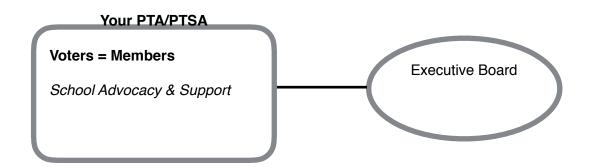
National PTA Voters = State Presidents Members Board of Directors National Advocacy & Member Support National Convention California PTA - CAPTA **Voters = Board of Managers District Presidents Board of Directors Members** State Advocacy & District/Unit/ Member Support. State Convention **District PTA - Second District Voters = Unit Presidents Members District Board** District Advocacy & Unit/ Member Support **Council PTA Voters = Unit Presidents** Council Board **Members** Council Advocacy & Unit/ Member Support



What Must we do to Keep it Going?

PTA Basics for All Officers 20 May 2017

I. The Requirements are in Statutory Law, PTA Bylaws, and the TookKit

II. We must all ensure: Our Fiduciary Duty to be Prudent

- a. Handling Money:
 - 1. All funds go into, and all expenses are paid out of the Bank.
 - 2. Double count and sign receipts for Cash.
 - 3. Two signatures on all Checks.
 - 4. Financial Reports at each EB and GM.
- b. Minutes are critical for recording decisions and Insurance claims.
- c. Members rule. EB recommends.
- d. Mandatory Reports:
 - 1. Tax Returns. Federal 990, CA 199, AG RRF-1 & Raffle Reports.
 - 2. Audits. Mid-year and Year-end, + when a signer changes.
 - 3. Remit memberships monthly, and insurance in November.
 - 4. Workers Compensation Report in January.
 - 5. New Officers Contacts in May.
- e. Elections:
 - 1. Nominating Committee (do it early)
 - 2. Election in March/April.

III. Why is this important?

- a. Stable support for the Mission requires stable PTAs. The requirements of the Bylaws provide stability for a frequently changing group of volunteers.
- b. Following the Bylaws protects all PTA officers from charges that they have breached their 'fiduciary' duties.