



## LOCAL UNIT COMPLIANCE REQUIREMENTS

As an organized, chartered local PTA unit in the State of Florida, there are five 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](mailto:audit@floridapta.org).
- **Upload** a copy to Givebacks / 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](mailto:990@floridapta.org).
- **Upload** a copy to Givebacks / Compliance / State Submissions.

### 4). Membership dues\*:

- Florida PTA and National PTA dues per member = \$3.50.
  - o Due **every** month!
  - o Pay through Givebacks..
- Hillsborough County Council dues as follows:
 

10-49 Members - Dues are \$10
50-99 Members - Dues are \$25
100-199 Members - Dues are \$50
200-299 Members - Dues are \$75
300-399 Members - Dues are \$100
400-499 Members - Dues are \$125
500+ Members - Dues are \$150

  - o Due by **October 1** every year.
  - o Pay here: <https://hccptapta.memberhub.com/store?limit=21&live=true>

### 5). 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 Givebacks / 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 hccptapta.org for the current dues amount.