

**Florida
PTA[®]**

everychild.one voice.[®]

Officers

2025—2026



Suggested Calendar for PTA Officers

August

- COMPLIANCE**** Remit membership dues to Florida PTA Monthly.
 - Must have 10 Minimum Memberships paid for compliance and to meet Quorum requirements.
- COMPLIANCE**** Make sure all Officers for the year are on Givebacks. [How to Update](#)
 - Officer information must be entered every year, even if they are serving for a second term. Information **MUST** be entered for president, treasurer and secretary, **INCLUDING HOME ADDRESSES**, a separate personal email for each, as well as a valid phone number.
- COMPLIANCE**** Upload prior year's financial **Audit to Givebacks by Aug 31** - [How to Submit](#)
 - Make sure review is completed before the incoming treasurer takes custody of the books.
 - Use PTA [Annual Audit/Financial Review Form](#)
- COMPLIANCE**** Review and update bylaws (required every 3 years)
 - Visit Florida PTA Website for [current bylaws documents](#)
- COMPLIANCE**** Prepare required Federal annual IRS Form 990. **Form 990 due by November 15th** (see Section 3 - Dollar\$ and \$en\$e for details).
- Sign-up for National PTA [Local Leader Kit](#)
- Start Membership campaign
- Review all Treasurer Forms in Florida PTA Kit of Materials
- Review procedure books from previous Officer or Chair
- Review [Reflections Program](#) materials.
 - Submit Reflections Chair contact info to County Council Reflections Chair
 - Set school-level submission deadline (based on County Council deadline)
 - Reflections Chair attend County Council Reflections Training (if available)
- Apply for PTA insurance or renew existing policy as needed (Per county requirements)
- Attend Council Leadership Training / 1st General Meeting (Date TBD by Council)
- Attend County Council Principals & Presidents Meeting (if applicable)
- Attend Teachers' Welcome Back and other Back to School events
 - Present PTA goals and objectives
 - Have a Membership table at all events
- Coordinate with Principal to assign Teacher Representatives to board
- Board Meeting: Finalize calendar of events, Budget, create membership plan, review compliance items needed, approve plans of work and meet with the Principal to approve any on campus activities. (July & August)
- Hold 1st General Membership Meeting (held in August/September- check bylaws)
 - Approve budget
 - Present Audit Report
 - Approve/Amend Bylaw as needed (If amending must share changes 30 days prior)

September

- Pay County Council Dues (amount varies per County)
 - Hold 1st General Membership Meeting (if not held in August)
 - Donate to County Council Scholarship Fund (if applicable)
 - Kick off your [Reflections Program](#) — advertise theme and your school deadline for submission of entries.
 - Plan activities for [Membership](#) Enrollment month.
 - Begin process to develop [Resolution](#) item(s) for submittal to Florida PTA (optional)
 - Review [National PTA](#), [Florida PTA](#) and County Council award criteria
 - Begin planning American Education Week (November)
 - Confirm membership dues payment to Florida PTA via Givebacks or mail
 - Submit before Oct 1 to qualify for the Golden [Early Bird Award](#)
-

October

- Attend County Council Reflections Training (if applicable)
 - Enroll in School of Excellence Program by October 15th [HERE](#)
 - Finalize plans for American Education Week
 - Prepare IRS Form 990, 990-EZ, or 990-N (due Nov 15)
 - Confirm membership dues payment to Florida PTA via Givebacks or mail
 - Submit before Nov 1 for Silver [Early Bird Award](#)
-

November

- Submit Florida PTA [Resolutions](#) by November 30th (optional)
 - Submit advancing Reflections entries to County Council (Date TBD by Council)
 - File IRS 990, 990-EZ, or 990-N by Nov 15
 - Upload 990 submitted to Givebacks by Nov 30
 - If filing 990-N (Postcard), upload IRS “accepted” receipt
 - Confirm membership dues payment to Florida PTA via Givebacks or mail
 - Submit before Dec 1 for Bronze [Early Bird Award](#)
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December

- Submit advancing Reflections entries to County Council (Date TBD by Council)
 - Ensure membership dues are paid to Florida PTA Monthly
 - Begin planning for Florida PTA Legislative Conference (typically late January)
 - Prepare for 2nd General Membership Meeting (typically held in Jan/Feb)
 - (Optional) Host holiday appreciation event for board

 - ENJOY THE HOLIDAY BREAK!**
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January

- Attend County Council Reflections Event if applicable (Date/Location TBD by County)
 - Attend Florida PTA Legislative Conference (January 25-27)
 - Promote Florida PTA/PTSA Senior Scholarships (Deadline: ~Feb 1)
 - Promote County Council Senior Scholarships (Deadline TBD)
 - Continue Membership Drive activities
 - Ensure membership dues are paid to Florida PTA Monthly
 - Attend County Council Training / 2nd General Meeting if applicable (TBD by Council)
 - Hold 2nd General Membership Meeting (Typically in Jan/Feb)
 - Elect [Nominating Committee](#)
 - Approve budget amendments (Bylaws: Article VI, Section 3)
-

February

- Final deadline to apply for Florida PTA/PTSA [Senior Scholarships](#) (Typically February)
 - Celebrate PTA Founders Day (Feb 17)
 - Hold 2nd General Membership Meeting (Typically in Jan/Feb)
 - Elect [Nominating Committee](#)
 - Approve budget amendments (Bylaws: Article VI, Section 3)
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March

- Apply for [National PTA Awards](#)
 - Apply for County Council Awards (Deadline TBD by Council, typically early April)
 - Apply for [Florida PTA Awards](#) (due May 1)
 - Confirm all membership dues are paid before submitting any award applications
 - Register for [National PTA Convention](#) & Expo (check current year's dates/location)
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April

- Apply for County Council Awards (Deadline TBD by Council)
 - Apply for [Florida PTA Awards](#) (due May 1)
 - Attend County Council Training & 3rd General Meeting/Elections (TBD by Council)
 - Attend County Council Awards Ceremony if applicable (Date/Location TBD by Council)
 - Hold 3rd General Membership Meeting (held in April/May check bylaws)
 - Elect officers for next school year
 - Approve budget amendments (Bylaws: Article VI)
 - Observe Child Abuse Prevention Month
 - Plan Staff Appreciation Week (typically first full week of May)
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May

- Submit Florida PTA Awards applications (due May 1)
 - Attend Florida PTA Reflections Awards Ceremony (check current year's date)
 - Celebrate Teacher Appreciation Week (typically May 1–5)
 - Attend County Council Summer Leadership Training/Vendor Fair (if applicable)
 - Hold 3rd General Membership Meeting (held in April/May check bylaws)
 - Elect officers for next school year
 - Approve budget amendments with interim funds as needed (Bylaws: Article VI)
 - Update [New/Returning Officers](#) on Givebacks for the upcoming year officers.
 - Schedule New Board/Old Board transition meeting (May/June after school ends)
 - Exchange procedure books
 - Officers assume new roles
 - Treasurer remains in office until audit is complete (Bylaws: Article VII, Section 5)
 - New President with Elected Officers schedules meeting with Principal to plan:
 - Board & General Meeting dates
 - Open House / Back-to-school activities
 - Discuss PTA mission, values, and policies

 - Register for Florida PTA Leadership Convention (Orlando) - July 9-12, 2026**
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June

- New President and Board meets with Principal to set dates for: Board Meetings, General Meetings, Open House/ Back-to-school activities, Discuss PTA mission, programs, and fundraisers
 - Update New/Returning Officers on Givebacks if not already done
 - Board Review and revise Standing Rules (if needed)
 - Board Review and revise officer job descriptions (Bylaws: Article VII)
 - Board Appoint Budget Committee (chaired by new Treasurer) to draft upcoming budget
 - Board Review and Approve Plans of Work
 - Board Appoint Bylaws Committee
 - Review and update bylaws (required every 3 years)
 - Visit FloridaPTA.org for [current bylaws documents](#)
 - Board Appoint Audit Committee to review prior year's financial records
 - Use PTA Annual [Audit/Financial Review Form](#) (see Dollar\$ & \$en\$e)
 - Audit Committee: 3 Members not on the bank account
 - Register for Florida PTA Leadership Convention
 - Begin planning Teachers' Welcome Back event
 - After June 30: Treasurer gathers financial records for Audit
-

July

- COMPLIANCE** Upload Audit to Givebacks by August 31st**
 - Make sure audit/financial review is completed before the incoming treasurer takes custody of the books.
 - Use PTA [Annual Audit/Financial Review Form](#)
- After the audit is completed, make arrangements at the bank to change the signatories on the bank account(s). You are required to have three signers on the bank account(s).
 - Change all log-ins and passwords for e-banking and debit/credit cards.
 - Change over Stripe account on Givebacks
 - Apply for a 501(c)(3) [Banking Letter](#) as needed.
- COMPLIANCE** Prepare required Federal annual IRS Form 990. Form 990 due by November 15th**
(see Section 3 - Dollar\$ and \$en\$e for details).
- COMPLIANCE**** If not already done, enter “**New and Returning Officers**” information on Givebacks. Officer information must be entered every year, even if they are serving for a second term. Information MUST be entered for president, treasurer and secretary, INCLUDING HOME ADDRESSES, a separate personal email for each, as well as a valid phone number.
- Officers listed in Givebacks will receive Florida PTA Kit of Materials.
- Attend the Annual Florida PTA Leadership Convention!**
- Begin Membership campaign (new membership year starts July 1)
- Prepare volunteer sign-up sheets for back-to-school events
- Review and revise bylaws and Standing Rules (if not already done)
 - Share proposed Bylaws changes 30 days before 1st General Membership Meeting

**Membership Dues per member are now \$4.50
\$1.00 National PTA dues increase went into effect July 1st, 2025**

****If changing your local unit dues give notice to membership
and vote during a General Meeting****

**Remember to pay dues monthly and
send final payment for 25-26 dues
by June 30th**

Meeting Reminders

1st Board Meeting (July-August)

- Distribute schedule for board and general meeting dates.
- Distribute a Board Roster to board members and school administrators.
- Discuss suggested guidelines in the Florida PTA Kit of Materials and familiarize each board member with his or her duties.
- Give each board member a copy of the bylaws and review/study bylaws.
- Appoint a Bylaws Committee if an update is due.
 - Bylaws must be updated every 3 years.)
- Check that all board members are current PTA members.
- Schedule volunteers and tables for Meet-the-Teacher/Schedule Pick Up/Open House and other Back-to-School events. Plan to have Membership Committee sell memberships.
- Remind Treasurer to confirm Membership dues payment to Florida PTA monthly via Givebacks or by mail.**
- Remind Treasurer to pay County dues (if applicable)
- Present/Discuss Proposed Budget to be approved by members at the 1st General Meeting.
(Treasurer/Budget Committee)
- Present Previous Year Audit/Financial Review to be presented at the 1st General Meeting. (Audit Committee)
- Present Fundraiser information. (Resource Development)
- Present Plans of Work per your bylaws — Article XI, Section 2. (Committee Chairs and elected Executive Committee)
- Begin to develop program plans for the year.
- Establish newsletter deadlines (Editor)
- Distribute volunteer list to Committee Chairs (to recruit committee members).
- Present dates for County Leadership Training/1st General Meeting, District School Board Meetings, and other applicable meetings.

1st General Meeting (August-September)

- Check your bylaws to see how many General Meetings are required for your PTA.
- Work with school administrators to prepare for the meeting. Request projector, podium, and microphone if needed.
- Make copies of the (1) Proposed Budget, (2) Audit/Financial Review and (3) final Treasurer's Report or prepare to display.
- Present revised bylaws for approval if they are being updated. They must be voted on at a General Meeting if changes are made.
- Display PTA Mission/Purpose/Values from www.FloridaPTA.org.
- Set up a Membership table to sell memberships and to check in members to verify quorum.
- Recruit volunteers — set out sign-up sheets with information about each committee.
- If the final General Meeting minutes of the previous school year (April/May) were audited by two members, they do not need to be read or distributed. If they were not audited, the Recording Secretary should present the minutes from the April/May meeting.
- Present previous year Audit/Financial Review (Audit Committee Chair).
- Present final previous year Treasurer's Report.
- Present current year Proposed Budget for adoption. (Treasurer) Only members vote.
- Present Fundraiser(s) — display products if possible.
- Present Programs and Activities scheduled for the year.

2nd General Meeting (January-February)

- Review and vote on budget amendments/adjustments.
- Elect Nominating Committee. (This is in your bylaws — Article VI, Section 3.)
- Set up a Membership table to sell memberships and to check in members to verify quorum.

3rd General Meeting (April-May)

- Elect and install new officers. (This is in your bylaws — Article VI.)
- Review and vote on budget amendments/adjustments. Approve Interim Budget for use from July 1st until the following year's budget is approved at the 1st General Meeting.
- At the last General Meeting of the year, appoint two members to take minutes with the Recording Secretary to audit the minutes.
- Update New/Returning Officers Form on Givebacks in order to receive timely information from Florida PTA. This is required even if elected officers are re-elected.
- Set up a Membership table to sell memberships and to check in members to verify quorum.

PRESIDENT

Information **MUST** be entered for the **New and Returning Officers directly into Givebacks** for president, treasurer and secretary, **INCLUDING HOME ADDRESSES, a valid and separate personal email for each person, as well as a valid phone number.** Whether you are serving a second term or are the newly elected officers, this must be completed each year.

- ❖ Contact your County Council President or Region Representative. These volunteer leaders are a support network for you and your board.
- ❖ Obtain the files (flash drive, One Drive, Google Drive, etc.) from last year's president and study the information thoroughly. If your PTA doesn't already have Procedure Books, set them up. Be sure each book includes a copy of your unit's state approved bylaws. Stress the importance of the Procedure Books and keep up with your own. These files are a valuable resource for your PTA.
- ❖ Read and become familiar with the *Florida PTA Kit of Materials*, *PTA Purposes*, *the National PTA President's Quick Reference Guide*, *Robert's Rules of Order, Newly Revised*, and your local unit bylaws. Discuss these at an early executive committee meeting.
- ❖ Select committee chairs early, according to the bylaws.
 - Have as many as possible attend Leadership Convention and county council workshops.
 - Ask committee chairs to prepare plans of work to be submitted at an early executive meeting in the fall.
 - Distribute materials from the Kit of Materials to officers and committee chairs.
 - Distribute materials sent to you during the year to the appropriate committee chair.
- ❖ Meet with the principal to discuss the school/PTA plans for the year and to keep the PTA apprised of school activities throughout the year. Have another elected officer attend with you.
- ❖ Meet with your officers and other members of your board.
- ❖ Review if your PTA has Policies & Procedures and/or Standing Rules. Each year the board should review these documents and make any necessary adjustments. These documents are approved and governed by the board and set out the operations of the board.
- ❖ Hold a combined executive committee meeting with retiring and incoming officers and committee chairs. This is also known as a turnover meeting. This is an important meeting for board transitions and a key component to starting your PTA off successfully.
- ❖ Add all officers and committee chairs to Givebacks so your county council can send you county specific information.
- ❖ Familiarize yourself with information about membership dues reporting requirements, IRS EIN numbers, insurance, and tax exemptions from the Kit of Materials.
- ❖ Be sure your PTA is represented at all county, region and state meetings, workshops, and conventions. If unable to attend, you may ask someone to represent you.
- ❖ Display the Purposes Chart at all meetings.
- ❖ Make your members feel they are a real part of the PTA. Keep them informed. Share the PTA jobs. **Delegate!**
 - Shared responsibilities help to build future leaders.
- ❖ Above all else, remember you are not alone! Never hesitate to reach out for support, assistance or to simply ask a question. **We are here for you!**

Each year, review your local unit bylaws. They are a tool for you to use for your PTA. If you don't have a copy of your bylaws, email: info@FloridaPTA.org, requesting a copy. Include your name, PTA name and county. Bylaws are required to be reviewed and updated, at a minimum, every three years, and sent to the State Office for approval. Bylaws are not approved until an approved copy is received from the State Office.

VICE PRESIDENT(S)

PTAs often have several vice presidents. These positions should be numbered in the local unit Standing Rules for clarity of succession in office. For example, a PTA with a first vice president, a second vice president, and a third vice president should know that the first vice president is called on first to preside in the absence of the president. If the first vice president is not available, then the second vice president is called on, etc. Unnumbered positions create uncertainty unless the organization has adopted a special rule to cover the situation.

As first vice president you will:

- ❖ Assume the duties of the president, if absent, and perform other duties as assigned and as prescribed in the bylaws of your local unit.
- ❖ Study the bylaws, the *National PTA President's Quick Reference Guide*, and *Robert's Rules of Order, Newly Revised*, in order to be familiar with parliamentary procedure and to be an able successor to the president should the need arise.
- ❖ Be sure that your PTA is represented in all meetings, conferences, discussion groups and related activities. If the president is not able to attend, then a vice president should.
- ❖ Refer to yourself as "the chair" when presiding at meetings.

Additional vice presidents:

The number of Vice-Presidents is listed in the officers and elections Article of your bylaws. Customarily, PTAs may put their vice presidents in charge of their most important committees, such as membership, programs, etc. Keep in mind, you may also cover these same duties by appointing chairs. You may also leave it up to the president to assign duties to the vice presidents, as needed.

SECRETARY

As the **RECORDING SECRETARY** and keeper of the PTA records, you will:

- ❖ Assist the president in preparing an agenda.
- ❖ Record and retain minutes of meetings. Keep them brief and to the point.
 - **Annual meeting minutes (April/May) will need two-minute auditors appointed that will audit the final set of minutes, as no other approval will be given.**
- ❖ Do not record opinions and discussion. Do record:
 - Type of meeting (regular, special, annual, executive).
 - Name of association.
 - Date, time, and place of meeting.
 - Presence of president and secretary, or in their absence, the names of their substitutes.
 - Quorum present.
 - Presentation and action on minutes of the previous meeting.
 - Treasurer's Report.
 - Correspondence, announcements, committee reports.
 - Action Items: All motions (except those withdrawn); points of order and appeals, whether sustained or lost; and the name of each member who introduced a main motion, but not the name of the seconder.
 - Program topic, method of presentation, names of participants and important points covered.
 - Time of adjournment.
 - Signed _____
- ❖ Act as custodian of PTA records. Keep a permanent file of all minutes, agendas, reports, the charter, PTA passwords, and an **approved** copy of the local unit bylaws.
- ❖ Carry reference material to each meeting. You never know when you're going to need: file of minutes, local bylaws, local budget, Board of Directors list, council handbook, council, and local newsletters, if any, *Florida PTA e-Newsletter*, and *National PTA President's Quick Reference Guide*.
- ❖ Furnish delegates with credentials when necessary.
- ❖ **Make sure officers are updated on Givebacks.**
- ❖ Notify the County Council of names of council delegates. Keep this list up to date.
- ❖ Maintain a procedure book.

As the **CORRESPONDING SECRETARY** and official letter writer of the PTA, you will:

1. Conduct the correspondence of the PTA as requested.
2. Send notices of all meetings to the executive committee and Board of Directors.
3. Prepare for distribution to the membership all notices of annual/general membership meetings.
4. Keep a file of all correspondence; and carry copies of recent correspondence to meetings.
5. In the absence of a communication/social media chair, assist with publicizing PTA information.

Note: Sample minutes are on the following page, as well as a Sample Motion Form.

(Sample Minutes)
Kings Road PTA
Regular Board Meeting / January 10, 20__

Call to Order The regular meeting of the Kings Road PTA was held in the auditorium of the Kings Road Elementary School on Wednesday, January 10, 20 . The president, Sandy Jones, called the meeting to order at 7:30 P.M. The secretary was present.

Meditation The meditation was given by Dave Brown.

Attendance List all members in attendance, including president and secretary.

Quorum A quorum was established.

Minutes The minutes of the previous meeting were approved as written (or as corrected).

Correspondence A "thank you" note was read from Wesley Heart for flowers sent while he was in the hospital.

Executive Committee The Executive Committee met on December 15, 20 , in the school library. Diane Smith, Bill Jones, and Michelle White were appointed to a committee to recommend a project for the year. The president appointed Diane Smith as chair.

Treasurer's Report The Treasurer, Kay Majors, reported:
1. Checkbook Balance as of date of last meeting: _____
2. Total Receipts received since last meeting: _____
3. Total Disbursements / checks written since last meeting:
4. Checkbook Balance on hand as of today, January 10, 20: _____
The report was filed.

ACTION ITEMS: **(List all motions made during the meeting and the results of the vote on the motion under Action Items)**
Marlene North, chair of the special committee appointed to oversee Critical Viewing Skills at King Road Elementary School, moved by direction of the special committee, that the Kings Road PTA initiate and sponsor a workshop for parents. **Motion carried.**

COMMITTEE REPORTS

Membership Annette Kelly, Membership chair, reported membership totals as of Dec. 29, 20____ of 335 members.

Reflections Tiffany York, Reflections chair, reported that the Reflections awards event will be held on April 10, 20__.

New Business Marvin Mark moved that the parent education chair attend the annual University workshop for parent leaders. Motion was seconded. Janice Ward moved to amend by inserting "president and the" before the words "parent education." **Amendment carried.**

The motion carried as amended and will now read: Marvin Mark moved that the president and the parent education chair attend the annual University workshop for parent leaders.

Announcements

February 5, Field Day, Kings Road Elementary School
February 16, Fern County Council meeting

Adjournment The meeting adjourned at 9:00 P.M.

Approved As:

Written: _____ Corrected: _____



PTA Name: _____

Date: _____

Type of Meeting: _____

Motion #: _____

(Begin #1, Amended 1.1, etc.)

Carried

Lost

OFFICIAL MOTION BLANK

I MOVE:

MAKER OF THE MOTION (Please Print)

SECONDED BY (Please Print)

Copies to:

Presiding Officer, Maker of the Motion and Secretary

(Can be photocopied after meeting)

TREASURER

1. Review and print for your Treasurer's Procedure Book, Section 3, Financial Guide and Best Practices, Dollar\$ and \$en\$e from the Florida PTA Kit of Materials. The Kit of Materials is emailed to the president, secretary and treasurer after the New & Returning Officers Information is received by the Florida PTA Office. This is your go-to guide, along with National PTA resources such as the National PTA Finance Quick Reference Guide.
2. Receive and disburse all monies prescribed in the local bylaws or as authorized by action of the association and keep a proper and accurate account of all transactions. Make all entries in the treasurer's records in ink, and back up computer files monthly.
3. Submit membership dues to the Florida PTA Office **MONTHLY** when memberships are sold. Founders Day gifts and donation checks are accepted at any time. The State Office forwards half the amount received (for Founders Day) to the National PTA.
4. Be familiar with all references to dues and finance in the local and state bylaws, Florida PTA Dollar\$ and \$en\$e and the *National PTAs Finance Quick Reference Guide*.
5. Review annually the Florida Department of Revenue information in Section 3, Treasurer's Guide, Dollar\$ and \$en\$e.
6. Prepare a budget with the committee (subject to local bylaws), present it to the Executive Committee for consideration and to the general membership for approval / adoption at the first general meeting of the year.
7. Receive and deposit all money in the name of the association in a bank approved by the board and reported to the general membership. Must have 2 signers on every check (this is also an insurance requirement) as prescribed in bylaws and as on record with the bank. Make and keep a duplicate copy of deposits.
8. Review Bylaws, Standing Rules and Procedures for deposits and expenses with new officers and applicable committee chairs.
9. Count money with the person presenting it and issue a receipt immediately for all funds received.
10. Require completed reimbursement request forms and invoices/receipts for all monies expended. Review for conformance with budget, then pay all requests by check. You and the president should co-sign all checks unless the check is made payable to you; then the third signer would co-sign with the president. Forms are available in this guide in Section 3, Financial Guide and Best Practices, Dollar\$ and \$en\$e.
11. Never change or exceed the approved budget on any item without the vote of the association except in emergency and then only on approval of the president and subsequent ratification or as local bylaws or standing rules provide for emergency expenditures.
12. Keep up with the use of funds under various budgeted accounts in order that you may recommend any needed budget amendments to the local association. With the budget committee, review budget at midyear and recommend amendments if necessary for board and membership approval.
13. Make a financial statement at all board and general meetings with a copy for the secretary signed by the treasurer. Financial statements include an updated budget vs. actual and a list of transactions for the reporting period.

(Treasurer continued)

14. Submit treasurer's records to the audit committee named by the executive committee for a financial review.
15. Make sure there is a sound fiscal policy for protection of PTA funds, which should include securing insurance for bonding the Treasurer, President, and all check signers.
16. Prepare and submit the required IRS 990 forms by November 15th. All PTAs **MUST** file. It is recommended that the treasurer leaving office complete the required forms at the end of the fiscal year, before the filing deadline. Refer to FPTA *Dollar\$ and \$en\$e* and NPTA *Finance Quick Reference Guide* for assistance. **Upload a copy of the 990N acceptance email from the IRS or a copy of the return receipt showing the tax return was delivered to the IRS to the Florida PTA via Givebacks.**
17. Prepare an annual report summarizing all income and expenses per the budget for the fiscal year. This report is to be presented at the last general meeting of the year.
18. **Keep a record of the national and state portions of membership dues separate from the record of the general fund as this money does not belong to the local association.**
19. ****NEW THIS YEAR - National Dues Change** Send \$4.50 for each member to the state PTA office. Of this amount, the state will remit \$3.25 per member to the National PTA. Be sure to send the correct amount. Membership dues must be sent to the State Office monthly, as collected.**
20. **Remit dues as collected, through Givebacks, or by check. If sending a check, complete the Dues Payment Form provided on our website and mail with the check or money order.**
21. Check the **Awards Section** for instructions on how to earn the **Early Bird Awards** for membership dues payments.
22. If sending membership dues in the mail, make all checks payable to, together with the Membership Dues Payment Form (on the website):

**Florida PTA
1747 Orlando Central Parkway
Orlando, Florida 32809**

REFUNDS CANNOT BE MADE IF INCORRECT AMOUNT IS SENT

**Call the State Office if you receive notices or letters
from the IRS.**

**Study the 990/TAX Information in Section 3, Financial
Guide and Best Practices, Kit of Materials.**