



Incoming Officers' Guide

“A Reference for Getting Started”

2019 Edition

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ANNUAL EVENTS TO REMEMBER

Incoming officers' contact information due to state office - March 31

Annual Financial Review, Year End Reports and IRS Filing Confirmation to the state office - December 1

[National PTA Reflections Program Registration window](#)
and [Missouri PTAs online submission deadline](#)

[Missouri PTA Annual Convention and Reflections Showcase](#)

- locations and date TBA annually

Call to State Convention Packet via email for Unit/Council Presidents
(Registration information available online, www.mopta.org)

Register for [National PTA Local PTA Leader Kit](#) <Click here for more information (formally known as the Back-to-School Kit)

National PTA Convention – locations and date TBA annually

Missouri PTA Awards' Deadlines

National PTA Grant Application information/deadlines

National PTA Program information

*Refer frequently to the Missouri PTA website (www.mopta.org), **CONTACT** e-magazine, and other general correspondence for updated information.*

WELCOME TO THE MISSOURI PTA TEAM

Congratulations on your election as a local unit or council PTA officer! Your position is important to every child in your school community. Being a PTA officer brings with it a great deal of responsibility as well as many rewards. You will learn that serving as a PTA officer is a wonderful experience -- an enriching, fulfilling, sometimes frustrating, but priceless opportunity -- for you as an individual, as a leader, and as a member of your community.

This resource for incoming officers will give you **guidelines about how to get started**. It is not a comprehensive instruction guide on how to complete your term successfully. It is just a starting place. Because many units are part of councils, we have incorporated information about councils into this resource. If you are not connected with a council, you can disregard those references. Information about how to form a council can be obtained from the Missouri PTA office (office1@mopta.org).

GETTING CONNECTED - What do I do first?

Take a deep breath! Gather the materials listed herein. Be the engaged and informed PTA leader by being connected to all levels of PTA. Meet this spring and summer with your unit officers to plan for the coming year. Take it one step at a time. Remember your council and/or Missouri PTA is here to help with guidance, support and reassurance. Your unit is assigned a Regional Director who is available to assist with any questions or concerns (fieldservices@mopta.org).

National PTA Connection

- Create a new user account as a Member with National PTA at [National PTA Member-Login/Sign-In](#)
Within a month after you [register](#) to access the Local PTA Leader Kit, we will mail you a **DIY Kit for Membership Growth**
- Look at training opportunities under [E-learning Courses](#)
- Review the [Local PTA Leader Guide](#) (Formally known as the Tool Kit)
- Subscribe to receive [e-Newsletters](#)

Missouri PTA Connection and Networking

- Create a new user account as a member with Missouri PTA and obtain a username and password via the Missouri PTA office or Communications Department at communications@mopta.org
- Connect with Missouri PTA - find out who is your regional director and members of the board by going to the Missouri PTA website, [Meet your Board of Managers](#).
- Subscribe to receive CONTACT (e-Newsletter) and JC/DC (Jefferson City/Washington DC Legislative Alerts) [Subscribe](#)
- [Missouri PTA's Tool Kit](#) has complete details for running a unit or council. Access it by logging into the PTA Members only section on the Missouri PTA website.

Connecting with your Council

- Obtain an annual Council calendar of meetings and events
- Verify the delegates that will be attending Council meetings
- Be aware of Unit dues owed to Council
- Seek out training opportunities
- List of community partners, projects, contact people

Connecting with your Unit

- Thank the outgoing officers and explain how their continued service would be of help as you plan for the coming year
- Talk with your unit's outgoing president and treasurer about your PTA's status and seek their recommendations
- Verify the existence of the following required documentation that is needed to run your PTA effectively:
 - Verify that your Local PTA unit procedure files have been handed off to the newest chair/officer
 - Last year's calendar of events/activities
 - Last year's PTA budget
 - Current local PTA bylaws (note next bylaws required review date)
 - Annual Financial Review (Audit) reports for at least the past year
 - Treasurer's reports for at least the past year
 - Latest membership roster with contact information included
 - Set of minutes for the last two years' board and membership meetings
 - List of local PTA board members, addresses, phone numbers and email addresses
 - Last year's PTA committee reports and/or plans of work and results
- Verify that the outgoing secretary or president has submitted a list of incoming officers to Missouri PTA, no later than March 31st. Officers can be submitted on the Officer's Form available on the Missouri PTA website (www.mopta.org) under Forms/Awards Applications. [Incoming Officers Submission](#)

- Meet with the school principal to find areas of common interest and concern. Learn about the school’s goals and share your objectives for PTA. Establish a good working relationship right from the start by opening a channel of communication.
- READ your unit’s bylaws – key points to look for:
 - Check your bylaws to determine what committees are standing committees for your unit and decide what other committees you need to have in place for the coming year, e.g., Bylaws, Membership, Legislative, Parent Engagement, Hospitality etc. Appoint a parliamentarian if needed or desired
 - Board and General meeting guidelines such as notification timeframes, quorum, frequency of meetings, etc.
- Identify potential leaders, then consult as an executive committee and appoint committee chairpersons.
- Check to ensure that the current budget covers attending state leadership training, school of information events, and the Annual Missouri PTA convention, offered by your council and Missouri PTA, for at least your newly elected officers. If not, request that the budget be amended before school ends. Stress the importance of training throughout the year.
- Make sure that an Annual Financial Review (audit) of your PTA’s books will be properly conducted at the end of the fiscal year (refer to bylaws for dates) and the appropriate 990 forms are filed and a receipt is submitted to our Missouri PTA office. (office1@mopta.org) (Additional information can be found at [File 990 instructions](#) or Financial Management Section of this guide for more information.) the *Finance Guide section of [National PTA’s Local PTA Leader Kit](#)* and
- Change the signers on the PTA’s bank accounts. (You may need to provide a copy of your unit’s election minutes to the bank to facilitate the change.)

KNOW YOUR ORGANIZATION

To lead a PTA unit with confidence, you must first understand the PTA's purposes and policies. **PTA is a national nonprofit advocacy organization speaking for every child.** PTA has dedicated itself to advancing the well-being of children, youth, and families for over 100 years.

Purposes of the PTA

(From National, State, Council and Local Unit Bylaws – Article II, Section 1)

- To promote the welfare of children and youth in home, school, place of worship, and throughout the community;
- To raise the standards of home life.
- To advocate for laws that further the education, physical and mental health, welfare and safety of children and youth;
- To promote the collaboration and engagement of families and educators in the education of children and youth; and
- To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and
- To advocate for fiscal responsibility regarding public tax dollars in public education funding.

As a local PTA member, you are part of the [National PTA](#) and join nearly 4 million people who are part of the nation’s oldest and largest child advocacy association. Each local unit is also part of the [Missouri PTA](#), which has approximately 400 local units representing over 40,000 members! The state and National PTA

supply local units with information and resources that help your members contribute to the nationwide effort to improve the health, safety, welfare and education of every child. PTA regions and councils within Missouri further support local units to create a closer connection at the regional or local level.

Member → Local Unit PTA → Council PTA → State PTA → National PTA

Local PTA units and Council PTAs must be deemed to be “in good standing” in order to fully participate in the programs and benefits offered by the association. If a PTA is not in good standing, neither the unit nor the students attending the PTA’s school are eligible to receive awards and recognition, e.g., membership awards, *Reflections*, etc. To see what it means to be a PTA unit “in good standing” click the following link: [Unit in Good Standing](#)

Protect Your Unit/Council Non-Profit Status

By virtue of being part of National and the Missouri PTA, the IRS grants a local unit PTA non-profit (501(c) (3)) status. This requires PTAs to be non-partisan, non-sectarian, and non-commercial. In other words, PTAs cannot endorse political candidates or parties, are not religious, nor do they endorse products, services, or companies.

ADVOCACY and LEGISLATIVE PLATFORM

PTA has a rich history of advocacy at the national, state, and local level. PTA defines advocacy as mobilizing individuals and units to spark changes in programs and policies benefiting children by working collaboratively with PTA and other citizens and groups.

PTAs are organized primarily at school sites, but remain independent of the school and the school system. The needs, interests and concerns of its members determine the specific work of each local PTA. Responding to local conditions, PTAs across the country have made their voices heard at school board meetings and sessions of the state or federal legislature. *The strength of the PTA lies in its advocacy and its ability to implement such programs and projects.*

Influencing Missouri Legislation

In recent years, Missouri PTA has been heavily involved in lobbying state and federal legislators to increase funding levels for education. Missouri PTA has also worked to protect the use of public funds for public education, and opposes any measure that would divert public funds to private and parochial schools. Prior to Missouri PTA’s recent advocacy efforts, Missouri was one of only five states that housed juveniles—some as young as nine years old—in adult facilities, even prior to their conviction. Missouri PTA worked with a coalition to plan and implement an initiative to support legislation that would make sure juveniles involved in the justice system are housed separately from adults. SB 793 “Raise the Age” was signed into law. The new law requires that children be prosecuted in juvenile courts and ensures that no person under the age of 18 may be detained in an adult jail unless the person has been certified as an adult.

Missouri Legislative Platform

These legislative priorities are based on the issues that the Missouri PTA Legislative Department expects to target for the 2019 legislative session. As unexpected issues emerge, Missouri PTA will act in accordance with the resolution and position statements that have been approved by the membership. The [current legislative platform](#) and a complete list of [resolutions and position statements](#) are available on our website, www.mopta.org.

Parent Involvement...Parent Engagement...Family Engagement What's the Difference? Which is Better?

Believe it or not there is a difference. Parent involvement is when the PTA or school identifies projects, needs and goals then let parents know how they can contribute. The word engagement implies coming together, doing with, or forming a partnership. Our goal is to create the kinds of school-family partnerships that raise student achievement, improve local communities, and increase public support. It is not that parent involvement is bad. Research says that any kind of increased parent interest and support of students can help. It is just that family engagement can produce even better results.

It is all about bringing together families (parents or caregivers and students), community members and the school together. For a few examples of great ways to promote engagement in our schools refer to the following link - [National PTA Programs](#)

Here are resources that can help guide you when developing your plans to promote Parent Engagement:

The National Standards for Family – School Partnerships can be found at

http://www.pta.org/files/National_Standards.pdf .

Local PTA Leader Kit can be found at

<https://www.pta.org/home/run-your-pta/local-leader-kit>

KEYS TO A SUCCESSFUL LEADERSHIP TEAM

- Bylaws should be read by each board member and have copies available for general membership meetings as well.
- Locate the list of responsibilities for officers in Bylaws Article VII: Duties of Officers
- Check to see if your unit has Standing Rules. These usually list specifics that affect the unit and provide details of each committee and chairperson's responsibilities
- Attend training programs offered by the state, region and council PTAs
- The president leads not by dictating, but by working together with all stakeholders (members, officers, chairpersons, the principal, school staff and community leaders)
- Make every effort to ensure that your board is diverse and inclusive. [Diversity Inclusion Toolkit](#)
- Communicate information to the board and principal, as well as, your general members. Informed members are active and engaged and easier to retain
- Meet early and regularly with the executive board/committee. Plan and set goals that can reasonably be achieved for the coming year
- Create a climate of support and mutual respect where people can contribute and grow, listen, and try to understand fellow PTA members' opinions. Identify and make use of members' special interests or abilities
- Share responsibility by letting others assume leadership roles and encourage mentoring of future leaders
- Network with other community leaders, groups, and agencies that share the goals of the PTA

The PTA team becomes stronger and is of greater service when it actively welcomes all groups in the community—young and old, single parents, dual-income families, families with diverse cultural and ethnic backgrounds, families with special-needs children and area businesses.

PTSA ... Student Leadership

PTSAs are PTAs with Students. PTSA student leaders are students that work closely with parents, teachers, and other students to improve all aspects of their school and school community. Your units need

to involve the students as much as possible, they can even hold a chair position. It is recommended that students that hold an office, have an adult advisor to help them in their position.

A PTSA student leader:

- Educates their fellow students on what PTSA is, concerns they have, and things that are happening inside/outside of school that are directly affecting them
- Leads by example. They will demonstrate the core values put forth through the school's mission and vision statements
- Educates their fellow students on PTSA programs throughout their school. (i.e. Reflections, Fundraisers, Convention)
- Leads and discusses topics with PTSA members during general meetings. This can be compiled through a PTSA student meeting if necessary

If you have questions concerning how to involve students contact the Missouri PTA student representatives or the Student Involvement Chair they are more than happy to help.

PTA COUNCILS

The information below pertains mainly to a council's special relationship with the school district administrators and school board members. However, the information presented, can be adapted for local units to use that are not a member of a PTA council.

A PTA council is a group of three or more local units which have joined together, in accordance with Missouri PTA bylaws. A council's purposes are the following:

- To work toward common goals in promoting the Purposes and Basic Policies of PTA to better serve the children and youth within their designated area
- Councils are organized under the authority of the Missouri Congress of Parents and Teachers, and are governed by bylaws which have been approved by Missouri PTA
- To serve as a coordinating body to promote communication and cooperation among its member units. A council does not legislate for local PTAs
- To inform, instruct and inspire local units
- To respond to local unit needs
- To provide programs and projects of community-wide interest and concern. (A council guides, but does not dictate to its member units. Projects are undertaken only with consent by a majority of the member units). A council does not duplicate the work of local PTAs. Unification is most important
- To provide basic leadership training and information
- To keep informed on PTA issues and disseminate information from Missouri PTA, National PTA, and from its respective regional team
- To include its assigned regional director in the agenda for each council meeting in order that a report may be presented
- To provide conferences and workshops (with assistance from the regional team, if requested), and urge participation of member units at ALL such opportunities for training
- To provide assistance to the regional team in the formation of new units within its area

It is the council's privilege and responsibility to help local units to function competently by giving their leaders suggestions on procedure, to unite in common projects, and to cooperate along definite lines of work for the improvement of conditions affecting the quality of life of children and youth.

Relationships with School Administration and School Board:

Council bylaws Article III: Basic Policy: *The organization shall work with the school to provide quality education for all children and youth and shall seek to participate in the decision-making process of establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education.*

Through its contacts with school administrators, school board members, and other civic leaders, a council is aware of school and community conditions that affect children and youth. It is in a position to bring before the citizens of the area any problems that arise and to offer a forum for the honest, unbiased presentation and discussion of the facts on referendums, tax levies, and other issues.

After a thorough study of a local matter and an affirmative vote by the majority of the council's local units, the council may take a position in support of or in opposition to local issues that affect children and youth, and go to work to achieve its goal at the election.

The same does not hold true in elections of school board members. Support for issues and support for specific candidates are two entirely separate things. In order to retain its tax-exempt status and enjoy the right to receive tax deductible contributions, PTAs are limited by federal law from taking positions on any candidate. PTAs may not *“participate in, or intervene in any political campaign on behalf of or in opposition to any candidate for public office.”*

Council Membership:

Membership in a council is open to those chartered PTA/PTSA units located within the established boundaries for the council. Councils are funded primarily by council membership dues paid by the local units. Any change in council dues must be referred to the member units. (Councils have no need for large amounts of money. If they find the need to raise money, they should be careful to **not** duplicate member units' projects.)

Each member unit is represented in the voting body of the council by a specific number of delegates according to the bylaws of the council and the member unit. However, attendance at council meetings is usually open to PTA unit members in addition to official voting council delegates.

Since individual membership is through the unit PTAs, councils do not collect individual memberships nor do they pay membership dues to the state or national PTAs. **Councils do pay a \$25 service fee annually to Missouri PTA for administrative costs by December 1st.** Here is the [Council Fee Reporting Form](#).

Services Provided by the Council:

- **Programs:** The programs presented at the regular meetings of the council should be aimed at providing support responsibilities to the units. Programs should also include guidance to the local units on how such programs might be used within the local unit/school
- **Directory:** Councils should publish an annual directory which lists all scheduled meetings for the year, with dates and topics, includes names/addresses/phone numbers of council officers and chairpersons, and possibly the council's annual budget and bylaws
- **Newsletter/Website/Social Media:** The council should distribute a regular newsletter to all its member units and council delegates. This newsletter and other information may be useful in reaching more of the Councils members. The use of social media within the council can provide last minute changes and up to date information. Encourage your member units to use social media within their own units

- Training: To help satisfy the council responsibility to develop and train new leadership, a council leadership workshop (School of Information) should be held annually
- Resource: Throughout the year, council officers and chairmen should serve as an available resource to the local units

Benefits Councils Provide to the Member PTAs:

- Through membership in a PTA council, a unit ensures a continuing source of guidance and assistance to its new leaders as they assume their duties each year
- Very simply, there is strength in numbers. Multiple units working together are bound to find greater success in achieving common goals than in a single unit. Cooperating multiple units are able to set higher goals than an individual unit
- What are the needs in the community? By coming together as a united group, there is a medium through which local units can unite their efforts of unmet needs
- Through attendance at council meetings and participation in council activities, units learn and practice good procedures for the operation of their organizations
- By becoming council members, units can keep themselves well informed on issues relating to education, child welfare, parenting, and on any pending legislation affecting their children and schools
- Units can team up with other member units to present a united effort to affect local issues, within the scope of PTA purposes and policies
- The leadership training provided by a council ensures that new officers and chairs of each unit will receive the help they need in performing their duties
- Units belonging to a council may compare successful methods and share problem-solving information (what has worked well and what has not). Informing all units of planned activities avoids scheduling conflicts to the benefit of all

PTA Unit Responsibilities to the Council:

In order to reap the full benefits of council membership, each unit must **participate fully** in the following:

- Provide the full complement of council delegates designated by bylaws and encourage attendance/participation at all council meetings; if necessary, provide for reimbursement of delegate expenses to attend council meetings in the unit budget
- Urge unit members to attend meetings and programs provided by the council
- Keep the council informed of unit planned activities
- Recommend local unit members to serve as council officers and chairs

PTA MONTHLY CHECKLIST

Here you will find a monthly detailed checklist of suggestions for your unit to consider - [Missouri PTA Members Section Login](#) Contact our office (office1@mopta.org) for login username and password if needed. This list does not mean you as the President are responsible for all of these items. Each board member needs to review and update this information as the year progresses. It will help your unit stay on task and provide a better picture for future leaders to use.

LEADERSHIP AT MEETINGS

Regular PTA meetings are held to allow members to set goals, choose programs, and decide how to make their voice heard. The president who learns how to manage meetings will improve the PTA's ability to achieve its mission.

How to Prepare for and Conduct Meetings

The president chairs all meetings of the executive committee, board and general membership. The key to conducting productive meetings is to be well prepared.

- An agenda needs to be prepared prior to an actual meeting. A sample agenda and additional information on planning a successful meeting can be found on our website at [Sample Agenda and More](#) to give you a starting point
- Individuals responsible for giving reports in conjunction with the agenda, such as committee chairs, officers, student members, or school staff; should be notified in advance so they can prepare appropriately for their report. You should also give committee chairs of completed events time to report on the successes and failures of the event
- The agenda should be tailored to achieve the goals of each meeting
- Creating and following a script may help to stay on task and avoid unrelated side conversations
- The secretary takes minutes and presents the minutes from the previous meeting at every meeting
- Stay considerate of members time and watch the clock. Always start and end on time
- Once the meeting has begun, the chair helps the meeting run smoothly by following the agenda
- Make sure a motion is on the floor before discussion begins, finishing one item of business before moving on to the next
- Look ahead on the calendar and make sure you are discussing all upcoming events at your board meetings, possibly even several months ahead to be sure that your unit/council is prepared well in advance
- A Treasurer's Report should be given and available for members' review at every meeting
- If your unit is a member of a council, the council delegate should give a report from the previous council meeting of things happening in the community
- Encourage all members to enter into the discussion and promote positive action
- Listen respectfully and ask clarifying questions
- Help the group to see issues in terms of what is best for children and will help accomplish the mission of PTA

Parliamentary Procedure

PTA meetings are conducted according to parliamentary procedure. Though it may seem formal or cumbersome at first, parliamentary procedure is simply a set of rules for conducting organized meetings. Following parliamentary procedures lets the PTA accomplish its goals fairly while protecting all members' rights. This is democracy in action and it is in your bylaws.

Parliamentary procedure calls for you to:

- 1) consider one thing at a time,
- 2) follow the rule of the majority,
- 3) ensure justice and courtesy for all and partiality for none and
- 4) reserve the right of the minority to be heard.

The president keeps a copy of *Robert's Rules of Order Newly Revised* (current edition) handy at all meetings. Asking for help is not only allowed, it is expected and encouraged. With practice, parliamentary procedure helps PTA members make tough decisions together and remain friends in the process. A parliamentarian can be appointed. Missouri PTA is also available to help assist or answer questions.

Eight Steps to a Motion

Only current PTA members are legally qualified to make motions, discuss, and vote.

1. **Obtain the floor.** Member rises and addresses the chair. "Madam/Mister President."
2. **Assign the floor.** The chair recognizes the member by nodding or stating their name.

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|------------------------------------|--|
| 3. Make the motion. | "I move that..." |
| 4. The motion is seconded. | "I second the motion." If there is no second after the chair asks for one, the chair says, "Motion fails for lack of a second." (Note: If a motion is made by a committee, no second is required.) |
| 5. Chair states the motion. | "It has been moved and seconded that..." |
| 6. Debate or discussion. | "Is there any discussion?" |
| 7. Vote. | "All in favor say 'aye.'" "All those opposed say 'nay.'" "The 'ayes' have it and the motion is carried, and we will..." or "The 'nays' have it and the motion is lost." |
| 8. Chair announces result. | |

FREQUENTLY ASKED QUESTIONS

What is the mission of PTA?

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

Collaboration, commitment, diversity, respect and accountability are core values of the Parent Teacher Association. The Mission Statement and other resources are available in foreign languages on the National PTA website: www.pta.org or reach out to the Missouri PTA for assistance. The answers to the following FAQ examples can be found by clicking on the question below which will direct you to the Missouri PTA website for further details.

- [What is the PTA logo and tagline?](#)
- [What is a local unit identification number? How can I find out what our number is?](#)
- [What is the difference between region, council and local unit PTAs?](#)
- [Why do we have a regional director?](#)
- [What are bylaws?](#)
- [What is in the bylaws?](#)
- [How are changes made in the bylaws?](#)
- [Who should have copies of the bylaws?](#)
- [What is a quorum and how do I know what our unit's quorum is?](#)
- [What is a Parliamentarian and what does she/he do?](#)
- [When can a parliamentarian vote?](#)
- [What are procedure files?](#)
- [What is a plan of work?](#)
- [How is a plan of work put together?](#)
- [How do we know which officers our unit should have? What are their responsibilities?](#)
- [How do we get a copy of the Missouri PTA Tool Kit and National PTA Back to School Kit?](#)
- [What is the officer's term of office?](#)
- [No one has contacted me yet. What do I do?](#)
- [What is the difference between the executive committee and executive board?](#)
- [What types of meetings should our PTA have and how often should they meet?](#)
- [Who schedules meetings for the local PTA? For the Executive Committee? Board?](#)
- [How often should we meet?](#)
- [What is the difference between standing committees and special committees?](#)
- [What committees should our PTA have?](#)

- [How do I get ideas for programs and projects?](#)
- [What are the keys to a successful year long membership campaign?](#)
- [How do we get membership cards for the new school year? Can we use the ones from last year?](#)
- [How much are our local unit membership dues? How can we change the amount of our unit's dues?](#)
- [Should our unit maintain a list of members?](#)
- [Who can attend the Missouri PTA Annual Convention in *the spring*?](#)
- [What is *Reflections*?](#)
- [When should the transition of \(current to the upcoming school year\) officers begin?](#)
- [What should we do if the outgoing officers are not cooperating or turning over the books? I am a member unit of a council, who should attend those meetings, and how do I find out when they are held?](#)

FINANCIAL MANAGEMENT & FUNDRAISING

PTAs are private, not-for-profit organizations **separate and apart from schools, school districts, or school systems**. The PTA plays many roles in most communities. While the official mission of the PTA bears no mention of fundraising, how these activities should be viewed in relation to PTA's non-profit (501(c) (3)) status with the IRS is critical.

The 3-to-1 Rule

When planning the year's activities, PTAs should use the 3-to-1 rule. For every fundraising activity, there should be at least three non-fundraising projects aimed at helping parents or children, or advocating for school improvements.

Understanding the PTA Focus

The trend in school funding causes a major challenge for PTAs. Because schools find it necessary to be creative in order to fill budget gaps or, in many cases, cut programs, PTAs have, by default, become fundraising agents for schools. While many PTAs work hard every year developing activities and programs in classrooms and throughout their communities that help children and families, their role as fundraisers can threaten to overshadow all other good works. While appropriate fundraising is a legitimate activity for PTAs, it should never be a primary focus. **Advocacy is our primary focus.**

The goal for PTAs is to work with members, school administrators, and teachers to find ways to improve school funding. By using our collective voices and advocating to our elected officials and school board members for more permanent funding solutions.

Must Do's of PTA Financial Management

Here are a few resources:

[Missouri-PTA-Finances](#)

[National PTA Finance Quick Guide](#)

[File IRS 990 Instructions](#)

A few important points to remember:

- Always operate under a budget approved by the general membership
- General membership must approve budget amendments

- Never sign a blank check or payable to cash
- Maintain receipts for all purchases along with a reimbursement form
- Treasurer should prepare reports monthly
- Use check request and money received (receipts) forms for every transaction
- Submit the state and national portion of membership dues to Missouri PTA on a **monthly** basis
- Pay bills promptly upon submission of receipts and never pay bills with cash
- Always give a receipt when receiving cash
- The treasurer should immediately deposit funds received into the PTA's account, never into personal or school accounts
- Check bylaws to see who is on the signature card. Best practice is to have two signatures on all checks
- Never leave money in the school, the trunk of your car, or home overnight. Use the bank's night depository – however, do not go to the bank at night alone
- Always have two (2) people count money, and sign a receipt stating how much cash/checks received
- Reconcile monthly bank statements upon receipt. Someone other than a signer on the account should also review and sign the statement. This may be a requirement for most insurance companies now. The President, Treasurer and reviewer should discuss any discrepancies
- Perform a financial review (audit) of the books annually (*or* upon the resignation of treasurer)
 - File the 990-N electronically if annual gross receipts were less than \$50,000. File the 990EZ with Schedule A or 990 with Schedule A if gross receipts were more than \$50,000. Always use the school address for units and district office for councils on your 990s. Send a copy to the state office by December 1st.
 - Send Local Unit/Council annual fiscal year-end report to the state office by December 1st.
 - Send the annual financial review (audit) report to the state office by December 1st.
- Purchase insurance (bonding, liability, property and officers insurance) for your PTA unit. If you do not follow proper financial procedures, your insurance can be nullified

FREQUENTLY ASKED QUESTIONS ABOUT FINANCIAL MANAGEMENT

The answers to the following FAQ examples and many more can be found on the Missouri PTA website. Click [HERE](#) to find the answers to your financial management questions much more.

- **When should we change the signers on the PTA bank accounts?**
- **What is a fiscal year?**
- **Fiscal Year - Budget Year - School Year -Calendar Year - What is the difference?**
- **Does the fiscal year have to be the same as the budget year or the officers' term of office year?**
- **How much money do we need to run our PTA?**
- **Is it ever okay for PTAs to pay salaries of school personnel?**
- **What do we do with unspent funds when school ends? Should we turn them over to the principal?**
- **Is there a limit on the amount of funds that can be carried over from year to year?**
- **What does the PTA do for money during the summer?**
- **Can the outgoing officers commit how funds will be spent in the next budget year?**
- **Can the principal tell the PTA how to spend the PTA's funds or what fundraisers to do?**
- **With the reduction in the state's funding for education and local school system budget challenges, shouldn't PTA offer to fill the gaps...by buying books, desks, equipment, and even paying salaries?**
- **Is attending training and convention a "legitimate" PTA expense?**
- **How many fundraisers are allowed annually?**
- **Does our PTA need insurance, and if so, what kind?**
- **Where can I get more information about PTA financial management and proper procedures?**

Your PTA Budget

- **Where do I find the budget and financial records?**
- **What is a budget?**
- **Who prepares the budget?**
- **How and when is the budget adopted?**
- **How are changes made in the budget?**
- **What does a budget look like?**

Your PTA Annual Financial Review

- **What is an annual financial review (audit), and how often does one have to be done?**
- **Whose responsibility is it to see that an annual financial review (audit) is conducted?**
- **Who can perform an annual financial review (audit) the books?**
- **What do we do with the annual financial review (audit) report when it is completed?**

