



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.
- **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 = \$0.20.
 - Due by **October 1** every year.
 - 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 Memberhub / Compliance / State Submissions.
- Further information may be found here: <https://floridapta.org/bylaws/>