

President – Secretary - Treasurer

August 2023



President Boot Camp

Basics

- You are the face of the PTA Unit
- Read your Bylaws (especially Article III)
- Read your Policies & Procedures and Standing Rules
 - Approve them at the start of the year
- All public Documents, letters, newsletters must be approved by you
- All Contracts must be signed by you
- You should meet with Principal or AP (to collaborate on how to help the school)
- Keep open communication with Administration
- You set the meeting time and run the meeting itself
- Presidents are on all committees except Nominating Committee
- You must follow any position statement that comes from County, State, or NPTA
 - Please speak to County Council or FL PTA if you are asked to be interviewed by a news agency
- Get to really know your board before you start. Social event or just conversation.
- Delegate, Delegate, Delegate

Board Meetings should have or include:



- You RUN the meeting (you give start and adjourn time)
- Your Officers, Principal, and Chairs Positions
- Agenda
- Treasurer's Report and Previous Minutes
- Opportunity for Admin to speak
- Plan of Work (should be done for each event or program)
- Presidents ask for motion (not members)
- You can set a time limit for each speaker (if needed)
- Much of your planning should be done in committees
- Should be a closed meeting and can be done virtually or in person
- Quorum is 50% +1 (to vote)

General Meetings should have:

General Meetings must have quorum - 10 paid members to vote (must have been a member for 30 days)

Anyone can be a member and anyone can come

Budgets, Elections, Nominating and Bylaws must be voted at General Meetings

Have Minutes taken and a Treasurer Report

Only members may speak and vote

Should try to include a Program (3 Programs to 1 fundraiser rule) to bring in more people

All General Meetings can be done Virtually or in-person but we do not recommend hybrid meetings.

Action Words for your PTA

Inclusion – Make sure everyone has an opportunity to sit at the table. Make sure you have diversity in opinions and ideas.

Engagement – Find what motivates them , what they are passionate about. Ask what they would do different if given a chance

Empowerment – Give your board members the information and resources to succeed. Make sure they feel important.

PTA/PTSA Compliance

Item	Due to Florida PTA Office	Format Sent	Notes
Local Unit New & Returning Officer Contact Information	July 1st Annually (Or as soon as elections are held)	Enter Information ONLINE Only www.FloridaPTA.org President must maintain current home addresses, phone numbers & email addresses for the officers.	Must submit new registration every year even if there are no changes in officers' information. Update information throughout the year when changes occur.
Membership Dues State & National Portion of Membership Dues. Pay \$3.50 per membership sold.	Monthly as dues are collected	Pay Via MemberHub.com Or USPS Mail: Send with State & National Dues Payment Form from the website www.FloridaPTA.org	The State & National portion of dues is paid monthly when memberships are sold. Must be received by Dec. 15 to participate in Reflections and other programs.
Audit Completed after June 30 each year.	August 31st Annually	Fax, mail or email to: audit@floridapta.org	Refer to Florida PTA Kit of Materials Dollars & Sense and National PTA Money Matters Guide
Copy of IRS 990 Due to IRS by Nov 15 th each year.	November 30th Annually	Fax, mail or email to: 990@floridapta.org	All PTAs/PTSAs are required to file IRS 990 by Nov. 15 annually. File either 990N (e-Postcard), 990EZ (short form) or 990 (long form).
Bylaws	Every Three Years	Upload, Fax, Mail or email: bylaws@floridapta.org Bylaws form and link to upload on our website www.floridapta.org , Running Your PTA -- Bylaws Tab	Bylaws must be reviewed, updated and APPROVED at State Office at a minimum of every 3 years. Update on current 2020-2021 bylaws form.

Don't Forget

Time with your family and friends

Your “WHY!”

The mission of PTA (first page of your Bylaws)

Start training your replacement your first day

Everyone has talents and gifts to offer
– Differences are a good thing!

Secretary – TAKE NOTE!

SECRETARY

Fact Finder

Be honest—you're the one in your friend group who filled out every page in your child's baby book...at the right time, no less. If you're the kind of person who documents everything, from your toddler's first steps to how far you jogged yesterday, we have the perfect role for you. You'll get to put your stellar



recordkeeping skills and attention to detail to good use as our PTA secretary. You must have good listening and computer skills—and extra credit if you can follow what's on TV and play Candy Crush at the same time.

BASICS



Florida PTA everychild.onevoice®

Records Retention Schedule

It is very important that certain records be retained. It helps to develop a records retention policy. Listed on this page are items that should be reviewed on a periodic basis and kept in a safe place.

Accounts payable records	7 years
Annual financial review (audit) reports	Permanently
Bank reconciliations	1 year
Board members/Officers	Permanently
Bylaws, including all amendments	Permanently
Cash receipt records	7 years
Checks (canceled)	7 years
Contracts and leases (expired)	Permanently
Contracts and leases still in effect	3 years
Correspondence (general)	Permanently
Correspondence (legal)	7 year
Duplicate deposit slips	Permanently
Equipment owned by the PTA	10 years
Financial statements (year-end) and budgets	Permanently
Grant award letters of agreement	7 years
Insurance records, accident reports, claims, policies, certificates	Permanently
Inventories (products and materials)	10 years
Invoices	Permanently
IRS Information (990) Returns	7 years
Journals	7 years
Minute books of directors and committees	Permanently
PTA charter	Permanently

Note: PTA board members have a fiduciary responsibility to protect sensitive and confidential information. Any documents with personal information or cancelled checks (and copies of checks deposited) should be shredded.

Record

- Keeping minutes of all meetings

Keep

- Be custodian of records

Correspondence

- Conduct correspondence as delegated by President

Send

- Send meeting notices
- Route agenda/previous meeting's minutes before call

Check

- Check bylaws and standing rules for more duties

GETTING STARTED

WHEN YOU'RE DROPPING THE
KIDS OFF AT SCHOOL



AND PTA
ASKS FOR VOLUNTEERS

Attend PTA-sponsored workshops or trainings.

Obtain secretary's procedure book with all minutes, agendas and reports of previous meetings and other materials from your predecessor, including:

- Approved copy of the bylaws
- Standing Rules
- List of current members
- PTA kit of materials / documents
- Check out Robert's Rules

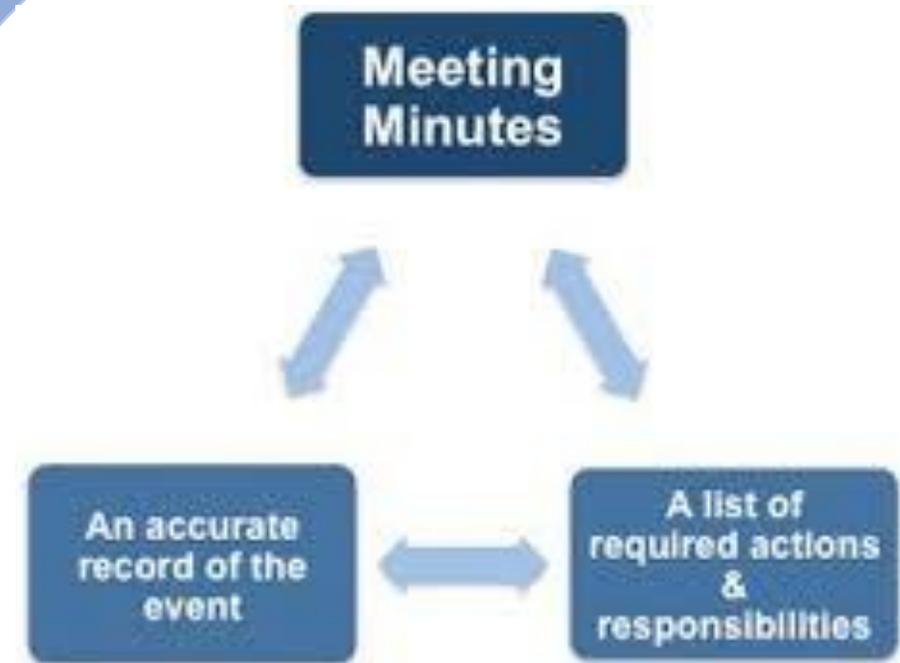
Make your own notebook for this year

WHAT'S IN THE MINUTES?

Keep minutes brief and to the point. Minutes contain a record of what the group did, with action recorded in the order it took place. Do not record opinion and discussion.

DO RECORD:

- Name of PTA
- Type of meeting (regular, general, executive, special, annual)
- Date, time and place of meeting
- List of persons in attendance and excused absences.
- Name and title of presiding officer (president). Or in their absence, the name of their substitute.
- Approval of previous meeting's minutes (or note if amended)



What's in the Minutes? (Continued)

- Summary of Treasurer's Report:
 - (1) Beginning balance, (2) Receipts, (3) Disbursements and (4) Ending balance as of the date of the meeting. (This information is required, so include the Treasurer's Report.)
- Important reports such as budget
- Record all motion voted upon, the name of member who made the motion, and whether carried or lost
- Record results of any election and votes cast
- Brief notation of program topic, names of participants, important points covered
- Time of adjournment
- Signature of Secretary

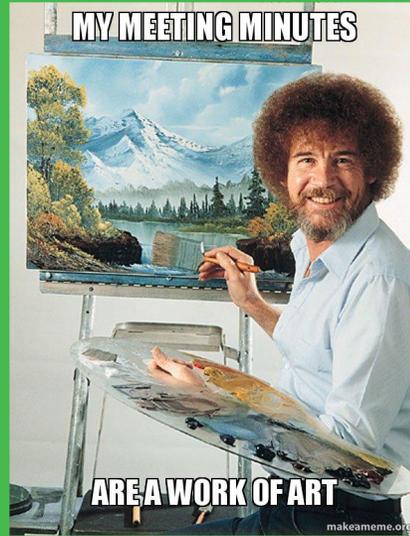


What doesn't belong in the Minutes

- Opinions - your's or anyone else's 🤪
- Summary of remarks by the guest speaker
- A withdrawn motion



Sample Minutes



Sign minutes and date when they are approved.

When you sign the minutes, indicate whether they were either:

- Approved as written
- Approved as corrected

(Sample Minutes)
Kings Road PTA
Regular Board Meeting
October 3, 20__

Call to Order The board meeting of the Kings Road PTA was held in the media center of the Kings Road Elementary School on Wednesday, October 3, 20__. The president, Sandy Jones, called the meeting to order at 7:30 PM. The secretary was present.

Meditation The meditation was given by Dave Brown.

Attendance List all members in attendance at regular board meetings, including president and secretary. (Those excused from the meeting should be listed too.)

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 Board The executive board met on September 19, 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 the balance as of September 5, 20__, was \$1,450. Receipts totaled \$150. Disbursements totaled \$200. Balance on hand as of October 3, 20__, totaled \$1,400. The report was filed. (Treasurer reports the balances as of the date of the meetings not for the calendar month.)

MOTION ITEMS:
Motion: 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 as of September 30, 20__, totals 300 members.

Reflections Tiffany York, Reflections chair, reported that the committee met and the Reflections Awards Event will be held on April 10, 20__.

University Business Marvin Mark moved that the parent education chair attend the annual University workshop for parent leaders.

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

Adjournment The meeting adjourned at 9:00 PM.

(Signature of Secretary)
(Type Name), Secretary

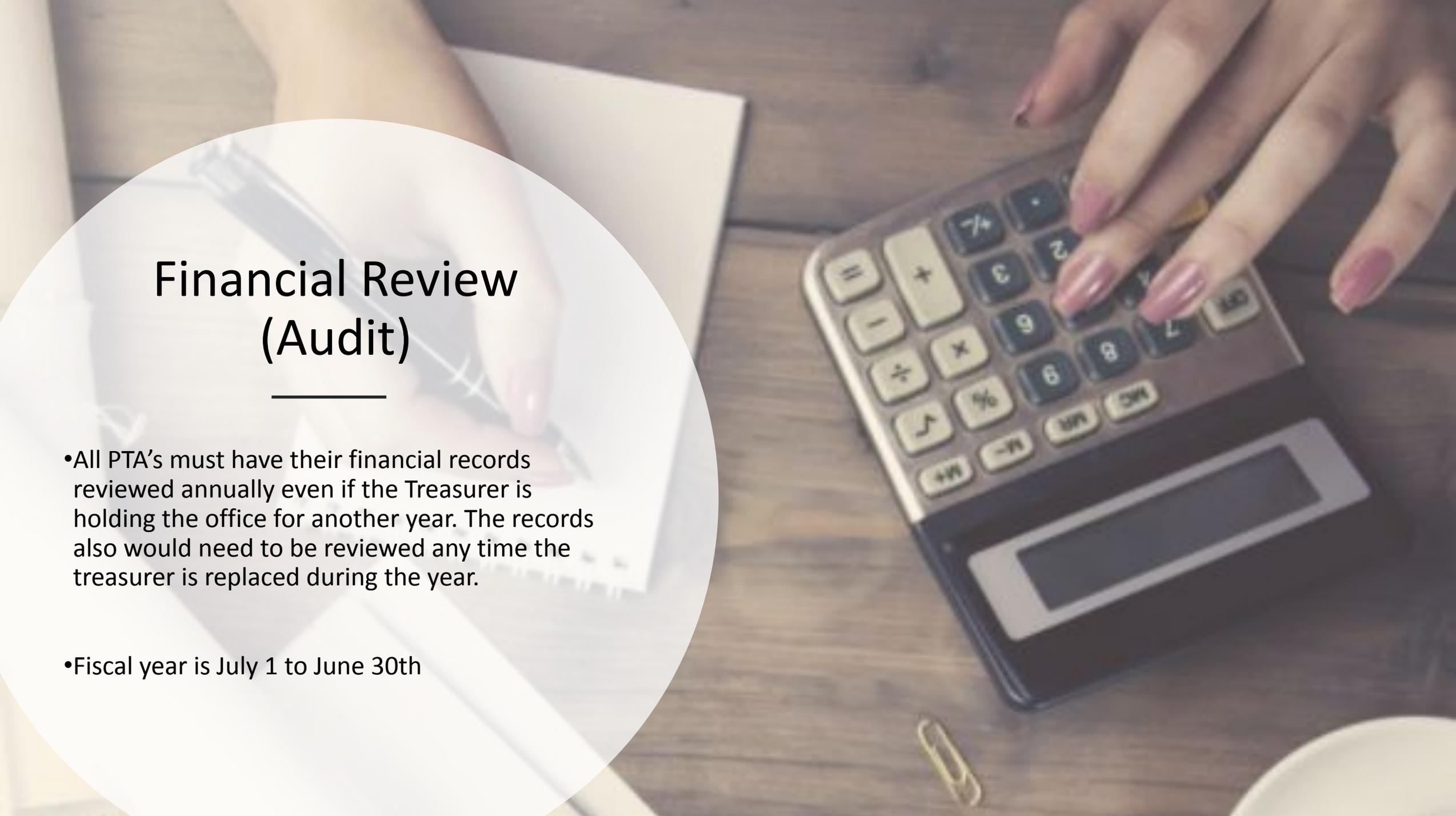
Approved As:
Date: _____ Corrected: _____ Written: _____

Treasurer – Making \$en\$e



Getting Started Checklist

- Review Treasurer resources
- Set up your Treasurer materials
- Review your Bylaws, Standing Rules, and Policies and Procedures
- Have the signatures at the bank been updated? If not, schedule a meeting at the bank ASAP to update.
- If a debit card was issued to a previous treasurer/president, has it been turned in and canceled?
- Have account passwords and log ins changed?
- Has the audit been completed and sent to compliance@FloridaPTA.org?
- Has the 990 form (as applicable) been filed?
- Perform a needs assessment; what does our local unit need right away?
- Has the calendar been completed? If not, when will it be; if yes, schedule the Budget Committee meeting.
- Local Unit PTAs are NOT required to register for a Solicitation of Funds certificate if they are affiliated directly with a school.
- DO NOT INCORPORATE YOUR PTA WITH SUNBIZ

A top-down view of a person's hands with pink nail polish using a silver and black calculator on a wooden desk. A white pen and a white paper are also visible on the desk.

Financial Review (Audit)

- All PTA's must have their financial records reviewed annually even if the Treasurer is holding the office for another year. The records also would need to be reviewed any time the treasurer is replaced during the year.
- Fiscal year is July 1 to June 30th

Financial Review (Audit)

The Treasurer (no one else) should deliver the following to the Audit/Financial Review Committee:

- Copy of last year's annual financial review report
- Treasurer's book (ledger)
- Copy of the Treasurer's Annual Report
- Bank statements and bank deposit receipts (July 1 through June)
- Checkbook, cancelled, and voided checks
- Check Request Forms with itemized statements and receipts of bills paid
- Deposit Forms with applicable signatures and documentation
- Copies of Treasurer's monthly financial reports
- Copies of budget and general meeting minutes that include an adopted budget as well as any amendments approved during the year
- Other material requested by the audit committee or the auditor

990 Taxes

All PTA/PTSAs need to file taxes by November 15 each year

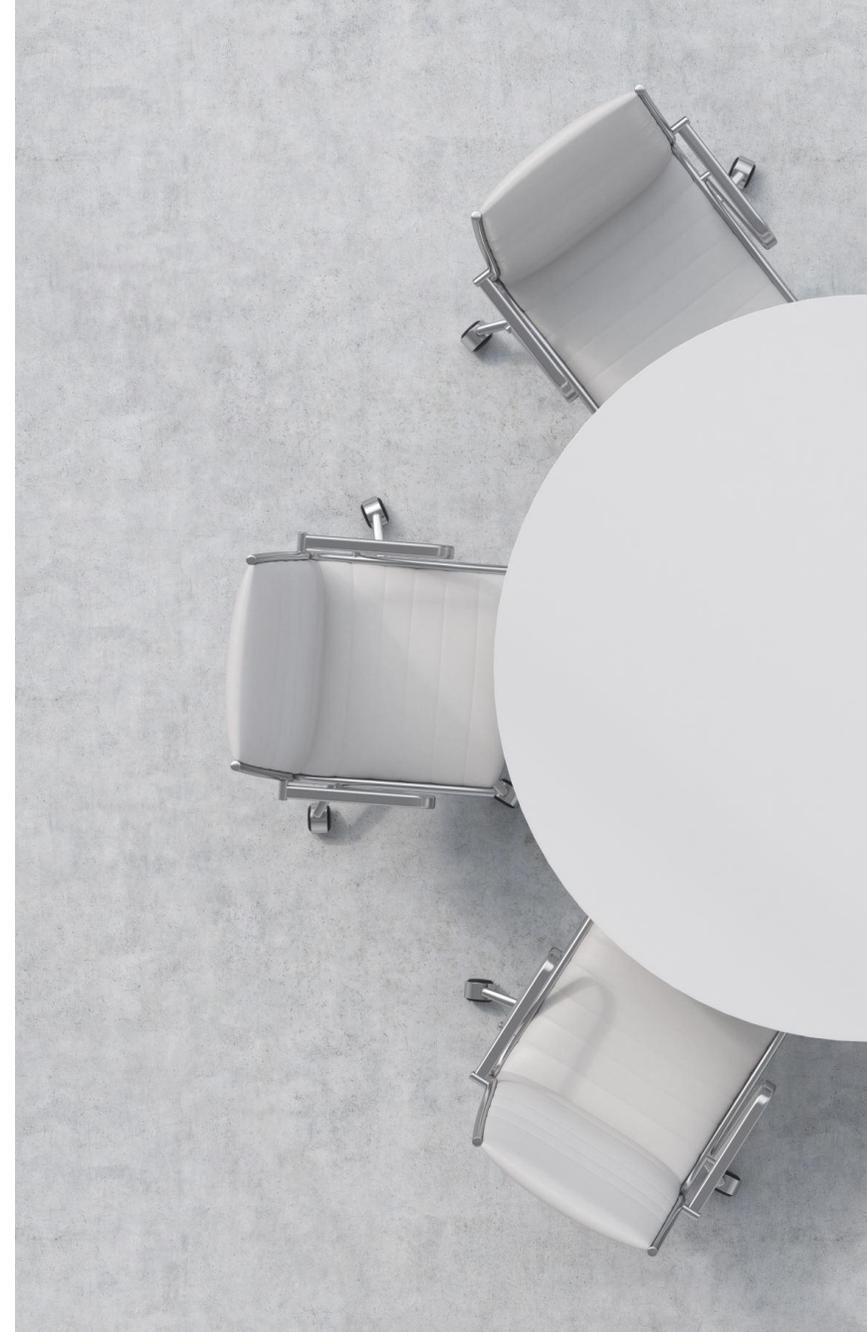
- **990-N (ePostcard)** Gross receipts normally \leq \$50,000 (3 Year Average)
- **990-EZ or 990** Gross receipts $>$ \$50,000 but $<$ \$200,000, and Total assets $<$ \$500,000
- **990** Gross receipts \geq \$200,000, or Total assets \geq \$500,000

Budget Meeting

The Treasurer should serve as the Chair of the Budget Committee unless your Bylaws or Standing Rules state otherwise. The remaining officers will make up the Budget Committee and usually meet prior to the start of the school year. Once completed, The budget MUST be approved by your general membership before funds are spent.

Items to have on hand for the budget meeting:

- Previous year's final budget including actual income and expenses
- Previous year's completed audit
- Calculators, pens, etc.
- Proposed calendar for planning
- Plan of Work, include donations for accurate accounting



Gift Cards & Gift Certificates

- Value CANNOT exceed \$25
- Individuals cannot receive more than \$50 in gift cards
- Create a clear, written process for handling gift cards
- When you are ready to purchase the gift cards, create a log to monitor the purchase and distribution
- Record the expense against the appropriate budget line
- Present the gift card log to the board along with the Treasurer's Report
 - Log will be entered into the minutes for audit purposes

You've Got This!

You are NOT Alone!



- Ami Marie Granger Welch – President
president@hccptaptsa.org
- Kimberly McDonough – VP Local Units
vpareas@hccptaptsa.org
- Annette O'Malley –VP Operations
vpoperations@hccptaptsa.org
- Ramona Mueller – Secretary
secretary@hccptaptsa.org
- Stacy Keller – Treasurer
treasurer@hccptaptsa.org
- Erica Hamblen – VP of Training
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