

President – Secretary - Treasurer

**PTA's mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.**

[Find Out More About Our Mission Here](#)

# Basics

- You are the face of the PTA Unit
- Have and read your Bylaws ( especially Article III ), Policies and Procedures, and Standing Rules
- All public Documents, letters, newsletters should go pass 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
- Should 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 ( based upon new bylaws )

# PTA/PTSA Compliance

Item	Due to Florida PTA Office	Format Sent	Notes
<b>Local Unit New &amp; Returning Officer Contact Information</b>	<b>July 1<sup>st</sup> Annually</b> (Or as soon as elections are held)	<b>Enter Information ONLINE Only</b> <a href="http://www.FloridaPTA.org">www.FloridaPTA.org</a> or directly into <b>MemberHub</b>  Must maintain current home addresses, phone numbers & email addresses for the President, Secretary & Treasurer.	Must submit new registration every year even if there are no changes in officers' information. Update information throughout the year when changes occur.
<b>Membership Dues State &amp; National Portion of Membership Dues.</b> Pay \$3.50 per membership sold.	<b>Monthly</b> as dues are collected	<b>Pay Via MemberHub.com</b> <b>Or</b> <b>USPS Mail:</b> Send with State & National Dues Payment Form from the website <a href="http://www.FloridaPTA.org">www.FloridaPTA.org</a>	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.
<b>Audit</b> Completed after June 30 each year.	<b>August 31st Annually</b>	Fax, mail or email to: <b>audit@floridapta.org</b>	Refer to Florida PTA Kit of Materials Dollars & Sense and National PTA Money Matters Guide
<b>Copy of IRS 990</b> Due to IRS by Nov 15 <sup>th</sup> each year.	<b>November 30<sup>th</sup> Annually</b>	Fax, mail or email to: <b>990@floridapta.org</b>	<b>All PTAs/PTSAs are required to file IRS 990 by Nov. 15 annually.</b> File either 990N (e-Postcard), 990EZ (short form) or 990 (long form).
<b>Bylaws</b>	<b>Every Three Years</b>	Upload, Fax, Mail or email: <b>bylaws@floridapta.org</b>  Bylaws form and link to upload on website <a href="http://www.floridapta.org">www.floridapta.org</a> , Running Your PTA -- Bylaws Tab	Bylaws must be reviewed, updated and <b>APPROVED at State Office</b> at a minimum of every 3 years. Update on current 2021-2022 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!



# Basics

## Record

- Record minutes of all meetings

## Be

- Be custodian of records

## Send

- Send meeting notices

## Conduct

- Conduct correspondence as delegated by President

## Perform

- Perform other duties as assigned by President, Board or Membership

## Check

- Check bylaws and standing rules for more duties

# How to get started:

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
- Charter and official documents of the PTA
- Get Robert's Rules (or cheat sheet:  
[http://diphi.web.unc.edu/files/2012/02/MSG-ROBERTS\\_RULES\\_CHEAT\\_SHEET.pdf](http://diphi.web.unc.edu/files/2012/02/MSG-ROBERTS_RULES_CHEAT_SHEET.pdf))
- Make your own notebook for this year.

# What belongs in a set of 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:**

- Type of meeting (regular, general, executive, special, annual).
- Name of the association.
- Date, time and place of meeting.
- List of persons in attendance and excused absences.
- Presence of President and Secretary, or in their absence, the name of their substitutes.
- Name and title of presiding officer. Reading and action on minutes of previous meeting – whether read and approved/corrected.



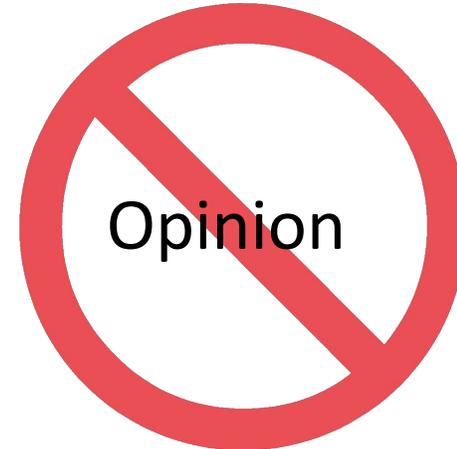
# “What belongs in a set of minutes” (Continued:)

- 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 in the Minutes, but a copy of the Treasurer’s Report in full is attached.)
- Attach important reports such as budget
- Record all motion voted upon, points of order and appeals, the name of member who made the motion, and whether carried or lost (the name of the seconder is not recorded)
- 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 DOES NOT belong in the minutes:

According to Roberts Rules of Order, **the minutes should NOT contain:**

- The secretary's opinion on matters.
- The seconds of motions.
- Any withdrawn motion.
- A summary of the remarks of the guest speaker.



# 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:**  
**Action:** 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.**

**MEMBER 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

- Read FL PTA's Dollar\$ and \$en\$e
- Review your Bylaws, Standing Rules, and Policies and Procedures
- Set up your Treasurer ledger and checking ledger (journal, Quickbooks, etc)
- Have the signatures at the bank been updated?
- Have all debit cards been turned in and cancelled?
- Have account passwords and log ins changed?
- Has the audit been completed and sent to [compliance@FloridaPTA.org](mailto: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

# 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**

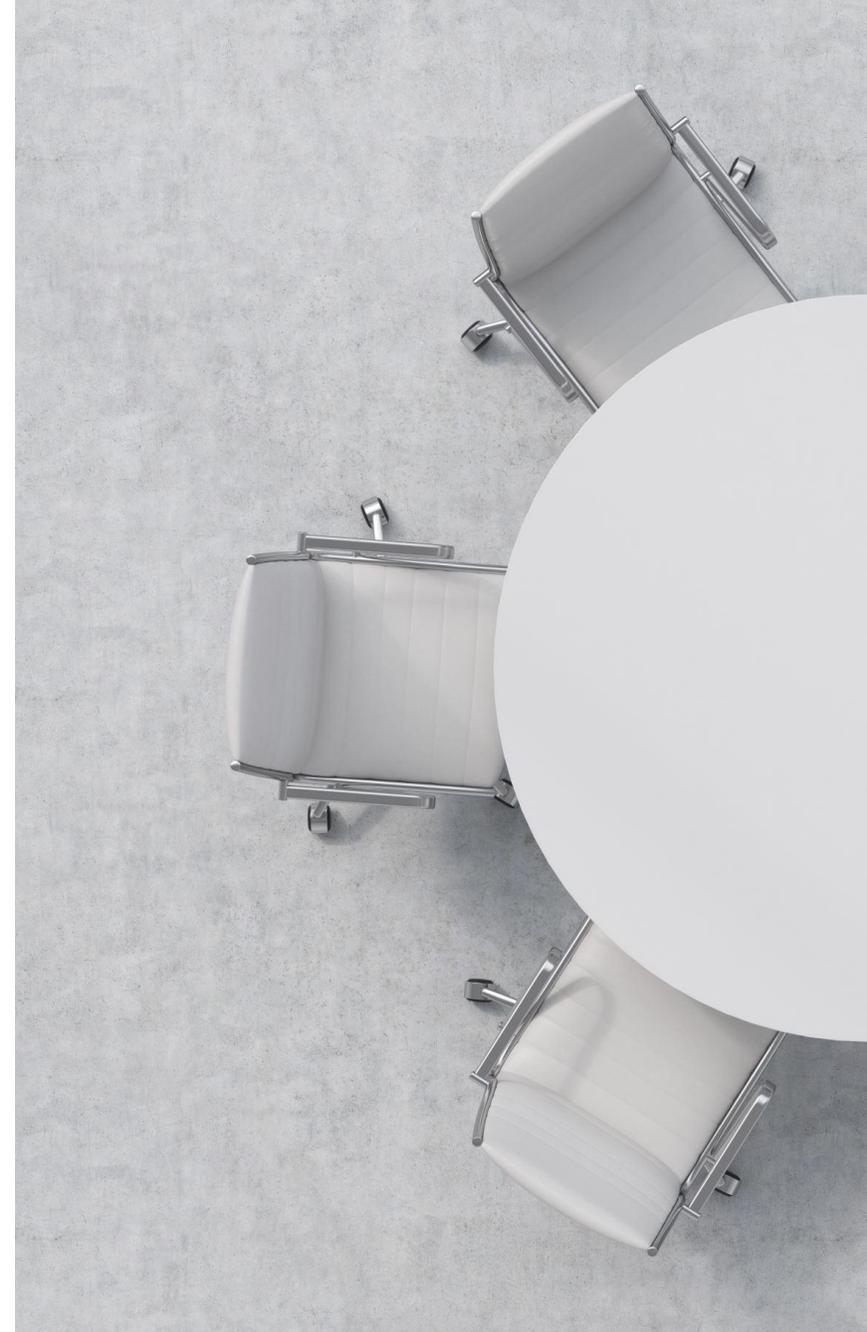
- **990-N (ePostcard)** Gross receipts normally  $\leq$  \$50,000 (3 Year Average)
- **990-EZ or 990** Gross receipts  $>$  \$50,000 but  $<$  \$200,000, and Total assets  $<$  \$500,000
- **990** Gross receipts  $\geq$  \$200,000, or Total assets  $\geq$  \$500,000

# 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

# Grants

- Great way to fund PTA programs & increase family engagement
- Treasurer should have copies of all grant requirements
- Grant chair or President should provide monthly updates as the grant progresses and these updates must be recorded in the minutes

# *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.

# You've Got This!

# You are NOT Alone!



- Ami Marie Granger Welch – President  
[president@hccptaptsa.org](mailto:president@hccptaptsa.org)
- Valerie Licata – VP Areas and Regions  
[vpareas@hccptaptsa.org](mailto:vpareas@hccptaptsa.org)
- Kimberly McDonough –VP Operations  
[vpoperations@hccptaptsa.org](mailto:vpoperations@hccptaptsa.org)
- Ramona Mueller – Secretary  
[secretary@hccptaptsa.org](mailto:secretary@hccptaptsa.org)
- Erica Hamblen – Treasurer  
[treasurer@hccptaptsa.org](mailto:treasurer@hccptaptsa.org)