



# INFORMATION FOR COUNCIL FINANCE TEAMS 2023 - 2024

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## FIRST DISTRICT PTA FINANCIAL & MASTER CALENDARS

The First District PTA financial calendar provides due dates and deadlines for payments and documents required from your PTA. The master calendar lists First District PTA meeting dates and other important information. **The calendars are included at the end of this document.** They can also be found on our website at [PTA1.org](http://PTA1.org) > PTA Leader Resources > Financial Officers > [Treasurers & Financial Secretaries](#)

## FINANCIAL PROCEDURES FOR COUNCIL TREASURERS

Following are instructions for sending required payments/remittances and reports to First District PTA.

### HOW TO SUBMIT PAYMENTS TO FIRST DISTRICT PTA

- **MAIL PAYMENTS AND REMITTANCE FORMS TO OUR **NEW MAILING ADDRESS**: First District PTA, P.O. Box 470, Alhambra, CA 91802**
- Make checks payable to **FIRST DISTRICT PTA.**
- **Multiple payments can be written on a single check and listed on one remittance form.**
- **All PTA checks must have two (2) signatures**, even if the bank only requires one. See your bylaws.
- **Three (3) copies of the district remittance forms** are to be completed and sent with your check and a self-addressed stamped envelope to the First District PTA office. **REMITTANCES WILL NOT BE ACCEPTED WITHOUT THESE FORMS.** Click below to access blank remittance forms:

### [FIRST DISTRICT PTA REMITTANCE FORMS FOR COUNCILS](#)

- **Remittances of non-TOTEM dues are due AT LEAST MONTHLY to First District PTA.** Other remittances are due in accordance with the First District PTA Financial Calendar. Please review the financial calendar for all due dates.
- Special instructions and reminders about important PTA financial deadlines and information are given to presidents at First District PTA Board meetings. **Check with your president after the fourth Monday of each month for any new instructions, information, or due dates.**

### HOW TO SUBMIT REQUIRED FINANCIAL DOCUMENTS TO FIRST DISTRICT PTA

Please submit your PTA's financial documents to First District PTA by **uploading them to [myPTEZ.com](http://myPTEZ.com).** MyPTEZ is free to all PTAs for this use. Click [HERE](#) for instructions for using myPTEZ Document Management. Units and councils must provide copies of the following financial documents to First District PTA:

- Annual Financial Reports
- Annual Budgets
- Mid-Year and Year-End Financial Reviews
- Internal Revenue Service (IRS) Form 990EZ/990N
- California Franchise Tax Board (FTB) Form 199/199N
- California Office of the Attorney General (OAG) Form RRF1 and CT-TR-1
- Secretary of State (SOS) Statement of Information Form SI-100 (*incorporated PTAs only*)
- AIM Workers Compensation Payroll Report
- Bylaws and Standing Rules + Bylaws Signature Page

## ASSOCIATION MEETING REMINDERS

The first PTA association meeting of the year is a big one, especially for PTA treasurers. Below are **some things you and all of your units must remember to do at the first association meeting of the year:**

### CLOSE OUT THE PRIOR FISCAL YEAR

- Present the [Treasurer's Report](#) and ratify checks written for the period from the last association meeting to the end of the fiscal year.
- Present and **adopt** your [Annual Financial Report](#) for the 2022 - 2023 fiscal year
- Present and **adopt** the [Year-End Financial Review](#)

### BEGIN THE NEW FISCAL YEAR

- Present and **adopt** the proposed [budget](#) for 2023 – 2024
- [Release funds](#) for upcoming expenses
- Present the [Treasurer's Report](#) and ratify checks written for the period from the beginning of the fiscal year to the meeting date
- Present and **approve** [fundraisers](#) and [programs](#) for the current fiscal year

### MORE INFORMATION (See Appendix)

- **Motions for Financial Officers** – This document provides the wording that treasurers need to present their business for a vote at meetings.
- **“Can We Write This Check?” Flow Chart** – This chart explains the approval process for PTA checks.

## TAX REPORTING INFORMATION

Once you've closed out the prior year's business and adopted your Annual Financial Report and your Year-End Financial Review, it's time to file taxes!

Each council and unit **must** file:

- **Federal IRS Form 990/990EZ/990N**
- **California State Franchise Tax Board (FTB) Form 199/199N**
- **California State Office of the Attorney General (OAG) Annual Registration Form RRF-1 with accompanying 990/990EZ/CT-TR-1**

Councils and units that are incorporated must also file with the [California Secretary of State](#) their Statement of Information Form SI-100 (due biennially in the month of incorporation).

**Please ensure these reports are filed with each agency by the following due dates:**

- For PTAs with fiscal years ending May 31 – **tax reports are due October 15, 2023**
- For PTAs with fiscal years ending June 30 – **tax reports are due November 15, 2023**

**Visit the California State PTA Tax Filing Support Center [HERE](#)  
or contact First District PTA for assistance.**

## **“We received a letter from the IRS / FTB / OAG. What do we do??”**

If at any time your council or any of your unit PTAs receive a letter, postcard, invoice, or other communication from a government agency such as the Internal Revenue Service (IRS), California Franchise Tax Board (FTB), California Attorney General (AG), California Department of Justice (DOJ), or California Secretary of State (SOS), **it is imperative that you notify the First District PTA treasurer immediately.** We will ask you to email us a copy of the letter you received and will assist you in resolving the issue.

**DO NOT call these agencies directly - CONTACT FIRST DISTRICT PTA**

[Treasurer@PTA1.org](mailto:Treasurer@PTA1.org)

First District PTA Office (626) 289-1448

## **RAFFLE PERMIT INFORMATION**

### **\*\*NEW\*\* RAFFLE PERMIT REGISTRATION PERIOD**

- As of **April 1, 2023**, the Raffle Registration year was changed to the **calendar year (January 1 – December 31)**. Previously, the raffle registration period was September 1 to August 31.
- **All organizations with a permit expiration date of August 31, 2023, will have their raffle permit expiration date extended to December 31, 2023, for four extra months for raffle fundraising.**
- The Raffle Report (CT-NRP-2) form for the period of September 1, 2022, to December 31, 2023, is **due by February 1, 2024**

## **FORMS AND INFORMATION FROM THE CALIFORNIA OFFICE OF THE ATTORNEY GENERAL**

If you or your unit PTAs plan to hold a raffle this year, the PTA **MUST** file the Nonprofit Raffle Registration Form (CT-NRP-1) with the **\$30.00 fee** for the calendar year at least 60 days prior to your raffle event.

- [Nonprofit Raffles Checklist, pdf](#)
- [Form CT-NRP-1 & Instructions, pdf](#) Nonprofit Raffle Annual Registration – This form is required from all raffle registration applicants. **2024 raffle permit applications will be accepted starting on October 1, 2023**
- [Form CT-NRP-2 & Instructions, pdf](#) Nonprofit Raffle Annual Report – Raffle registrants must report annually using this form.

## **THINGS TO KNOW ABOUT RAFFLES AND SILENT AUCTIONS**

- **RAFFLES VS “OPPORTUNITY DRAWINGS”**
  - **RAFFLE:** Tickets for a chance to win a prize are sold or money is otherwise exchanged for the chance to win a prize. **This includes giving raffle tickets only to paid PTA members or only giving raffle tickets to individuals who make a donation to your PTA’s food drive.** *ANY EXCHANGE OF MONEY OR GOODS in order to receive a chance to win raffle prize REQUIRES A RAFFLE PERMIT from the State of California.*
  - **OPPORTUNITY DRAWING:** Tickets are offered free of charge to everyone for the "opportunity" to win a prize. No exchange of money or goods may occur to receive a

ticket for an opportunity drawing. **Examples of opportunity drawings include door prizes at your PTA meetings.** No raffle permit is needed for this type of drawing.

- **FIFTY-FIFTY (50/50) RAFFLES ARE ILLEGAL.** 50/50 raffles in which tickets are sold and the proceeds from the sales are shared between the winner and the organization selling the tickets are illegal in the state of California. **DO NOT hold 50/50 raffles.**
- **ALL RAFFLES REQUIRE A PERMIT.** Only qualified nonprofit organizations in California whose tax reports have been filed on time may file for a raffle permit. Follow the instructions above to apply for your raffle permit **AT LEAST 60 DAYS BEFORE** your event takes place. Silent auctions are not raffles and do not require a raffle permit.
- **WINE OR LIQUOR IN YOUR RAFFLE OR AUCTION BASKET?** If your silent auction or raffle prize baskets have bottles of wine or liquor in them and they will be displayed and given away at your event, ***you must apply for a special temporary liquor license through the California Alcohol Beverage Control board*** for \$100. The license is only good for the day of your event. [Click HERE](#) for forms and more information, or contact First District PTA.
- **ONLINE SALES OF RAFFLE TICKETS ARE NOT ALLOWED.** You may advertise the raffle on your website, but you must sell the tickets in person. **You may not collect payment for tickets online.**

**For more information about raffles, visit the California Office of the Attorney General, Department of Justice [WEBSITE](#) or contact First District PTA.**

## **PTA INSURANCE**

### **2023 – 2024 INSURANCE PREMIUMS**

**The new Liability Insurance Premiums are \$282 for unit PTAs and \$195 for council PTAs.** All insurance payments must be made directly to our insurance broker AIM (Association Insurance Management, Inc). **DO NOT SEND INSURANCE PREMIUMS TO FIRST DISTRICT PTA.**

On or around October 1, your council and unit presidents and/or treasurers will receive an email from California State PTA/AIM Insurance with a link to fill out your insurance information. After you have submitted the form, you will receive an invoice that allows you to pay either by ACH online payment through your PTA's bank account OR to print the invoice and mail a check directly to the insurance company.

**All insurance payments are due no later than December 20th or late fees will apply. Check [this page](#) for more information, instructions, and updates.**

### **INSURANCE GUIDE**

Our PTA insurance policy protects all members of the PTA in case they are held legally liable for bodily injury or property damage to another person that resulted from a covered PTA event. This is not a medical policy, but a policy that pays because you are legally liable.

- **2023 Insurance Guide** — [English](#) and [Spanish](#)
- [Waiver Forms Packet](#) (Fillable PDF in both English and Spanish)

The majority of denied PTA insurance claims are due to the following financial procedures not being followed:

- Financial reviews not performed
- Bank statements not reviewed by a non-check-signer

Common misconceptions about PTA insurance:

- PTAs are immune from liability because of their non-profit status. (**FALSE**)
- The school's insurance covers PTAs for all of their events. (**FALSE**)
- Liability protects the PTAs from all risks. (**FALSE**)

Insurance not only protects your organization but also protects you as an individual, especially when there is limited coverage through your homeowner's insurance. This insurance guide will walk you through the risks that you are exposed to as a PTA, ways to reduce that liability, and how insurance policies can protect your PTA and its members should something happen at one of your events.

## **CONFLICT OF INTEREST / WHISTLEBLOWER FORMS**

It's time to collect Conflict of Interest / Whistleblower forms. Remember that **every PTA board member, officer, and PTA staff member must complete a form annually**. Treasurers should keep the signed forms with their PTA's permanent files.

Printable versions of the California State PTA Conflict of Interest and Whistleblower policies and the Conflict of Interest form are included at the end of this guide.

# FIRST DISTRICT PTA

## 2023 – 2024 FINANCIAL CALENDAR

This calendar is updated and distributed annually. **Dates listed on this calendar are due dates to First District PTA** except where noted, i.e., “Due to California State PTA.” Please read and abide by all deadlines listed. These dates are FINAL to allow time for First District PTA to process information and remittances and to forward through channels to meet California State PTA deadlines.

Remittances must be **RECEIVED IN THE FIRST DISTRICT PTA OFFICE BY NOON** on the due date listed in this calendar or they are considered past due.

**COUNCILS**, please use this calendar as a guide to create your own financial calendars for your units. Be sure to **back up your due dates** to allow time to process remittances from your units to meet First District PTA’s due dates.

### JUNE/JULY 2023

#### TREASURER TASKS

- Update signature cards at your bank.** Check your PTA bylaws for a list of authorized check signers (elected officers), including the president and treasurer.
- Update leader information in TOTEM Membership**
- Confirm that names and contact information for 2023 – 2024 PTA officers are in myPTEZ**
- Outgoing Treasurer prepares **Annual Financial Report**
- Outgoing Financial Reviewer or Financial Review Committee prepares **Year-End Financial Review Report**
- Attend First District PTA Leadership Conference**
- Relax, go to the beach, play with your children, and have fun with your family!** 😊

### AUGUST 2023

#### TREASURER TASKS

- At first Council/Unit Association Meeting:**
  - **Adopt** 2022 – 2023 Annual Financial Report
  - **Approve** Year-End Financial Review Report
  - **Approve** 2022 – 2023 Calendar of proposed PTA programs, events, fundraisers, and meetings
  - **Adopt** 2023 – 2024 Budget
- Have [Conflict of Interest / Whistleblower Forms](#) signed by each board member and keep them on file.**  
*(Provide copies of the [PTA Conflict of Interest Policy](#) and [PTA Whistleblower Policy](#))*

#### DUE TO FIRST DISTRICT PTA ON OR BEFORE **AUGUST 28<sup>th</sup>**

- Per capita membership dues remittance (NON-TOTEM)** - \$5.00 per member (National PTA \$2.25; State PTA \$2.00; First District PTA \$0.75). **Dues must be remitted at least monthly to First District PTA.**
- Council and Unit Annual Financial Reports 2022 - 2023** (upload to myPTEZ)
- Council and Unit Year End Financial Review Reports 2022 - 2023** (upload to myPTEZ)
- Council and Unit 2023 - 2024 Budget** (upload to myPTEZ)



## IT'S TIME TO PREPARE YOUR PTA TAX REPORTS!

All council and unit PTAs are required to file annual tax reports with the IRS, California Franchise Tax Board, and State of CA Office of the Attorney General.

*PTA Fiscal Year End 5/31:* Annual due date for all tax filings is **October 15<sup>th</sup>**  
*PTA Fiscal Year End 6/30:* Annual due date for all tax filings is **November 15<sup>th</sup>**

Visit the California State PTA Tax Filing Support Center [HERE](#)  
or contact First District PTA for assistance.

### SEPTEMBER 2023

#### TREASURER TASKS

- At first Council/Unit Association Meeting** (if no association meeting was held in August):
  - **Adopt** 2022 – 2023 Annual Financial Report
  - **Approve** Year-End Financial Review Report
  - **Approve** 2022 – 2023 Calendar of proposed PTA programs, events, fundraisers, and meetings
  - **Adopt** 2023 – 2024 Budget

**SEPTEMBER 4<sup>th</sup> - FIRST DISTRICT PTA OFFICE CLOSED IN OBSERVANCE OF LABOR DAY**

#### DUE TO FIRST DISTRICT PTA BY NOON ON OR BEFORE **SEPTEMBER 25<sup>th</sup>**

- Per capita membership dues remittance (NON-TOTEM)** - \$5.00 per member (National PTA \$2.25; State PTA \$2.00; First District PTA \$0.75). **Dues must be remitted at least monthly to First District PTA.**
- Council and Unit Annual Financial Reports 2022 - 2023** (upload to myPTEZ)
- Council and Unit Year End Financial Review Reports 2022 - 2023** (upload to myPTEZ)
- Council and Unit 2023 - 2024 Budget** (upload to myPTEZ)

#### DUE TO FIRST DISTRICT PTA BY NOON ON OR BEFORE **SEPTEMBER 28<sup>th</sup>**

- Per capita membership dues remittance (NON-TOTEM)** to qualify for California State PTA “100 in 100” membership challenge.

### OCTOBER 2023

#### TREASURER TASKS

- Tax reports** with the IRS, California Franchise Tax Board, and State of CA Office of the Attorney General for **PTAs with fiscal years ending May 31<sup>st</sup>** are due to each agency **by October 15<sup>th</sup>**
- DUE TO AIM Insurance:** Liability Insurance Premiums, **Units \$282, Councils \$195.** [CLICK HERE](#) for instructions on how to pay AIM.
- REMINDER:** 2022 – 2023 PTA membership cards expire on 10/31/2023

#### DUE TO FIRST DISTRICT PTA BY NOON ON OR BEFORE **OCTOBER 16<sup>th</sup>**

- Per capita membership dues remittance (NON-TOTEM)** to qualify for California State PTA “Ready, Set...Remit!” membership award.

#### DUE TO FIRST DISTRICT PTA BY **OCTOBER 30<sup>th</sup>**

- Copies of filed tax reports** for fiscal year end 5/31 (upload to myPTEZ Document Management)



## NOVEMBER 2023

### TREASURER TASKS

- Tax reports** with the IRS, California Franchise Tax Board, and State of CA Office of the Attorney General for **PTAs with fiscal years ending June 30<sup>th</sup>** are due to each agency **by November 15<sup>th</sup>**
- DUE TO AIM Insurance** (if not already paid): **Liability Insurance Premiums, Units \$282, Councils \$195.** [CLICK HERE](#) for instructions on how to pay AIM.

**NOVEMBER 23<sup>rd</sup> – 24<sup>th</sup> - FIRST DISTRICT PTA OFFICE CLOSED IN OBSERVANCE OF THANKSGIVING**

### DUE TO FIRST DISTRICT PTA BY NOON ON OR BEFORE NOVEMBER 15<sup>th</sup>

- Per capita membership dues remittance (NON-TOTEM)** - \$5.00 per member (National PTA \$2.25; State PTA \$2.00; First District PTA \$0.75). **Dues must be remitted at least monthly to First District PTA.**

***Fifteen (15) memberships (minimum) from every unit PTA must be remitted to First District PTA BY NOON on this date to remain a "Unit in Good Standing."***

- Per capita membership dues remittance (NON-TOTEM)** to qualify for California State PTA "100% Teachers/Staff" and First District PTA "Gumdrop Pass #1" membership challenges.

### DUE TO FIRST DISTRICT PTA ON OR BEFORE NOVEMBER 27<sup>th</sup>

- Copies of filed tax reports** for fiscal year end 6/30 (upload to myPTEZ Document Management)

## DECEMBER 2023

### TREASURER TASKS

- Advise all board members of the date the books will close for financial review so that they can turn in all outstanding expenses before that date.**
- Submit your treasurer's records to the financial reviewer / financial review committee for the mid-year financial review** (for PTAs whose fiscal year ends 5/31 annually). [CLICK HERE](#) for forms and instructions.
- DUE TO AIM Insurance: Worker's Compensation Annual Payroll Report and Estimated Surcharge 5%** (covers the period from January 5, 2023 – January 4, 2024). [CLICK HERE](#) for forms and instructions.
- FINAL DUE DATE TO PAY INSURANCE PREMIUMS TO AIM IS DECEMBER 20<sup>th</sup>.** **PTAs that fail to pay their premiums by 12/20 will be charged a \$25 late fee.**

### DUE TO FIRST DISTRICT PTA BY NOON ON OR BEFORE DECEMBER 4<sup>th</sup>

- Per capita membership dues remittance (NON-TOTEM)** to qualify for California State PTA's "Halfway There" awards/incentives. **Dues must be remitted at least monthly to First District PTA.**

**THE FIRST DISTRICT PTA OFFICE WILL BE CLOSED  
FRIDAY, DECEMBER 15, 2023, FOR WINTER BREAK.**

**THE OFFICE WILL REOPEN ON JANUARY 2, 2024.**



## JANUARY 2024

### TREASURER TASKS

- Submit your treasurer's records to the financial reviewer / financial review committee for the mid-year financial review (for PTAs whose fiscal year ends 6/30 annually). [CLICK HERE for forms and instructions](#).

**JANUARY 15<sup>th</sup> - FIRST DISTRICT PTA OFFICE CLOSED IN OBSERVANCE OF MARTIN LUTHER KING, JR. DAY**

### DUE TO FIRST DISTRICT PTA ON OR BEFORE JANUARY 15<sup>th</sup>

- Per capita membership dues - \$5.00 per member (National PTA \$2.25; State PTA \$2.00; First District PTA \$0.75) to qualify for California State PTA's "10% Student Membership" awards/incentives

### DUE TO FIRST DISTRICT PTA ON OR BEFORE JANUARY 29<sup>th</sup>

- Per capita membership dues - \$5.00 per member (National PTA \$2.25; State PTA \$2.00; First District PTA \$0.75)
- Council and unit mid-year financial reviews (FYE 5/31, upload to myPTEZ)

### DUE ON OR BEFORE JANUARY 31<sup>st</sup> to [AIM INSURANCE](#)

- Worker's Compensation Annual Payroll Report and Estimated Surcharge 5% (covers the period from January 5, 2023 – January 4, 2024). [CLICK HERE for forms and instructions](#).



## FEBRUARY 2024

### TREASURER TASKS

- Collect Founders' Day Freewill Offerings and remit to First District PTA. Founders' Day (Feb. 17) is when we celebrate the legacy and work of our founders — Alice McLellan Birney, Phoebe Apperson Hearst, and Selena Sloan Butler — to better the lives of every child in education, health, and safety, as well as recognizing the service of past and present PTA leaders. Donations collected during Founders' Day observances are considered a "PTA Birthday Gift" to the organization. *To learn more about Founders' Day and Founders' Day donations, [CLICK HERE](#).*
- Register for California State PTA Convention (Ontario, CA) AFTER PTA ELECTIONS, in accordance with bylaws and standing rules for eligibility.
- Adopt mid-year financial review at association meeting (if not previously done)

### DUE TO FIRST DISTRICT PTA BY NOON ON OR BEFORE FEBRUARY 15<sup>th</sup>

- Per capita membership dues remittance (NON-TOTEM) to qualify for the California State PTA Founders' Day and the First District PTA "Queens for a Day" membership challenges.

**FEBRUARY 19<sup>th</sup> - FIRST DISTRICT PTA OFFICE CLOSED IN OBSERVANCE OF PRESIDENT'S DAY**

### DUE TO FIRST DISTRICT PTA ON OR BEFORE FEBRUARY 26<sup>th</sup>

- Per capita membership dues - \$5.00 per member (National PTA \$2.25; State PTA \$2.00; First District PTA \$0.75) *Dues must be remitted at least monthly to First District PTA.*
- Council and unit mid-year financial reviews (FYE 6/30, upload to myPTEZ)
- Founders' Day Freewill Offerings (donations) collected by units and councils

## MARCH 2024

### TREASURER TASKS

- Adopt mid-year financial review at association meeting (if not previously done)
- Register for California State PTA Convention (Ontario, CA) **AFTER PTA ELECTIONS**, in accordance with your PTA bylaws and standing rules regarding eligibility

### DUE TO FIRST DISTRICT PTA BY NOON ON OR BEFORE MARCH 14<sup>th</sup>

- Per capita membership dues remittance (**NON-TOTEM**) to qualify for the California State PTA “Membership March”, “Best in 5”, and the First District PTA “King’s Kandy Royal Gumball Staff” membership challenges.

### DUE TO FIRST DISTRICT PTA ON OR BEFORE MARCH 25<sup>th</sup>

- Per capita membership dues - \$5.00 per member (National PTA \$2.25; State PTA \$2.00; First District PTA \$0.75)
- Founders’ Day Freewill Offerings (donations) collected by units and councils
- First District PTA Commemorative Senior Scholarship Applications

## APRIL 2024

### TREASURER TASKS

- After PTA elections, arrange for a budget committee meeting for the following year. Check your bylaws and standing rules for members of the budget committee (typically your incoming/outgoing president and treasurer). To learn more about PTA budgets, [CLICK HERE](#).
- Register for California State PTA Convention (Ontario, CA) in accordance with bylaws and standing rules for eligibility

### DUE TO FIRST DISTRICT PTA BY NOON ON OR BEFORE APRIL 1<sup>st</sup>

- Final membership per capita remittance to qualify for to qualify for the California State PTA “5 for 500” and First District PTA “Gumdrop Pass #2”, “Gingerbread ‘Tree’”, and “Good & Plenty” membership challenges

### DUE TO FIRST DISTRICT PTA ON OR BEFORE APRIL 22<sup>nd</sup>

- Per capita membership dues - \$5.00 per member (National PTA \$2.25; State PTA \$2.00; First District PTA \$0.75)
- Founders’ Day Freewill Offerings (donations) collected by units and councils
- Council and Unit Annual Historian’s Reports. [CLICK HERE](#) for instructions. ([Unit Historian Report Form](#); [Council Historian Report Form](#))



## MAY 2024

### TREASURER TASKS

- Attend California State PTA Convention, May 3 – 5, 2024, Ontario, CA
- Attend Executive Committee- or Board-elect meetings to discuss goals and plans for the new term if elected to 2024 – 2025 executive committee/board
- Present 2024 – 2025 proposed budget to the association for adoption**
- Release funds for any summer expenses** and any expenses that will need to be paid prior to the first association meeting of the 2024 – 2025 year
- Advise all board members of the date the books will close for financial review so that they can turn in all outstanding expenses before that date.**

### DUE TO FIRST DISTRICT PTA BY NOON ON OR BEFORE MAY 1<sup>st</sup>

- 2024 - 2025 council and unit officer contact information in MyPTEZ Officer/Board Member Contact System or in writing to First District PTA **(required by California State PTA to be a unit/council in good standing)**

### DUE TO FIRST DISTRICT PTA BY NOON ON OR BEFORE MAY 20<sup>th</sup>

- Per capita membership dues - \$5.00 per member (National PTA \$2.25; State PTA \$2.00; First District PTA \$0.75)
- Founders' Day Freewill Offerings (donations) collected by units and councils

**MAY 27<sup>th</sup> - FIRST DISTRICT PTA OFFICE CLOSED IN OBSERVANCE OF MEMORIAL DAY**

## JUNE 2024

### TREASURER TASKS

- Present 2024 – 2025 proposed budget to the association for adoption** (if not done in May)
- Release funds for any summer expenses** and any expenses that will need to be paid prior to the first association meeting of the 2024 – 2025 year (if not done in May).
- New and returning officers** attend First District PTA Leadership Conference on Saturday, June 8, 2024, 7:00 am – 3:00 pm, at Edgewood High School, West Covina
- Prepare Year-End Annual Financial Report.**
- Submit books to the financial reviewer / financial review committee for the year-end financial review.**
- Pass on all PTA treasurer records, reports, archives, supplies, passwords, etc., to the incoming treasurer.** Remember, PTA records are the property of the PTA and **must be surrendered at the end of the term.** Refer to the [California State PTA Records Retention and Destruction Policy](#) to meet all applicable state and federal statutes related to document retention and non-profit organizations. PTA records should be stored at the legal address of your PTA (school site [unit PTAs] or school district office [council PTAs]).

### DUE TO FIRST DISTRICT PTA BY NOON ON OR BEFORE JUNE 13<sup>th</sup>

- Submit FINAL per capita membership dues remittance for 2023 – 2024 to First District PTA.** Manual memberships received after this date will count towards the 2024 – 2025 PTA membership year.



## Board of Directors (BOD) Meeting (Quorum 7)

**Who:** First District PTA Officers  
**When:** Second Monday of the month (subject to change due to holidays)  
**Time:** 9:30 AM  
**Where:** First District PTA Office, 309 S. 3rd Street, Alhambra, CA 91801

## District Board Meeting (Quorum 19)

**Who:** Council Presidents or designated representative from the Council board  
Out-of-Council (OOC) Unit Presidents or designated representative from the OOC Unit board  
First District PTA Officers and Chairs of Standing Committees  
Immediate Past First District PTA President (unless elected or appointed to another office)  
All California State PTA and National PTA officers and chairs residing in the district.  
*A courtesy seat may be granted to other council & unit leaders or guests with prior approval from the First District PTA President*

**When:** Fourth Monday of the month (EXCEPTIONS – special events/conflicts - please check for specific dates)  
**Time:** 9:00 AM Presidents' Round Table, 10:00 AM District Board Meeting begins OR 6:00 PM Presidents' Round Table, 7:00 PM District Board Meeting begins – ALL Presidents and/or representatives attend; Presidents' Round Table occurs in months of September, November, January and March

**Where:** Unless otherwise noted, Pasadena Heritage Blinn House, 160 N Oakland Avenue, Pasadena, CA 91101 (pending contract approval)

## District Association Meeting (Quorum 56, representing 19 associations)

**Who:** All Unit Presidents or their alternate PLUS one (1) delegate or their alternate from each association, selected by the association prior to the first meeting of the district  
All Council Presidents or their alternate  
Immediate Past First District PTA President (unless elected or appointed to another office)  
First District Officers and Chairs of Standing Committees  
All California State PTA and National PTA officers and Chairs residing in the district  
*A courtesy seat may be granted to other Council & Unit leaders or guests with prior approval from the First District PTA President*

**When:** August, December, February (Annual Meeting), April (Awards)  
**Time:** Daytime: 9:00 AM – 12:30 PM; Evening: 6:00 PM – 9:00 PM (times are approximate)

## Special Events

**October \*** Superintendents & Administrators Conference – Monday, October 30, 2023, Covina-Valley District Field, Hanes Center, 220 W. Puente Street, Covina, CA 91723

**December** Annual Holiday Luncheon – Monday, December 4, 2024, 9:00 AM-1:00 PM, Sheraton Fairplex Hotel & Conference Center, 601 W McKinley Ave, Pomona, CA 91768

**February** Reflections Arts Program Reception/First District Awardees – Saturday, February 3, 2024, location TBD

**June** District Leadership Conference – Saturday, June 8, 2024, Edgewood High School, 1625 W Durness St, West Covina, CA 91790

## Due Dates and Deadlines

Dates listed on the calendar are **DUE DATES TO FIRST DISTRICT PTA OFFICE** (except where noted, i.e., DUE at the State PTA office). These dates are **FINAL** to allow time for First District PTA to process information & remittances and to forward through channels to meet State PTA deadlines.

**Please note that items must be received in the District office prior to noon of the DUE DATE.**

**First District President's Theme:** *"One for All Children"*

**First District Membership Theme:** *"Membership is Sweet!  
 - Our Commit-mint to Membership Growth"*

**District Membership Challenge:** *"Yes, You Can-dy!"*

**State PTA Membership Theme:** See CAPTA website

**State PTA Membership Unit Challenge:** See CAPTA website

**National PTA 2023 - 2024 Reflections Theme:** *"I Am Hopeful Because..."*

## July

- 1 Annual Membership Campaign begins 2023-2024
- 1-9 District Office closed
- 10 District Office reopens virtually and by appointment

## August

- 14 **BOD Meeting** – 9:30 AM; First District PTA Office, 309 S. 3rd Street, Alhambra, CA 91801
- 14\* **District Board Meeting** - 6:30 PM; via Zoom  
**DISTRICT Business:** Adopt Master Calendar, Budget, Annual Financial Report and YE Financial Review; Approve Contracts & Financial Reports; Approve Presidential Appointments
- 17-19 California State PTA Summer Board of Managers Meeting - Hilton Arden West, Sacramento, CA 95815-3306
- 21 **Out-of-Council President Orientation** – 6:30 PM, Via Zoom
- 23 First District Reflections Training 6 PM - 8 PM via Zoom for Council and Unit leaders
- 28 **District Association Meeting with Family Engagement Focus** – Check-in 9:00 AM; Meeting begins at 9:30 AM; Covina Valley District Field, Hanes Center, 220 W. Puente Street, Covina, CA 91723  
**DISTRICT Business:** Adopt Master Calendar, Budget, Annual Financial Report and YE Financial Review; Approve Contracts & Financial Reports; Ratify Presidential Appointments  
**Due:**
  - **Membership per capita (due monthly)**
  - Council and Unit Annual Financial Reports, YE Financial Reviews (Fiscal YE 5/31)
  - Council and Unit 2023 - 2024 Budgets

## September

- 4 **District PTA Office Closed -- Labor Day**
- 11 **BOD Meeting** – 9:30 AM; First District PTA Office, 309 S. 3rd Street, Alhambra, CA 91801
- 13 First District PTA Reflections Training 6 PM - 8 PM via Zoom for Unit and Council leaders via Zoom
- 25 **District Board Meeting & President's Round Table** – 6:00 PM Presidents' Round Table; 7:00 PM District Board Meeting, Pasadena Heritage Blinn House, 160 N Oakland Avenue, Pasadena, CA 91101  
**Due:**
  - **Membership per capita (due monthly)**
  - Council and Unit Annual Financial Reports, YE Financial Reviews (FYE 6/30)
  - Council and Unit 2023 - 2024 Budgets
  - Council/OOC Presidents' Quarterly Reports

## October

- 1 Due to California State PTA:  
  - Grant Apps – Cultural Arts, Outreach/Translation, Healthy Lifestyles, Parent Education
  - Continuing Education Scholarship Apps – School Nurses, Credentialed Teachers, Counselors, and PTA Volunteers
- 2 **Due to First District PTA** - California State PTA Membership Challenge **TBA**
- 9 **BOD Meeting** – 9:30 AM; First District PTA Office
- 15 **Due to First District PTA - California State PTA Membership Challenge** - 30 members remitted to qualify for “Ready, Set, Remit”
- 23-31 Red Ribbon Week
- 30\* **District Board Meeting and Superintendent & Administrators Conference** – Check-in 9:00 AM; District Board Meeting begins 9:30 AM; Conference begins at 11:00 AM; Covina-Valley District Field, Hanes Center, 220 West Puente Street, Covina, CA 91723  
**Due:**
  - **Membership per capita (due monthly)**
  - Council & Unit copies of IRS 990N/990EZ/990 (FYE 5/31)
  - Council & Unit copies of state FTB Form 199N/199 (FYE 5/31)
  - Council & Unit copies of RRF-1 form & CT-TR-1 form, if applicable (FYE 5/31)
- 30 Due to California State PTA: “Ready, Set, Remit” membership challenge – Thirty (30) memberships due to California State PTA
- 31 **2022 - 2023 PTA Membership Cards EXPIRE**

## November

- 1 **2023 - 2024 Membership Cards – PTA Board members at all levels** must have a current card or not allowed to hold board office/position, debate, make motions, vote
- 1 **Due to First District PTA** - “Membership **TBD**”  
**Due to California State PTA** - DRAFT Resolutions
- 13 **BOD Meeting** – 9:30 AM; First District PTA Office
- 14 **Election Day – VOTE**
- 14 **Due to DISTRICT: Membership dues – 1st required remittance** – minimum 15 members **to be in good standing**
- 16 -18 California State PTA Fall Board of Managers - DoubleTree Hilton, Ontario, CA 91764
- 27 **District Board Meeting & Presidents’ Round Table** – 6:00 PM President’s Round Table; 7:00 PM District Board Meeting begins, with Nomination & Elections Mini-training; Pasadena Heritage Blinn House, 160 N Oakland Avenue, Pasadena, CA 91101  
**Distribute:** District Commemorative Scholarship Forms  
**Due:**
  - **Membership per capita (due monthly)**
  - Council & Unit copies of IRS 990N/990EZ/990 (FYE 6/30)
  - Council & Unit copies of state FTB form 199N/199 (FYE 6/30)
  - Council & Unit copies of RRF-1 form & CT-TR1 form, if applicable (FYE 6/30)

## December

- 1 **Due to DISTRICT - Virtual REFLECTIONS Entries and Forms** via Google Docs 12:00PM - Noon
- 4\* **Annual Holiday Luncheon and Association Meeting** – 9:00 AM Check-in, 10:00 AM Meeting begins, 11:00 AM Luncheon begins, Sheraton Fairplex Hotel & Conference Center, 601 W McKinley Ave, Pomona, CA 91768  
**DISTRICT Business:** Approve Contracts & Financial Reports; Ratify Presidential Appointments  
**Due:**
  - **Membership per capita (due monthly)**
  - Council/OOC Presidents’ Quarterly Report
- 11 **BOD Meeting** – Location TBD 9:30 AM

- 12 **Due to DISTRICT - California State PTA Membership Challenge** **TBD** - members remitted necessary to qualify
- 15 District Office closes for Winter Break – return Tuesday, January 2nd
- 20 **DUE TO AIM - Liability Insurance Premiums** – **\$282 for Units, \$195 for Councils**

### January 2024

- 2 District Office Re-Opens (by Appointment) – Kick off Mid-Year Membership Campaign
- 5 Due to California State PTA: FINAL Resolutions (Requires council/district approval, cover letters & signatures)
- 8 **BOD Meeting** – 9:30 AM First District PTA Office, 309 S. 3rd Street, Alhambra, CA 91801
- 15 **District Office Closed** – Martin Luther King Jr. Day
- 22-23 **California State PTA Legislation Conference** - Embassy Suites Riverfront, Sacramento, CA 95814
- 29\* **District Board Meeting & President’s Round Table** – 6:00 PM Presidents’ Round Table; 7:00 PM District Board Meeting begins, with Financial Review Mini-Training; Pasadena Heritage Blinn House, 160 N Oakland Avenue, Pasadena, CA 91101
- Business:** Adopt First District PTA Mid-Year Financial Review P.E. 12/31/2023
- Due:**
- **Membership per capita (due monthly)**
  - Council/Unit Mid-Year Financial Reviews (FYE 5/31)
- 31 Due to State PTA: Workers’ Compensation Annual Payroll Reports and Estimated 5% Surcharge (1/5/2023 – 1/4/2024), if any

### February

- 1 Due California State PTA: California State PTA Graduating High School Senior Scholarship applications
- 3 **First District PTA Reflections Reception** – 10:30AM - 12:00PM Location TBD
- 7-8 California State PTA Winter Board of Managers - Hilton Arden West, Sacramento, CA
- 12 **BOD Meeting** – 9:30 AM First District PTA Office, 309 S. 3rd Street, Alhambra, 91801
- 17 National PTA Founders Day honoring the three PTA founders, past and present PTA leaders & volunteers
- 19 **District Office Closed - President’s Day**
- 21 **Due to DISTRICT - California State PTA Membership Challenge** **“TBA”**
- 26 **District Association Annual Meeting & Founders Day** – Check-in 9:00 AM; Meeting begins 9:30 AM; Covina Valley School District Hanes Center, 220 W. Puente St, Covina, CA 91723
- Business:** Elect district voting delegates to California State PTA Convention; Select National PTA Convention district delegates; Adopt mid-year Financial Review; Approve Contracts & Financial Reports
- Program:** Celebrate Founders Day
- Due:**
- **Membership per capita (due monthly)**
  - Council/OOC Presidents’ Quarterly Report
  - Council/Unit Mid-Year Financial Reviews (FYE 6/30)
  - Founders Day Freewill Offerings (units & councils remit forwarded funds)

### March

- 1 Phoebe Apperson Hearst Innovation in Family Engagement Award applications due to National PTA
- 11 **BOD Meeting** – 9:30 AM First District PTA Office, 309 S. 3rd Street, Alhambra, CA 91801
- 12-13\* National PTA Legislation Conference - Alexandria, VA
- 15 **Honorary Service Award Nominations DUE** to First District PTA
- 25 **District Board Meeting & President’s Round Table**– 9:00 AM Presidents’ Round Table; 10:00 AM District Board Meeting begins, with Board Transition Mini-training; Committee Meetings follow as necessary; Pasadena Heritage Blinn House, 160 N Oakland Avenue, Pasadena, CA 91101
- Due:**
- **Membership per capita (due monthly)**



- **CAPTA Membership Challenge “TBD”** - members remitted necessary to qualify
- Founders Day Freewill Offerings (units & councils remit forwarded funds)
- District Commemorative Senior Scholarship Applications from Council PTAs

### April

- 1 **Due: Final Membership per capita remittance to qualify for DISTRICT membership awards**
- 8\* **BOD Meeting – 9:00 AM** First District PTA Office, 309 S. 3rd Street, Alhambra, CA 91801  
*Determine Commemorative Scholarship recipients*
- 22 **District Association Meeting and Membership Awards – location TBD**  
**Announce and Present: Commemorative Senior Scholarship Awards**  
**Honorary Service Awards**
- Due:**
- **Membership per capita (due monthly)**
  - Founders Day Freewill Offerings (units & councils remit forwarded funds)
  - Registrations for June District Leadership Training Conference
  - Annual Historian Report and Hours (Councils/Units, District Officers/Chairs)
  - Council/OOC Presidents’ Quarterly Report
  - 2024–2025 council and unit roster information input in MyPTEZ Officer/Board Member Contact
- 27 **Due to DISTRICT - CAPTA Membership Challenge “TBD”** - members remitted necessary to qualify

### May

- 1 **Due: 2024–2025 council and unit roster information input in MyPTEZ Officer/Board Member Contact**
- 1-2 California State PTA Spring Board of Managers – Doubletree Hotel, Ontario, CA
- 2 California State PTA Leadership Symposium, Doubletree Hotel, Ontario, CA
- 3-5 **California State PTA Convention** - Doubletree Hotel, Ontario, CA
- 13 **BOD Meeting – 9:30 AM**, First District PTA Office, 309 S. 3rd Street, Alhambra, CA 91801
- 20 **District Board Meeting – 6 PM** District Board Meeting begins; Pasadena Heritage Blinn House, 160 N Oakland Avenue, Pasadena, CA 91101
- Due:**
- **Membership per capita (due monthly)**
  - Final Founders Day Freewill Offerings (units & councils remit forwarded funds)
  - Payment/Registrations for June District Leadership Training Conference
- 27 **District Office closed** - Memorial Day Observed

### June

- 8 **District Leadership Training Conference – 7:00 AM - 3:00 PM**; Edgewood High School, 1625 W Durness St, West Covina, CA 91790
- 10 **BOD Meeting – 9:30 AM** First District PTA Office, 309 S. 3rd Street, Alhambra, CA 91801
- 13 **Due: FINAL Membership Dues Per Capita for fiscal year 2023-2024**
- 27-30 National PTA Virtual Convention
- 30 Fiscal Year-End  
 Due to California State PTA: Final membership per capita for 2023-2024

\* = **Change - not 2nd or 4th Monday**

## **MOTIONS AND MINUTES for MEETINGS**

### **FOR FINANCIAL OFFICERS**

#### **Treasurer's Report – prior year**

- **Treasurer:** *“The Beginning Balance on 5/22/23 was \$12,000; Deposits totaled \$1,000; Disbursements totaled \$3,000, leaving an Ending Balance on 6/30/23 of \$10,000.”*
- **President:** Any questions? (Assuming no questions.) Hearing none, the Treasurer's Report will be filed for the financial review.
- **Secretary:** Records totals for beginning balance, deposits, disbursements, and ending balance. Recommend including the Treasurer's Report as an attachment to the master copy of the minutes.

#### **Ratify Checks Written in the Prior Fiscal Year**

- Have a list of all of the checks written since the last association meeting to the end of the prior fiscal year.
- **Treasurer:** *“I move to ratify check numbers 1234 - 1254 totaling \$3,000 for the period from 5/22/23 - 6/30/23.”* Motion seconded from the floor.
- **President:** “Any discussion? (Pause for discussion). All in favor say Aye, those opposed say Nay.” Assuming it passes, the President says “Motion adopted.”
- **Secretary:** Records the motion and either records the list of checks ratified or includes the list of checks ratified as an attachment to the master copy of the minutes.

#### **Annual Financial Report – Prior Fiscal Year**

The Annual Financial Report reports gross receipts and disbursements for the fiscal year and has separate sections for amounts belonging to the association and amounts NOT belonging to the association. See [Annual Financial Report \(Sample\)](#).

- **Treasurer:** *“I move to adopt the Sunshine PTA Annual Financial Report for the 2022 - 2023 fiscal year, as presented.”*
- **President:** “Any discussion? (Pause for discussion). All in favor say Aye, those opposed say Nay.” Assuming it passes, the President says “Motion adopted.”
- **Secretary:** Records the motion in the minutes and includes the Annual Financial Report as an attachment to the master copy of the minutes.

## Programs and Fundraisers

- **Program or Fundraising Chair:** *“I move to approve the proposed programs and fundraisers for the 2023 - 2024 fiscal year as listed in the agenda/on the Sunshine PTA master calendar.”* Motion seconded from the floor.
- **President:** Would you like to speak to your motion? *Program or Fundraising Chair presents highlights.* The president asks for discussion and calls for the vote as above.
- **Secretary:** Records the motion and either records the list of Programs and Fundraisers in the minutes or includes the list of Programs and Fundraisers as an attachment to the master copy of the minutes.

## Budget

- **Treasurer:** *“I move to adopt the proposed budget for the 2023 - 2024 fiscal year as presented.”* Motion seconded from the floor.
- **President:** Would you like to speak to your motion? *Treasurer presents highlights.*
- **President:** Asks for discussion and calls for the vote as above.
- **Secretary:** Records the motion and includes the budget as an attachment to the master copy of the minutes.

## Release of Funds

- **Treasurer:** *“I move to release up to \$500 for the Reflections program, up to \$200 for Red Ribbon Week, up to \$900 for Spirit Wear...”. (A report listing the budget categories being released may be presented instead of reading each line separately.)* Motion seconded from the floor.
- **President:** Asks for discussion and calls for the vote as above.
- **Secretary:** Records the motion and either records the list of funds released or includes the list of funds released as an attachment to the master copy of the minutes.

**REMEMBER: THE RELEASE OF FUNDS ALONE DOES NOT AUTHORIZE ANY CHAIRMAN OR OFFICER TO SPEND THE FUNDS.** Plans must be presented to the executive board for approval. Individual motions are still needed to authorize each expenditure. *“I move to authorize up to \$800 for the purchase of spirit wear.”*

## Treasurer’s Report – current year

- **Treasurer:** *“The Beginning Balance on 7/1/23 was \$10,000; Deposits totaled \$1,000; Disbursements totaled \$5,000, leaving an Ending Balance on 8/25/23 of \$6,000.”*
- **President:** Any questions? (Assuming no questions.) Hearing none, Treasurer’s Report will be filed for the financial review.
- **Secretary:** Records totals for beginning balance, deposits, disbursements, and ending balance. Recommend including the Treasurer’s Report as an attachment to the master copy of the minutes.

### Ratify checks – current year

- Have a list of all of the checks written from the beginning of the fiscal year to the current date.
- **Treasurer:** *“I move to ratify check #'s 1255 - 1275 totaling \$5,000 for the period from 7/1/23 - 8/25/23.”* Motion seconded from the floor.
- **President:** Asks for discussion and calls for vote as above.
- **Secretary:** Records the motion and either records the list of checks ratified or includes the list of checks ratified as an attachment to the master copy of the minutes.

### Financial Review

- **Financial Reviewer (or Chair of the Financial Review Committee):**

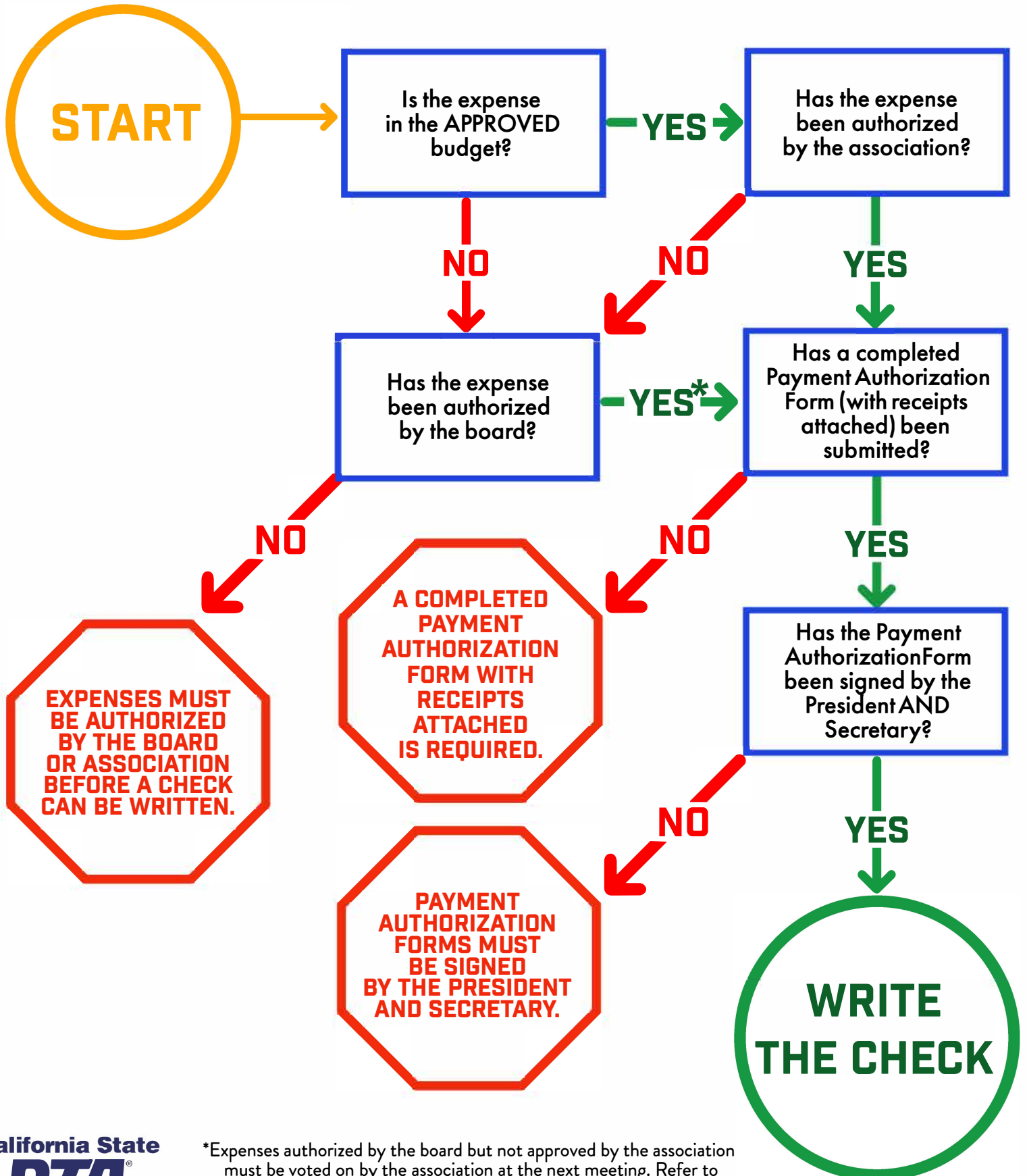
“I/The financial review committee have/has examined the records of the treasurer (and financial secretary) of \_\_\_\_\_ PTA and find them to be correct.”

\*\*\* OR \*\*\*

“I/The financial review committee have/has examined the records of the treasurer (and financial secretary) of \_\_\_\_\_ PTA find them substantially correct with recommendations. Recommendations have been communicated to the Executive Board.”

- **President:** Are there any questions?
- A motion is made from the floor: *“I move to adopt the financial review for the [Insert name of account] for the period January 1, 2023, through June 30, 2023, as presented.”* Motion seconded from the floor.
- **President:** Asks for discussion and calls for the vote as above.
- **Secretary:** Records the motion and includes the Audit Report, Audit Checklist, Recommendations, etc. as attachments to the master copy of the minutes.

# CAN WE WRITE THIS CHECK?



## CONFLICT/WHISTLEBLOWER FORM ANNUAL QUESTIONNAIRE

Instructions: Please complete this form and give to your treasurer.

Treasurer: Please collect the Conflict/Whistleblower form from every board and committee member.

File the forms with the treasurer's records.

PTA NAME \_\_\_\_\_

NAME: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

PTA POSITION: \_\_\_\_\_

Occupation: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

\_\_\_\_\_

City

State

Zip

1. I have read the California State PTA Conflict of Interest Policy: \_\_\_Initial
2. I have read the California State PTA Whistleblower Policy: \_\_\_Initial
3. I understand that as a board member, I have a responsibility to review the tax return: \_\_\_Initial
4. Are you currently being compensated by the PTA for services rendered to the organization (whether as a part-time or full-time employee, independent contractor, consultant or otherwise) within the previous 12 months? Yes No
5. Do you anticipate the receipt of compensation from the PTA for the rendering of services as described in question 1 above during the upcoming 12 months? Yes No
6. If any person related to you by blood, marriage or cohabitation is currently being compensated by the PTA for services rendered to it as described in question 4 above within the previous 12 months, please list his or her name in the following space and indicate the person's relationship to you (if no such person is being compensated, please print the word "none" in the first space):  
 Name \_\_\_\_\_ Relationship \_\_\_\_\_
7. If any person bearing any relationship to you as described in question 6 above anticipates the receipt from the PTA for the rendering of services to it as described in question 4 above within the next 12 months, please list his or her name in the following space and indicate this person's relationship to you (if no such person anticipates receipt of such compensation, please print the word "none" in the first space).  
 Name \_\_\_\_\_ Relationship \_\_\_\_\_
8. Are you a director, an officer, an employee or an owner in any business or entity which has done business within the previous 12 months with California State PTA, or currently is, or is contemplating doing business with the business? Yes No  
 If yes, please explain type of business, type(s) of transaction(s), relationship:

\_\_\_\_\_  
 \_\_\_\_\_

Date: \_\_\_\_\_, 20\_\_

Signature \_\_\_\_\_

Type or print name \_\_\_\_\_

Please refer to the Running Your PTA chapter of the Toolkit for additional information.

# Conflict of Interest Policy

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 [toolkit.capta.org/running-your-pta/planning-organizing/conflict-of-interest-policy/](https://toolkit.capta.org/running-your-pta/planning-organizing/conflict-of-interest-policy/)

## Definitions

Conflict of Interest (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include staff members, officers, and members of the board of a unit, council or district of the California State PTA. Board means the executive board or executive committee. Officer means an officer of the board of directors, executive board or executive committee. Staff member means a person who receives all or part of her or his income from the payroll of any unit, council or district as well as the California State PTA. Members of the board include any officer or chairman of the executive board or executive committee. Supporter means corporations, foundations, individuals, 501(c)(3) nonprofits, and other organizations that contribute to the California State PTA.

## Policy and Practices

In accordance with the California State PTA Bylaws, Article IV, Section 6: A PTA member shall not serve as a voting board member of a constituent organization at the local, council, district PTA, region, state or national level while serving as a paid employee of, or under contract to, that constituent organization.

**Related Party Provision.** For purposes of this provision, the term “interest” shall include personal interest, Interest as director, officer, member, stockholder, shareholder, partner, manager, trustee or beneficiary of any concern and having an immediate family member related by blood or marriage or member of the same household who holds such an interest in any concern. The term “concern” shall mean any corporation, association, trust, partnership, limited liability entity, firm, person or other entity other than the organization. No officer or board member of the association shall be disqualified from holding any office in the association by reason of being related to any person that has any interest in any concern. An officer or member of the board of the association shall not be disqualified because they are a related party from dealing, either as a vendor, purchaser or otherwise, or contracting or entering into any other transaction with the association or with any entity of which the association is an affiliate. No transaction of the association shall be voidable by reason of the fact that any officer or member of the board of the association is related to a person that has an interest in the supporter with which such transaction is entered into, provided:

- a. The interest of such officer or member of the board is fully disclosed to the executive board.
- b. Such transaction is duly approved by the board of directors not so interested or connected as being in the best interests of the association.

c. Payments to the related party of the interested officer or the member of the board are reasonable and do not exceed fair market value that shall be determined by a three bid process.

d. No officer or member of the board may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting at which such transaction may be authorized.

e. Every officer and member of the board shall complete the annual questionnaire at the beginning of each fiscal year. This document shall be maintained as provided in the document retention policy.

Following full disclosure of a possible conflict of interest, the executive board shall determine whether a conflict of interest exists and if there is a conflict, the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect the PTA's best interests. Both votes shall be by a majority vote without counting the vote of any interested board member.

An interested member of the board, officer, or staff member shall not participate in any discussion or debate of the board, or of any committee or subcommittee, in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present member of the board.

Anyone in a position to make decisions about spending the PTA's resources (i.e., transactions such as purchases and contracts) – who also stands to benefit from that decision – has a duty to disclose that conflict as soon as it arises or when it becomes apparent; he or she should not participate in any final decisions.

A copy of this policy shall be given to all members of the board, officers, and staff members upon commencement of such person's relationship with the PTA or at the official adoption of this policy. Each board member, officer, and staff member shall sign and date the policy at the beginning of his or her term of service or employment and each year thereafter. Failure to sign does not nullify the policy.

Each member of the board, officer, and staff member shall annually sign a statement which affirms such person (see Conflict/Whistleblower Form):

- a. Has received a copy of this conflict of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and



d. Understands that the PTA is a constituent organization of the California State PTA as a nonprofit corporation and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax exempt purposes.

# Whistleblower Policy

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 [toolkit.capta.org/running-your-pta/planning-organizing/whistleblower-policy/](https://toolkit.capta.org/running-your-pta/planning-organizing/whistleblower-policy/)

This **Whistleblower Policy** of the California State PTA: (1) encourages directors, officers, staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the association; (2) specifies that the association will protect the person from retaliation; and (3) identifies where such information can be reported.

1. **Encouragement of reporting.** The association encourages complaints, reports or inquiries about illegal practices or serious violations of the association's policies, including illegal or improper conduct by the association itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the association has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the association's president or the council/district president. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

2. **Protection from Retaliation.** The association prohibits retaliation by or on behalf of the association against employees or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The association reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

**Where to report.** Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis of the complaints, reports or inquiries. They should be directed to the association president and the council/district PTA president; if the president is implicated in the complaint, report or inquiry, it should be directed only to the council/district PTA president. The association or council/district will conduct a prompt, discreet, and objective review or investigation. Officers, volunteers, and staff must recognize that the association may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.