

National PTA

**Voters = State Presidents
Members**

*National Advocacy &
Member Support
National Convention*

Board of Directors

California PTA - CAPTA

**Voters = Board of Managers
District Presidents
Members**

*State Advocacy & District/Unit/
Member Support.
State Convention*

Board of Directors

District PTA - Second District

**Voters = Unit Presidents
Members**

*District Advocacy & Unit/
Member Support*

District Board

Council PTA

**Voters = Unit Presidents
Members**

*Council Advocacy & Unit/
Member Support*

Council Board

Your PTA/PTSA

Voters = Members

School Advocacy & Support

Executive Board

**PTA Basics for
All Officers
20 May 2017**

What Must we do to Keep it Going?

**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.