

YEARLY PTA PLANNING CALENDAR

Daily/Monthly:

- Prepare and make bank deposits daily
- Remit FSPTA and NPTA dues monthly (Givebacks preferred, but can send check (see Membership section of our website))
- Balance checkbook, bank statement signed by President, Treasurer, and one other non-signatory board member

Summer Planning:

- Prepare final financial report; conduct financial review of previous year's books for presentation at first general meeting
- Treasurer transition; complete signature cards at bank
- Set goals for the coming year, meet with Principal
- Add or adjust committees based on your goals
- Elect Standing Committees per local unit bylaws
- Prepare budget to present to general membership at first general meeting
- Set general meeting schedule for year to be presented at first general meeting

July 1:

- Liability, Bonding, and Directors' and Officers' Insurance must be paid to AIM by **JULY 1**

August:

- Start membership campaign; consider using Givebacks to increase membership; have hardcopy membership form, too

August/September, First Board Meeting of the Year:

- Approve committee plans of work

September, First General Meeting of the Year:

- Accept financial review report and upload into Givebacks by **OCTOBER 30**
- Approve budget
- Announce general meeting schedule for year

October:

- Pay PTA Council dues by **OCTOBER 1** (invoice in hardcopy Back-to-School Package sent via interoffice mail)
- Upload copy of financial review report into Givebacks by **OCTOBER 30**
- First FSPTA/NPTA dues payment due to FSPTA by **OCTOBER 31**

November 15:

- E-file IRS 990N (total income less than \$50,000), or file 990EZ or 990 for fiscal year 7/1- 6/30; upload copy into Givebacks by **DECEMBER 15**

December 30:

- File Annual Update of Registration Form for MD Charitable Organizations by **DECEMBER 30**; upload copy into Givebacks by **JANUARY 30**

2 Months Prior To Election of Officers:

- Select Nominating Committee following instructions in bylaws; elections held at general meeting as listed in bylaws

March 31:

- Cut-off for FSPTA Convention credentials; number credentialed from local unit based on members paid by **MARCH 31**

April 15:

- File Maryland Personal Property Report by **APRIL 15**; upload copy into Givebacks by **MAY 15**

May:

- Check budget and make any amendments necessary

June:

- Prepare books for financial review.
- Pay liability, Bonding and Directors and Officers Insurance due **JULY 1**

Free State PTA (FSPTA) Standards of Affiliation (SoA)

REQUIREMENTS DETAILS: <https://bcptacouncil.org/pta-unit-compliance/>

BYLAWS: Bylaws need to be reviewed at least every 3 years and submitted to FSPTA for approval. Provide minutes of meeting at which bylaws were approved by general membership. Use template here: <https://www.fspta.org/bylaws>. Upload copy into Givebacks.

FINANCIAL REVIEW: PTAs must conduct annual financial review (due 10/30) and upload into Givebacks. Refer to FSPTA Financial Guide in Finances section of Council website.

INCORPORATION/MD PERSONAL PROPERTY REPORT: Units must be incorporated. Personal Property Report must be filed by April 15 each year **if PTA owns property or not**. Filing takes minutes online! Upload copy into Givebacks. Contact us if unit is forfeited.

INSURANCE: Every PTA unit must have insurance through AIM. Enrollment forms were sent all PTAs. Coverage ends 6/30. See Council website's Finances/Insurance section for details. Upload proof of coverage into Givebacks.

IRS 990: Every PTA must file annually by 11/15. If annual gross income was \$50,000 or less, submit IRS 990N e-postcard (takes minutes online!). Upload copy into Givebacks.

MARYLAND CHARITABLE SOLICITATIONS ACT: Units must file documents with Secretary of State to solicit charitable contributions. Registration required prior to commencement of solicitations (for new units) and annual update is required by 12/30. Details here: <https://bcptacouncil.org/charitable-organizations-requirement/>

MEMBERSHIP DUES: Pay to National PTA and FSPTA. Need at least 10 members to be chartered. Pay via Givebacks (preferred) or use form on FSPTA website and pay via check.

OFFICER CONTACT INFORMATION: To share with FSPTA upload into Givebacks. To share with PTA Council, use Google Form in Resources/SoA section of our website.