

PTA Checklist for Success!

Always stay focused on the mission and purpose of PTA when planning for a successful PTA year!

Bylaws

- Bylaws are the guiding document of the PTA. They provide the organizational policy and structure.
- **Must be current and approved every 3 years.**
- Begin renewal process at least three months prior to expiration date.
- Must be APPROVED by membership at a General meeting if changes are made, may notify members of renewal if no changes are made.
- It is also strongly recommended that every PTA create a policy and procedures manual or set of standing rules that will help define the day to day operations of your PTA.

Membership

- Conduct membership campaign during the first few weeks of school year (teacher preplanning week, student orientation and open house). **PTA must have a minimum of ten members to conduct business.** Your goal should always be 100% membership!
- Provide member benefits/incentives and promote friendly competition.
- **Membership dues must be paid to Florida PTA monthly beginning at the start of the school year with final payment by March 31st.**
- Membership dues to FPTA are \$3.50 per member.
- **County Council annual dues of \$35.00 must be paid by November 1st.**

Budget/Financials

- Committee prepares draft to present to board then voted on and APPROVED at 1st General Meeting. **A copy of the approved budget and minutes from the General meeting in which it is approved must be forwarded to the County Council no later than November 1st.**
- The budget should reflect the 3:1 Rule – Three programs for every one fundraiser. Fundraising should be held to cover the cost to implement the programs and services planned for by the current board members. Always be sensitive to the ability of the school community to support a particular fundraising effort – do not over extend your school community.
- **Always remember to have two members count all money received, two people sign every check and two people take money to the bank for deposit.** No reimbursement should ever be made without receipts to verify purchases. Every PTA transaction should have the appropriate backup documentation.
- **Monthly financial reports must be made to the board and the original report must be filed with the school bookkeeper, copies should be filed with the PTA/PTSA Secretary.**
- **Appropriate tax forms must be filed annually – 990N postcard for gross income up to \$50,000 and 990EZ for gross income higher than \$50,000.** The 990EZ should be mailed certified to the IRS no later than November 15 of each year, which is the 15th day of the fifth month following the close of the fiscal year. The fiscal year runs from July 1 – June 30th. A copy of the IRS confirmation of receipt for the 990N postcard must be forwarded to the FPTA or a paper copy of the 990EZ must be mailed to the FPTA office, so they have verification of the appropriate tax forms being filed.
- A budget review should be conducted mid-year to make any necessary adjustments to the financial plan for the remainder of the year. This adjusted budget must be presented to and voted on by the membership at a General meeting (usually the second General meeting of the year).
- **An annual audit must be conducted at the end of every fiscal year.** The audit committee must consist of at least three members of the PTA, and the audit form must be signed by all three members of the committee. After the audit is complete, within two to three weeks after the end of the fiscal year, the audit form and copy of the final bank statement must be submitted to the school book keeper and a copy of both must be kept on file with the financial records for that fiscal year.

Nominating Committee

- **The nominating committee must be ELECTED by the membership at a General meeting mid-year (usually the second General meeting of the year).**
- The nominating committee must consist of a minimum of three and an odd number of PTA members. The Bylaws will include the exact number of members required to make up the nominating committee. The members of the committee can be board members or other members not on the current board.
- This is the most important committee for the year as this committee will prepare the proposed slate of officers for the next school year.

Election/Installation of Officers

- **Officers must be ELECTED by the membership at a General meeting at the end of the school year (usually the third General meeting of the year).**
- The Bylaws will include the list of officers for the PTA. Officers must be members of the PTA in which they are being elected.
- An installation of officers may be conducted at the General meeting in which the election is held or at a later date. An installation is not an election.

County Council Meetings, Workshops and Events

- PTA officers, committee chairs and other members are invited to attend all County Council functions.
- **PTA Presidents and Delegates or their designees should attend the monthly County Council meetings (Third Tuesday of each month – except August and March).** Each PTA has two votes at a County Council meeting – President and Delegate. Designees may attend in the place of either of these two people as long as the County Council is notified of the change. County Council meetings are opportunities to represent the local PTA at the district level with regard to business decisions. It is also an opportunity to learn about district initiatives and participate in informative programs.
- All PTA members are welcome to participate in County Council workshops. These workshops provide important training on topics related to how to have a successful PTA. **PTA officers, especially Presidents and/or Treasurers, are required to attend training and bring information back to their PTAs to share.** Workshops are hosted by the County Council at least twice each year – Fall and Spring.
- Other County Council Events are promoted through regular e-mail communications to all PTA Officers and copied to all school Principals. It is highly recommended that PTA officers attend as many County Council and Florida PTA events as possible or send a representative to participate and bring back important information.

Awards

- PTA officers should APPLY for both County Council and Florida PTA awards.
- Membership award applications have specific deadlines that must be met. The final deadline for all membership award applications is March 31st.
- County Council award applications and history books submitted for competition are due by Noon following the end of the DCCPTA April General meeting (Third Tuesday of April).
- Florida PTA award applications for all awards other than membership are due June 1st.
- Most award applications are very easy to complete.
- There is no better way to help your local unit receive the recognition that they deserve than to take the time to complete award applications.
- County Council awards are announced at the annual Presidents' and Principals' luncheon each May.

Please note: The highlighted items are critical to success and will help your PTA qualify for awards during the year for running their local units properly by keeping them in good standing. If assistance is needed with any of the items listed above, the County Council is here to help. We wish you all the best for a successful year!