

# INFORMATION FOR COUNCIL & OUT-OF-COUNCIL FINANCE TEAMS 2024 - 2025

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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 councils. **Please download the calendar for your reference and use it to set the deadlines for your units. Please note this is a preliminary calendar and may be updated.**

[CLICK HERE TO DOWNLOAD THE 2024-2025 FIRST DISTRICT PTA FINANCIAL CALENDAR](#)

## HOW TO SUBMIT PAYMENTS TO FIRST DISTRICT PTA

Payments for membership dues *not* collected through TOTEM, for membership envelopes and other events can be submitted at meetings or mailed to the First District PTA office. **Non-TOTEM dues must be paid monthly to First District PTA.**

When submitting payments to First District PTA, please **complete and attach three (3) copies of the First District Remittance Form**. Below is a link to download a form for your council. **Each form is unique for each council; please be sure you select the proper file.** The forms are "View only;" you will need to download the documents to use them. **These forms are spreadsheets that will calculate totals for you.**

[CLICK HERE TO DOWNLOAD YOUR FIRST DISTRICT REMITTANCE FORM](#)

## 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 2023- 2024 fiscal year
- Present and adopt the 2023-2024 [Year-End Financial Review](#)

### **BEGIN THE NEW FISCAL YEAR**

- Present and adopt the proposed [budget](#) for 2024 - 2025
- [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

Click the link below to download a document that explains how to make the motions for the above items of business at your association meeting:

[CLICK HERE TO DOWNLOAD IMPORTANT MOTIONS FOR FINANCIAL OFFICERS](#)

Click the link below to download a helpful flow chart that explains the approval process for writing PTA checks:

[CLICK HERE TO DOWNLOAD THE "CAN WE WRITE THIS CHECK" PROCESS FLOW CHART](#)

### **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
- **Please ensure these are filed by the following due dates:**
- For PTAs with fiscal years ending May 31 – **taxes are due October 15, 2024**
- For PTAs with fiscal years ending June 30 – **taxes are due November 15, 2024**

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).

Information about how to file your tax reports can be found on the [California State PTA website](#)

### **RAFFLE PERMIT INFORMATION**

If your council or unit PTAs plan to hold a raffle this upcoming year, file the Nonprofit Raffle Registration Form (CT-NRP-1) with the **\$30.00 fee** for the coming year 60 days prior to the raffle event. The raffle registration period is on the calendar year.

If you held a raffle last year or received a raffle permit, file the Nonprofit Raffle Report (CT-NRP-2) to the Attorney General's Registry of Charitable Trusts.

[CLICK HERE FOR FORMS AND INSTRUCTIONS TO APPLY FOR YOUR RAFFLE PERMIT](#)

## FINANCIAL DOCUMENTS DUE TO FIRST DISTRICT PTA

Please refer to the First District PTA financial calendar regularly to determine what reports and payments are due every month.

We require everyone to scan and upload PTA documents directly to MyPTEZ. This helps cut down on the collection of paper copies and ensures that future boards have access to any info they might need. If you need a login and password for MyPTEZ, please contact me at [Treasurer@PTA1.org](mailto:Treasurer@PTA1.org).

[CLICK HERE TO VIEW AN INSTRUCTIONAL VIDEO TO UPLOAD REPORTS TO MyPTEZ](#)

## PTA INSURANCE PREMIUMS

The new Liability Insurance Premiums will be approved by California State PTA at the first Board of Managers meeting of the year and will be announced soon. Please budget for a 10% increase to premiums this year.

ALL insurance payments must be made directly to our insurance broker AIM (Association Insurance Management, Inc). **DO NOT SEND INSURANCE PREMIUMS THROUGH CHANNELS. Units and councils will pay premiums directly to AIM Insurance.**

You will receive an email 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.

**The insurance window will open in mid-October and all insurance payments are still due no later than December 20th or late fees will apply. Check back on [this page](#) for updates.**

## INSURANCE GUIDE

Your 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.

**2024 Insurance Guide** — [English](#)

Waiver Forms Packet [PDF](#)

The policy is designed to cover allowable PTA events. Our PTA insurance does not provide any coverage for booster clubs, parent clubs or any non-PTA event. **It is critical to review the RED, YELLOW and GREEN list included in the insurance guide BEFORE planning any PTA activities.** Certain activities and events are prohibited because they are excluded by the insurance policy or because they are dangerous or jeopardize the safety of our children and youth. If the PTA sponsors a RED event and someone is injured because of PTA negligence, the individual PTA officers could be held personally liable. Please contact AIM for coverage information on any activities not listed.

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 permanent files.

[CLICK HERE TO DOWNLOAD THE CONFLICT OF INTEREST/WHISTLEBLOWER FORM & POLICY PACKET](#)

## **FIRST DISTRICT PTA LEADERSHIP CONFERENCE RESOURCES**

Last but certainly not least materials, from our June 2024 Leadership Conference, including Treasurer, Taxes and other sessions are available [HERE](#).