



LOCAL UNIT COMPLIANCE REQUIREMENTS

As an organized, chartered local PTA unit in the State of Florida, there are SIX compliance requirements to continue the affiliation with Florida PTA.

1). Update new and returning officers:

- Due by **July 1** of every year - regardless if the officers remain the same or not.
- You must provide a valid email address, home mailing address, and phone number.
- **Update** here: <https://floridapta.org/new-or-returning-officers-form/>
- If you have a **change in officers** during the year, notify Florida PTA here: <https://floridapta.org/change-of-officer-information/>

2). Annual Audit (financial review):

- Due **August 31** every year.
- Email a copy to Florida PTA at audit@floridapta.org.
- **Upload** a copy to Memberhub / Compliance / State Submissions.

3). Annual IRS 990 filing: ****This can be completed as soon as the audit is finished.****

- Due **November 15** every year.
- Email a copy to: 990@floridapta.org.
- **Upload** a copy to Memberhub / Compliance / State Submissions.

4). Membership dues*:

- Florida PTA and National PTA dues per member = \$3.50.
 - Due **every** month!
 - Pay through Memberhub.
- Hillsborough County Council dues per member = TIERED FLAT RATE, please see next page
 - Due by **October 1** every year.
 - Pay here: <https://hccptaptsa.memberhub.com/store?limit=21&live=true>

5) & 6). Bylaws & Insurance:

- Bylaws must be updated every *three years*.
- At the start of every fiscal year, confirm your insurance coverage is current.
- **Upload** a copy to Memberhub / Compliance / State Submissions.
- Further information may be found here: <https://floridapta.org/bylaws/>

**Current as of 2022-2023, subject to change. Always check floridapta.org and hccptaptsa.org for the current dues amount.*



Hillsborough County Council PTA/PTSA Dues

We have moved to a tiered flat fee structure starting 2023-2024 fiscal year. Your unit's dues are calculated based on the last year's total membership as reported to Florida PTA and are due no later than **October 1**.

10-49 members = \$10	200-200 members = \$75
50-99 members = \$25	300-300 members = \$100
100-199 members = \$50	400-499 members = \$125
500 or more members = \$150	

Dues may be submitted through our Memberhub Store or by mail. Please make your check payable to HCCPTA (don't forget two signatures) and mail to:

HCCPTA
PO Box 273324
Tampa, FL 33688