Be familiar with financial procedures
• Be an authorized check signer (not related by blood or marriage or reside in the same household.)
• Official representative of the association as authorized
• Responsible for the annual report
• Be official contact
• Meet with site administrator
• Perform other prescribed duties

Executive Board Duties
• Transact business as directed by the association and business between association meetings
• Pay bills
• Create committees
• Fill vacancies
• Present reports to the association
• Understand and question financial reports
• Protect assets of the association
• Understand the organization
• Attend meetings
PTA Meetings

There are three types of PTA meetings. Each meeting has assigned functions and authority.

**Association Meetings**
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**
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 meetings of the association. 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.*

**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 the Fundraising Committee which operates all year long. An example of a special committee is the Book Fair Committee which operates for a part of the year. Committees are where the major work of the PTA is done. Committees make recommendations to the executive board concerning their assigned activity.

**Minutes**
Each PTA group should preserve their activities by recording minutes and they must be approved by the group that attended the meetings. Only the association can approve association meeting and so forth. The executive board meeting cannot be combined with the association meeting.
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>
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<tr>
<td>October</td>
<td></td>
<td>Send in early membership</td>
<td></td>
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<tr>
<td>November</td>
<td></td>
<td>Pay insurance and assessment and membership</td>
<td></td>
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<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>
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<tr>
<td>February</td>
<td></td>
<td>Present mid-year audit</td>
<td></td>
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<tr>
<td>March</td>
<td></td>
<td>Get ready for election</td>
<td></td>
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<tr>
<td>April</td>
<td></td>
<td>Invite president elect to meeting</td>
<td></td>
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<tr>
<td>May</td>
<td></td>
<td>Calculate volunteer hours</td>
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<tr>
<td>June</td>
<td></td>
<td>Present Annual Report of volunteer hour.</td>
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<tr>
<td>July</td>
<td></td>
<td>Get books ready for year-end audit</td>
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</tbody>
</table>

The President must hold the General Association Meetings on the day and months listed in the Bylaws unless the Association has voted at a General Association Meeting to change the date of the meetings. This can be anywhere from monthly meetings to just 2 meetings in a school year and 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 General 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.
Sample PTA agenda for an Association Meeting
with President’s Script

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

OPENING CEREMONIES
Pledge of Allegiances (not “flag salute”)
“________ will lead us in the Pledge of Allegiance. Will you please stand.”

READING/APPROVAL OF MINUTES NO MOTION NEEDED (allow 3 minutes)
You have several ways to approve the minutes at an association meeting. You can either have the secretary read the minutes of the last meeting or (with approval of the group) the minutes may be assigned to a committee for approval or correction. If you have a small group, you can distribute copies of minutes and ask members to read silently before asking for corrections.

If the secretary reads the minutes
“The secretary will read the minutes of the _____ meeting”.

The secretary stands, addresses chair and reads minutes.
“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 readprinted,” or
“The minutes stand approved as corrected.”

FINANCIAL REPORTS NO MOTION NEEDED (allow 5 minutes)
(treasurer, financial secretary, budget & finance chairmen)
“______ will present the treasurer’s report.”
“You have heard the report of the treasurer. Are there any questions?”
“The report will be filed for the audit.”

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

PRESENTATION OF BILLS MOTION NEEDED TO PAY BILLS (allow 5 minutes)
“The treasurer will read the bills.”
Since approval of budget does not authorize expenditure of funds, 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.)
“It has been moved and seconded that the bills be paid.”
(Follow steps for a motion)

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.”
REPORT OF THE EXECUTIVE BOARD (allow 5 minutes each)
A summary report (not the minutes) is read for the information of the members. Recommendations 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)

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.”
“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)

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 ___”

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

PROGRAM
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.

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 ______”
“Refreshments will be served.”

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”
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.

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."
Membership Campaign Information

PTA means school, community and family working together to support our students so they can be successful at home, at school and in life.

Membership Materials

- Membership envelopes are available at Council or Ninth District offices.
  Cost is $3.00 per hundred

- New membership cards are only available at the Council office.
  
  o Template available to fill out cards on www.pta.org under PTA Leaders Running your PTA

- LEGOLAND California and SEA LIFE Aquarium offer exclusive PTA member discounts - Legoland is a partner with PTA and offers a special PTA discount exclusively for PTA members. At the time of this printing, we don’t know how Legoland is planning to distribute coupons. If you would like to hand out Legoland discount coupons with your membership cards, please contact the Council for updated information.

- California PTA offers a membership flyer template on their website. You can customize it for your PTA. Go to www.capta.org and click on PTA Leaders, Run your PTA and scroll down to Building Membership and Marketing your PTA
Membership Awards for unit PTAs

Can you do better than last year?
Your Unit’s 2014-15 Year-End Membership: ____________________

Membership Incentives & Awards

California State PTA's 2015-16 membership year runs from July 1, 2015 to June 30, 2016.

Each unit PTA must adhere to the due dates set by their council and/or district PTA. Councils and districts set their own due dates in order to meet the state PTA deadlines. When sending in your remittance to your council and/or district PTA, please allow additional time for processing and mailing.

Remittances of "per capita" should be forwarded by every PTA at least monthly, and sent to your council and/or district PTA. “Per capita” means per person dues, and is the portion of membership dues not belonging to your PTA. The unit (school) PTA remits to the council PTA (or if out of council, to the district PTA). The council PTA remits to the district PTA. The district PTA remits to California State PTA. California State PTA remits to National PTA.

Building your PTA membership can really pay off for your school.
Not only will your PTA have the support of parents and families, but your PTA could qualify for awesome membership challenge incentives.

For a list of the 2015-16 Membership Incentives and Awards,
Visit the San Diego Unified Council of PTAs website at https://sdcouncilpta.wordpress.com/

A list of Membership Incentives and Awards and due dates will be posted on the website by September 2015.
How to Develop a Budget

The board or board-elect meets to develop goals for the fiscal year and brainstorm program ideas.

**Step One: Form a Budget Committee**

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**

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**

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**

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:

"*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 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**

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**

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 (SAMPLE)

**FISCAL YEAR**

<table>
<thead>
<tr>
<th>Name of Unit</th>
<th>IRS EI #</th>
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</thead>
<tbody>
<tr>
<td>Council</td>
<td>District PTA</td>
</tr>
<tr>
<td>Bank Name</td>
<td>Account #</td>
</tr>
<tr>
<td>Bank Address</td>
<td></td>
</tr>
</tbody>
</table>

**BALANCE ON HAND** from previous year: $

**ESTIMATED RECEIPTS**
- Interest income: $
- Membership dues (unit portion only): $
- Fundraising (list individually): $

**RECEIPTS NOT BELONGING TO UNIT**
- Council, district, State and National PTA membership per capita: $
- Founders Day freewill offering: $

**TOTAL RECEIPTS**: $

**ESTIMATED DISBURSEMENTS**

**Operating expenses**
- Membership envelopes: $
- Insurance premium: $
- Newsletter and publicity: $
- Council/district PTA leadership workshops: $
- Convention (State/National PTA): $
- Officers’ and chairmen’s reimbursement: $
- Past president’s pin: $
- Honorary Service Award: $

**Program expenses**
- Programs and assemblies: $
- Reflections Program: $
- Family Engagement: $
- Emergency preparedness: $
- Hospitality: $

**Fundraising**
- Carnival: $
- Book fair: $
- Gift wrap: $

**Carry-over to next year**

**Unallocated reserves**

**DISBURSEMENTS NOT BELONGING TO UNIT**
- Council, district, State and National PTA membership per capita: $
- Founders Day freewill offering: $

**TOTAL**: $

**TOTAL DISBURSEMENTS**: $

**BALANCE ON HAND**: $

---

**Treasurer’s Signature**

**Date**
Budget Committee

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 $210, actual premium amount to be announced in Summer) - due November 1
- **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 finds.

**Recommended Budget Items for PTAs**

*(Budget Items are estimates only and can vary)*
- State PTA Convention $800.00 per person – This year the State Convention will be in San Diego – a great opportunity to send more people to convention. Full registration is about $220 per person.
- Reflections - to do the programs/awards at your school
- Honorary Service Award - Associations should be honoring volunteers. (See Toolkit)
- Council Functions – Founder’s Day Dinner $35 per person
- Ninth District Functions - Training $50 per person. Founder’s Day Brunch $30 per person

**Optional:**
- Legislative Conference in Sacramento $600.00 per person

**These recommendations are in addition to all the other items the PTAs budget for each year.**
How to Handle Membership Funds Using the Cash Verification Form

The Cash Verification Form is used to count and record all money collected for any event. This would include collecting membership, a book fair or T-shirt sales, any program or event where money is collected, including donations.

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 people 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 - $2.00, National - $2.25

Your PTA will forward **$5.75** to your Council PTA for each member.
# CASH VERIFICATION FORM
(Membership, Fundraisers, Donations)

UNIT NAME ____________________________________________

ACTIVITY ___________________________ DATE ________

<table>
<thead>
<tr>
<th>COINS</th>
<th>CHECKS Attach adding machine tape of itemized checks.</th>
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</table>

GRAND TOTAL $ ________________________

Membership Dues

# ______ members @ $ ______ (dues) = $ ______ + donations = $ ______ Grand Total $ ________

FOR OFFICIAL USE ONLY

Signature ___________________________ Amount Received: $ __________
Signature ___________________________ Signature ___________________________
Signature ___________________________ Date ___________________________

California State PTA Toolkit – 2011 343
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 ___________________________ District PTA ___________________________
Address _________________________________ Council ___________________________
City ___________________________ Zip ___________________________

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 BE SPECIFIC</th>
<th>DOES PERSON PAID CARRY HIS/HER OWN WORKERS COMPENSATION INSURANCE?</th>
<th>DATES WORKED</th>
<th>PAYROLL AMOUNT PAID</th>
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<td>YES*</td>
<td>JAN 5, ___ TO ___</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Payroll for ALL Employees

Less $1,000 $1,000.00

Gross Payroll

Premium due for additional Workers' Compensation insurance coverage. ____% of Gross Payroll (Line C)

*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 fill this form, even if no one was paid.
- Report ALL paid 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," §3.31 for more information.

Date ___________________________ Signed ___________________________
Telephone (_______) ___________________________ Position ___________________________

Your contact info here

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 deadline date. Payment must be received from district PTA on or before January 31)

Name of PTA: Scarritt Elementary
District: 9
Address: 1234 Bales Street
Council: San Diego Unified
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>BE SPECIFIC</th>
<th>DOES PERSON PAY CARRY HIS/HER OWN WORKERS' COMPENSATION INSURANCE?</th>
<th>DATES WORKED</th>
<th>PAYROLL AMOUNT PAID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Jones</td>
<td>babysitter</td>
<td>no</td>
<td>2/14, 4/21</td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td>Sally Smith</td>
<td>babysitter</td>
<td>no</td>
<td>10/14, 11/5</td>
<td>$200.00</td>
<td></td>
</tr>
<tr>
<td>Joe Harris</td>
<td>musician</td>
<td>no</td>
<td>10/12-10/14</td>
<td>$500.00</td>
<td></td>
</tr>
<tr>
<td>Bill Johnson</td>
<td>carpenter</td>
<td>no</td>
<td>1/3-4/5</td>
<td>$1500.00</td>
<td></td>
</tr>
<tr>
<td>John White</td>
<td>storyteller</td>
<td>YES</td>
<td>1/10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sarah Melody</td>
<td>Holiday show helper</td>
<td>no</td>
<td>12/1-12/5</td>
<td>$250.00</td>
<td></td>
</tr>
</tbody>
</table>

A  Total Payroll for ALL Employees  $2500.00
B  Less $1000  $1500.00
C  Gross Payroll  $1500.00
D  Premium due for additional Workers' Compensation insurance coverage (3.5% of Gross Payroll (Line C))  $52.50

*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 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.
- 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  (000)  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)
San Diego Unified’s Administrative Procedure 9325 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.**
   Fill out a form for each PTA fundraiser you plan to hold during the school year and submit to the principal for approval. The form is called "Request for Approval of Fundraising Activity by a Nondistrict Organization." (see facing page). It is simple and easy to fill out.

2. **School District employees such as teachers or school secretaries can serve on PTA executive boards as long as it does not present a conflict of interest.**

3. **PTA funds must be kept separate from school and ASB funds.**

4. **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.

5. **Students cannot participate in fundraising during instruction time.** 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 Procedure 9325, go to the San Diego Unified website www.sandi.net and click on Administration, then Procedures.
SAN DIEGO UNIFIED SCHOOL DISTRICT
REQUEST FOR APPROVAL OF FUNDRAISING ACTIVITY
BY A NONDISTRICT ORGANIZATION
(Administrative Procedure 9325)

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 as established
in Administrative Procedure 9325:

• 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 Procedure 9325 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:_________

Proof9325
9-2013
EVERY PTA MUST FILE A FEDERAL AND STATE TAX RETURN 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)

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 California form 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.
How to file the Federal 990-N e-Postcard
For units with gross receipts normally $50,000 or less

Before you file have this info handy:

- Your Unit Bylaws – this will have your
  - organization name (name of your PTA Association 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)
  - 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, but can be any elected officer)
- Login ID and password. If you were the preparer last year, use the same login ID and password as last year. If you are a new preparer or cannot recover your login ID or password, create a new Login ID and password when you file.
- 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.

Step 1: Go to the IRS website:
- Go to https://epostcard.form990.org/

Step 2: Log in with your Login ID and password

- If you filed last year use same Login ID and password: Your Login is your EIN (Federal Tax ID number) without a dash followed by two digits at the end (01-99). The 01 thru 99 is a login id for the filer. For example, the third person to file will have an “03” after their EIN number. If you have forgotten your password, you can request that it be emailed to you using the email address given when you created the login id.
- If you are a new filer: the e-filing software will create a new Login ID which will be sent to your email address.

Step 3: Verify the information

- Your fiscal year on the e-Postcard matches your bylaws. If the IRS has the wrong fiscal year, you cannot change it on the e-Postcard. Contact your Council or Ninth District PTA to get it changed with the IRS, before filing.
- Name of Organization: It may be listed as PTA CALIFORNIA CONGRESS OF PARENTS TEACHERS & STUDENTS INC which is an umbrella name for all PTAs in California or it may list your unit name
- your Employer ID is your Unit Federal EIN
DBA means “doing business as” – If “PTA CALIFORNIA CONGRESS OF PARENTS TEACHERS & STUDENTS INC” is listed as your organization name, then input your Unit PTA name as listed on the cover of your bylaws in the DBA field.

mailing address is c/o (in care of) PTA president at the school address. (this ensures that any future IRS correspondence goes to the current PTA)

If your PTA has a website (not your school website) input the website address.

The Principal Officer is usually the president, but can be any elected officer – input their home address, not the school address.

Answer the question about your gross receipts

Step 4: Save

- Click on SAVE CHANGES

Step 5: Submit

- Click on SUBMIT
- Once the IRS receives and processes your e-Postcard (usually within 30 minutes), you’ll receive an email indicating whether your e-Postcard was accepted or rejected. If accepted, you’re done for the year. If rejected, the email will tell you why it was rejected and how to correct the problem

Step 6: Make copies of your e-Postcard

- To print out the e-Postcard go to the Quick Menu on the Home Page and click on “Edit/View Existing e-Postcard”
- Click "View" on the right-hand side of the Control Panel. The system will take you to the Filing Status page.
- Click "View Form 990-N (e-Postcard)" in the upper right-hand corner.
- The system will display your e-Postcard.
- Make 4 copies of the e-Postcard to give to the following:
  - president
  - treasurer
  - secretary - to post in the Secretary Minute book
  - Council – either email or send a hard copy

Step 7: Report 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 (FAQ) page
How to file the 199N California e-Postcard

For units with gross receipts normally $50,000 or less

In addition to the information you need to file the federal return, you will need the following:
- Your California Entity ID number or California Corporation number – This is 7-digit number assigned to your PTA in 2010. If you have recent bylaws, you can find the number in ARTICLÉ XIV, FISCAL YEAR AND IDENTIFICATION NUMBERS, SECTION 7. If it’s not in your bylaws, call your council or Ninth District PTA.
- Exact amount of your gross receipts from your Annual Financial Report

Step 1: Go to the Franchise Tax Board website:
- Go to www.ftb.ca.gov
- Click on “Businesses” in blue bar
- Click on “199N e-Postcard” under Online Services
- Click on “Continue” and you will be taken to Privacy Notice page
- Click on “Continue” and you will be taken to the login page
- Enter your 7-digit Entity Number or California Corporation Number.

Step 2: Account Period Information
- Make sure the name matches your PTA
- Input your account period beginning and end date (fiscal year)
- Answer the question “Is this the first year your entity was in business?”
- Answer the question “Did your entity terminate or go out of business?”
- Answer the question “Have you changed your account period?”
- Input your Gross Receipts
- Click on “Continue”

Step 3: Entity Information
- Input your FEIN (Federal Employer Identification Number) without dashes
- Input your DBA Name (“DBA” means Doing Business As – this would be the name your PTA uses)
- Input your PTA website address if you have one – do not use the school’s website address
- Input your PTA’s mailing address (this should be the school’s address) In the Attention field put “PTA President” not a person’s name since officer names may change.
- Input your Principal Officer’s information (this is usually the president, but can be any elected officer)
- When you get to the last page of review - read the pledge and check the box. Then click on SUBMIT.
- Print the results.

Step 4: Contact Information
- Name and phone number of person filing

Step 5: Review your information
- Review your information and read the declaration at the bottom. Click the declaration box and then click “SUBMIT”.

Step 6: Make copies of your e-Postcard
- Make 4 copies of the e-Postcard to give to the following:
  o president
  o treasurer
  o secretary - to post in the Secretary Minute book
  o Council – either email or send a hard copy
How to file the State RRF-1 Form
RRF stands for Registration Renewal Fee

By now every PTA must have applied for a Charitable Trust Number. Once you receive your Charitable Trust number from the Attorney General’s office, you renew it every year by filing the RRF-1. RRF stands for “Registration Renewal Fee.” This is a fee the Attorney General charges to charities with gross receipts more than $25,000. If you make less than $25,000, your fee will be waived.

Before you file have this info handy:

- **Your Charitable Trust Number** – This number is in your bylaws. If you have old bylaws, check with your Council or Ninth District PTA.
- **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.
- **Your Federal Tax Identification Number** – from your bylaws
- **Your Gross Receipts** from your Annual Financial Statement
- **Your Total Assets**

Step 1: Fill out the fillable RRF-1 form online

- Go to oag.ca.gov/charities
- Click on “Forms”
- Click on “RRF-1 Form, pdf” and download.
- Fill out form on your computer following this sample.
  
  **Note:** Whenever you answer a question “Yes”, you usually need to provide an attachment. For example, if you answer “Yes” to question #7 about raffles, then you would attach a page listing the number of raffles and the date(s) they occurred.
- Print and sign the form
- If your gross annual revenues were more than $25,000.00, include a check for a filing fee.

<table>
<thead>
<tr>
<th>Gross Annual Revenue</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $25,000</td>
<td>0</td>
</tr>
<tr>
<td>Between $25,000 and $100,000</td>
<td>$25</td>
</tr>
<tr>
<td>Between $100,001 and $250,000</td>
<td>$50</td>
</tr>
<tr>
<td>Between $250,001 and $1 million</td>
<td>$75</td>
</tr>
<tr>
<td>Between $1,000,001 and $10 million</td>
<td>$150</td>
</tr>
<tr>
<td>Between $10,000,001 and $50 million</td>
<td>$225</td>
</tr>
<tr>
<td>Greater than $50 million</td>
<td>$300</td>
</tr>
</tbody>
</table>

Step 2: Mail the form.
Registry of Charitable Trusts
P.O. Box 903447
Sacramento, CA 94203-4470

Step 3: Make copies of your RRF-1

- Make 4 copies of the RRF-1 to give to the following:
  - president
  - treasurer
  - secretary - to post in the Secretary Minute book
  - Council – either email or send a hard copy
**Make check payable to the Registry of Charitable Trusts, P.O. Box 903447, Sacramento, CA 94203-4470 and include a copy of your 990, 990EZ or a copy of your 990N receipt.**

**ANNUAL REGISTRATION RENEWAL FEE REPORT TO ATTORNEY GENERAL OF CALIFORNIA**

Sections 12586 and 12587, California Government Code 11 Cal. Code Regs. sections 301-307, 311 and 312

Failure to submit this report annually no later than four months and fifteen days after the end of the organization's accounting period may result in the loss of tax exemption and the assessment of a minimum tax of $800, plus interest, and/or fines or filing penalties as defined in Government Code section 12586.1. IRS extensions will be honored.

**Enter Charitable Trust Number**

**Enter your State FTB # here**

**Enter your Federal Tax Identification Number here**

**Gross Revenue could be found on line 12 on the 990 and line 9 on 990-EZ or on line 8 of the form 199 which matches the 990.**

<table>
<thead>
<tr>
<th>Gross Annual Revenue</th>
<th>Fee</th>
<th>Gross Annual Revenue</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $25,000</td>
<td>0</td>
<td>Between $1,000,001 and $10 million</td>
<td>$150</td>
</tr>
<tr>
<td>between $25,000 and $100,000</td>
<td>$25</td>
<td>Between $10,000,001 and $50 million</td>
<td>$225</td>
</tr>
<tr>
<td>$25,000 and $1 million</td>
<td>$75</td>
<td>Greater than $50 million</td>
<td>$300</td>
</tr>
</tbody>
</table>

**PART A - ACTIVITIES**

For your most recent full accounting period (beginning 7/01/10 ending 6/30/11) list:

- Gross annual revenue: $25,500
- Tax exempt: $59,500

**PART B - STATEMENTS REGARDING ORGANIZATION DURING THE PERIOD OF THIS REPORT**

**Note:** If you answer "yes" to any of the questions below, you must fill in a separate sheet providing an explanation and details for each "yes" response. Please review RRA instructions for information required.

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 any financial interest?  **[ ] Yes **[ ] No **[ ] X**

2. During this reporting period, was there any theft, embezzlement, diversion or misuse of the organization's charitable property or funds?  **[ ] Yes **[ ] No **[ ] X**

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

4. During this reporting period, were any organization funds used to pay any penalties, fines or assessments by the Internal Revenue Service?  **[ ] Yes **[ ] No **[ ] X**

5. During this reporting period, were the services of a commercial fundraiser or fundraising counsel for charitable purposes used? If "yes," provide an attachment listing the name, address, and telephone number of the service provider.  **[ ] Yes **[ ] No **[ ] X**

6. During this reporting period, did the organization receive any grants from the agency, mailing address, contact person, and telephone number?  **[ ] Yes **[ ] No **[ ] X**

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

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

9. Did your organization have prepared an audited financial statement in accordance with generally accepted accounting principles?  **[ ] Yes **[ ] No **[ ] X**

**Enter phone number**

**Enter email address**

Treasurer should complete this section: Sign, print name, title and date.

**Signature of authorized officer**

**Printed Name**

**Title**

**Date**
Serving as president of a PTA includes the responsibility to lead that PTA toward specific goals chosen by its members. The goals must be consistent with the policies and Purposes of the PTA. The president is the presiding officer and the official representative of the association.

Throughout the year, mailings will be sent from the California State PTA and National PTA that contain important materials to assist the unit. Distribute and discuss these materials with the appropriate officers and chairman.

For PTA training, counseling, or information, contact the council or district PTA president.

All written materials produced by PTA (e.g., newsletters, flyers, website postings, or notices) are to be cleared with the PTA president and school principal before publishing. The principal is responsible for the accuracy of school information and compliance with the State Education Code and school district policy. The PTA president is responsible for the accuracy of PTA information and compliance with PTA policies.

Prior to Taking Office

To ensure a successful term of office, certain responsibilities begin as soon as new officers are elected.

The president-elect should confer with the school principal and call meetings as necessary, of the board-elect (elected officers and principal) soon after election to ratify appointed officers, fill any vacant offices, and make plans for the coming year. When appointed officers are ratified, they become part of the board-elect.

Hold brainstorming session(s) with the board-elect to establish unit goals. Review past unit activities, become familiar with National PTA and California State PTA goals and Purposes, set realistic goals and prioritize projects. Evaluate current chairman positions and decide which are needed. Ask for suggestions of people to fill chairmanships.

Start recruiting chairman and committee members; strive for a balance of experienced and new members, keeping in mind that all areas of the community should be represented. Select first those whose work begins immediately: program, budget, and finance, and membership. If the standing rules or bylaws designate some of these duties to the vice president(s) or treasurer, appoint additional members to their respective committees. A special meeting of the board-elect may be called to ratify the appointment of all chairmen, so they can begin their activities. The president-elect may also do this at the first executive board meeting when the term begins.

Become familiar with the duties of each chairman by reviewing the California State PTA Toolkit. Share job descriptions and materials as noted with the chairmen and help them to secure procedure books and materials from their predecessors.

Names and addresses of additional executive board members should be sent to council and/or district PTA for their respective directories.

Attend workshops offered by council or district PTA and urge incoming board members to attend.

The president-elect is one of the unit’s delegates to the California State PTA Convention.

Attend the convention orientation meeting held by the district PTA and study materials in order to be a knowledgeable delegate. Be sure to ask the current president for all information regarding convention (State Convention 2.6.1).

Prior to taking office, request the outgoing president’s procedure book and review it and all material received from previous president.

Coordinate with treasurer-elect to have the signature cards for bank accounts updated with new officers and submitted to the bank at the beginning of the new term.

During Term of Office

Be sure a signed facility use permit is on file, if required by the school district. Never sign a Hold Harmless Agreement on behalf of the PTA (1.3.4a, 5.1.7). If the PTA is asked to sign a Hold Harmless Agreement for any reason, the PTA should contact the California State PTA insurance broker. When directed by the insurance broker to sign the "Facilities Use Permit Addendum" for events held on public school campuses, locate the form in the Toolkit, Forms, Chapter 9.

When planning PTA events and activities you must always refer to the Insurance and Loss Prevention Guide that is updated and mailed annually to all unit presidents. If you have any questions or concerns about the event contact the California State PTA insurance broker. Contact information for the California State PTA insurance broker can be obtained from the California State PTA office.

Appoint a committee to review and/or revise the bylaws.

Work with committees in charge of activities scheduled before school begins, such as student registration and welcome for teachers, new students, and parents.

Meet with the room representative coordinator and principal to plan an orientation meeting for room representatives and/or grade level representatives.

Confer with officers and chairman regarding plans for the year and progress toward set goals.

Prepare a master calendar that includes executive board meetings, association meetings, PTA special events, and president’s/vice presiding officer/chaired use of the PTA websites: www.capta.org and www.pta.org.
The California State PTA Toolkit is included in the summer service mailing and includes membership enrollment materials, which should be reviewed and given to the membership chairman. Membership enrollment may be planned before the service mailing is received. Arrange to obtain membership envelopes and cards according to procedure of the council or district PTA. The PTA may wish to print its own envelopes.

Make certain membership enrollment activities are approved by the principal and do not interfere with school activities.

Membership enrollment may begin at any time in the new term and should continue throughout the year.

All members must receive a membership card. Remind each member to sign the card. Remind the membership chairman to insert the October 31 expiration date on each card.

Schedule a budget committee meeting with the principal and officers (treasurer, program chairman, and fundraising chairman) whose input to the budget is important. Verify that programs and fundraising activities comply with insurance guidelines.

Have the proposed budget, including programs, fundraisers, California State PTA convention, and other plans, presented to the executive board.

The association must approve the proposed budget, including programs, fundraisers, and other plans, before implementation (which includes the signing of contracts). A motion for each fundraiser, including how the money will be used (books for the library, etc.), must be approved by the association. This should be done at the first association meeting of the new term (The Agenda, 2.1.9; Fig. 2-1).

It is the responsibility of the president and unit delegates to attend the council meetings (if in council) or district PTA meetings (if not in council). Check with council (if in council) and district PTA for meetings or training programs that may be held during the year.

The executive board fills any vacant offices and ratifies additional chairmen and committee members before the school term starts.

Remind the treasurer to send the per capita portion of dues for council (if in council), district, State and National PTA through channels each month; to submit insurance premiums by the district PTA due date; to prepare and submit the mandatory Workers' Compensation Annual Payroll Report through channels by the due date (Financial Officers' Reports 5.3.3i).

Remind the treasurer to schedule audits of the financial books twice a year (Audit 5.8; Forms, Chapter 9) and to determine whether the council or district PTA requires a copy of the Annual Financial Report (Annual Financial Report Form 5.3.3e; Fig. 5-6 or Forms, Chapter 9).

Work with the program committee to complete plans for Founders Day, typically celebrated in February (Founders Day 7.14). Include an opportunity to collect the Founders Day Freewill Offering in the program. Remind the treasurer to remit any funds collected promptly to council or district PTA.

Appoint an award committee to select local recipient(s) for award(s) (Awards 7.6; Forms, Chapter 9). Be sure a motion is made to authorize the purchase of Honorary Service Awards and emblems, to be ordered from the state office in time for the presentation. Allow six weeks for delivery (Honorary Service Award 7.6.3; Forms, Chapter 9).

Forward any proposed resolutions for the California State PTA convention in time for council or district PTA action (Convention Resolution Process 2.9).

Review the California State PTA convention registration information when received. Prepare convention pre-registration and housing materials as instructed by council (if in council) or district PTA.

Prepare for Association Meetings

Check with program and hospitality chairmen about arrangements.

Work with the publications, public relations, and room representative coordinators on meeting notices, publicity, and parent contacts.

Be sure the proposed budget, including programs and fundraisers, is presented for adoption at the first fall association meeting (Budget 5.3.3a; 5.5).

Prepare the agenda for the meeting ahead of time, and provide copies to the secretary and parliamentarian (The Agenda 2.1.9; Sample Agenda Fig. 2-1).

Check bylaws for the procedures to elect the nominating committee, and include that election on the appropriate month's agenda.

Check bylaws for the meeting designated for the election of officers, provide the required notice of the election to the membership and conduct election.

Conduct election of delegate(s) to the California State PTA convention. The number of delegates is determined by unit membership. Elect an alternate for each delegate (State Convention 2.8.1).

End of Term

Submit a roster that includes the name, title and contact information for the new officers to council or district PTA. For presidents, contact information should be personal mailing address.

Give helpful materials to the president-elect immediately following the election (Procedure Book 2.3.4).

Work with the president-elect to plan the installation of new officers.

Invite incoming president to attend meetings of council or district PTA and meetings of community groups.

Continue president's responsibilities until new officers assume office. Encourage cooperation and sharing of materials between outgoing and incoming board members.

Work with the historian to compile the Annual Historian Report, and mail this report by the council or district PTA due date (Unit Annual Historian Reports 2.3.5a; Forms, Chapter 9).

At the last association meeting of the school year, a motion should be made authorizing the executive board to pay neces-
sary summer bills. A motion may also be made to appoint a
committee to read the minutes of the last association meeting
of the year and report at the next association meeting.

See that outstanding bills have been paid, committee reports
have been filed, projects have been completed and financial
books are scheduled for audit. Be certain that any correspon-
dence, including thank you notes and acknowledgments, have
been sent.

When the term as president is completed, stay involved but not
in charge.

RESOURCES AND REFERENCES

National PTA
  Quick-Reference Guide, Leadership Section
  Website: www.pta.org
  Our Children (National PTA magazine, subscription)

California State PTA
  California State PTA Toolkit (English and Spanish)
  Leadership Pocket Pal (English and Spanish)
  Financial Pocket Pal (English and Spanish)
  Insurance and Loss Prevention Guide (English and Spanish)
  mailed annually to PTA presidents
  Administrator's Manual
  State PTA convention training handouts
  Website: www.capta.org
  The Communicator
  PTA in California (official newsletter of the California State
  PTA)

03/2009
Common Forms Treasurer Will Use

Forms are in your side pocket for copying.
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 people 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.

**Request for Advance/Payment Authorization** – Give this form to person requesting a cash advance to pay for an approved PTA expense. Person is expected to submit an expense statement 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 designate 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.
Election Time Already?

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
2. Electing the Executive Board Members

**Nominating Committee**

The Nominating Committee (Nom Com) 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. Nom Com members must be current PTA members for at least 30 days prior to the Nom Com election. This is to prevent disgruntled non-PTA members from joining the day of the election and stacking the deck on the Nom Com Committee.

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 rare cases 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 an all-call over the phone system.

The size of the Nominating Committee is called out 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 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 30 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**

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, but can take place 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 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 Nom Com 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 30 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 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 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 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 – Use PTA EZ 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 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.

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.
**Rosters are Important**

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 un-official 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 Tem to take the minutes until your find a replacement.

If your president is missing, the Executive VP or you 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 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.
A new way to submit your rosters

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.
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
<th>Alt Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>President</td>
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<td>Recording Secretary</td>
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<td>Treasurer</td>
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<td>Auditor</td>
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<tr>
<td>Corresponding Secretary</td>
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<tr>
<td>Financial Secretary</td>
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<tr>
<td>1st Vice Pres of:</td>
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<td>2nd Vice Pres of:</td>
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<td>3rd Vice Pres of:</td>
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<tr>
<td>4th Vice Pres of:</td>
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**Annual Financial Report**

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 was 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.

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>
<th>Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>$</td>
<td></td>
<td>February</td>
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<tr>
<td>August</td>
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<td>September</td>
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<td>November</td>
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<td>June</td>
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<td>December</td>
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<td>July</td>
<td>$</td>
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<tr>
<td>January</td>
<td>$</td>
<td></td>
<td>Total</td>
<td>$</td>
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</table>

Total Income $________________ minus (Total Membership ______________X $5.00) = Total Income Belonging to the Unit $____________________.
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. Valuation of service hours expended in carrying out the purposes for which it was formed will positively affect the public support ratio of PTA. Volunteer hours can be reported in the narrative portion of the IRS 990 report and can also be placed on the PTA’s financial statement.

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 2014 is $26.87 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.

Why do PTAs submit reports?
California State PTA requires filing of this report as stated in PTA bylaws. Information on volunteer hours is used for audits, advocacy and grant applications.

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 benefiting 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
## Mock check for Hours Volunteered

<table>
<thead>
<tr>
<th>PTA</th>
<th>Date</th>
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<tbody>
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Pay to the Order of ________________________________ Dollars

Memo _____________ hours

President
Celebrate Annual Parental Involvement Day
Thursday, November 19, 2015

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 19, 2015.

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 19, 2015. Consider adding a fun twist or a unifying theme including students and parents in the planning phase.

   Modification Idea: Move your regularly scheduled November Family Friday or Principal's Coffee to Thursday, November 19 and focus on recognizing or celebrating parents as invaluable allies in student success.

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

3. 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.

Visit http://www.sandi.net/ParentInvolvementDay for more information and ideas!
MEMBER PERKS

Enjoy the benefits of being a PTA member all year!

AQUARIUM OF THE PACIFIC
Don’t miss the new Jellies exhibition that opened May 22! Discover sunny Southern California and Baja, the frigid waters of the Northern Pacific, and the colorful reefs of the Tropical Pacific. Come face-to-face with the ocean’s ultimate predators in Shark Lagoon, hand-feed colorful lorikeet birds and watch the Magellanic Penguins play. Visit www.aquariumofthepacific.org for more information and contact your PTA leader for discount coupons.

LEGOLAND
LEGOLAND California and SEA LIFE Aquarium offer exclusive PTA member discounts. For the best discount, reserve a PTA Family Field Trip* at LEGOLAND for only $52 for an adult or child. That’s half off! Call (760) 438-5346 to book now. Or, use a “Kids Go Free” PTA Coupon. Coupons were mailed to Southern California PTAs in January. Restrictions apply. See all PTA offers and details and sign up at www.legoland.com/pta.

CALIFORNIA ACADEMY OF SCIENCES
Dive into the “Color of Life.” There’s more to color than meets the eye. Discover nature’s secret language in Color of Life, a new exhibit at the California Academy of Sciences. California State PTA members receive discounts when preordering tickets at www.calacademy.org/etickets with sales code “CAPTA.”

ENTERPRISE
PTA members are eligible for a discounted rate on all cars. Wherever you travel, whenever you travel, and no matter when you make your reservations, PTA members always receive the same low rate, depending on the vehicle rented. Visit our Member Perks page to access the discounted online ordering link.

VOLUNTEERSpot
Get a kick-start on back-to-school planning. Use VolunteerSpot to recruit and organize fall volunteers and boost participation. California State PTA members get a FREE premium upgrade (up to a $300 value) with promo code “CAPTA1415.” Take a tour and register your account today at www.volunteerspot.com/school-volunteers.

FIND more Perks at www.capta.org/join/member-perks