



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 new & returning officers in Givebacks / Compliance / Update Officers.

2). Annual Audit (financial review):

- Due August 31 every year.
- Upload a copy to Givebacks / Compliance / Submit Forms / Audit.

3). Annual IRS 990 filing:

- Due November 15 every year.
- It can be completed as soon as the audit is finished!
- Upload a copy to Givebacks / Compliance / Submit Forms / Form 990.

4). Membership dues:

- Due each month.
- Florida PTA (\$1.25) and National PTA (\$3.25) = \$4.50 per member.
- Pay through Givebacks or mail in a check using a Florida PTA Membership Dues form.
- Hillsborough County Council PTA dues are by October 1 each year. Please see our website for more information.

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 / Submit Forms / Insurance.