



Corona-Norco Council

PTA[®]

everychild.onevoice.[®]

PTA UNIT PLAYBOOK

2025 - 2026

WWW.CORONANORCOCOUNCILPTA.COM

Welcome PTA Leaders!

Congratulations on kicking off your 2025-2026 PTA season! Just like a winning team on the field, we believe that when we come together, working in harmony and with a shared purpose, we can make a real game-changing difference in the lives of our students and families here in CNUSD. Our adopted theme for 2025 - 2027 is "Unified for Success: One Team, One Goal – Together for Every Child!"

At CNCPTA, we see ourselves as a team—each of you a vital player, and our entire community a championship squad. Our goal? To score big for every child through collaboration, dedication, and a whole lot of team spirit!

To help you stay in the game and navigate your PTA journey, the Corona-Norco Council of PTAs has created a PTA Playbook for a successful year. Remember to check your unit bylaws and the California State PTA Toolkit for additional resources and guidance.

We're here to coach, support, and cheer you on every step of the way! Think of us as your biggest fans, ready to assist with training, keep you in compliance and any questions you might have. Together, we can achieve great things—because when we unite as one team with one goal, every child wins!

Let's play hard, work together, and make this season one to remember!

Amber Pelland

2025 - 2027 Corona-Norco Council President
president@coronanorcocouncilpta.com

Visit us at www.coronanorcocouncilpta.com

If you need anything, don't hesitate to reach out—our team is your team!



Important Information and Resources

Council: Corona-Norco Council PTA

Corona Norco District: 23

Council Website (Info/Forms/Application): www.coronanorcocouncilpta.com

CNCPTA Mailing Address (Send Fees): Corona Norco Council PTA PO Box 77595 Corona, CA 92877

Monthly Meeting ID: 867 7067 2757 Passcode: CNCPTA

CNCPTA Facebook page: <https://www.facebook.com/CNPTA/>

PTA Leadership Toolkit: <https://capta.org/pta-leaders/run-your-pta/toolkit/>

Online membership: <https://jointotem.com/>

PTA EZ: <https://www.myptez.com/>

E-bylaws: <https://capta.org/pta-leaders/services/ebylaws/>



CORONA-NORCO COUNCIL OF PTAS

2025 - 2026 CALENDAR

www.coronanorcocouncilpta.com

June 2025	<p><input type="checkbox"/> <u>1 - Last day to upload new board roster to myPTEZ</u></p> <p>** If you need assistance, please contact president@coronanorcocouncilpta.com</p> <p>17 - "Summer Training Camp" Leadership Training - 9:00 am to 3:00 pm - In Person Training Event - CNUSD Learning Center Classrooms</p> <p>25-28th National PTA Virtual Convention http://pta.org</p> <p>**No Executive Board Meeting this month**</p>
July 2025	<p>Happy PTA New Year!!!</p> <p><input type="checkbox"/> <u>Closeout financials and complete Year End Financial Review 01/01/2025-06/30/2025.</u></p> <p>7th - Welcome Back A, C and D Tracks!</p> <p>**No Executive Board Meeting this month**</p> <p>TBD - Executive Committee Meeting - Council Only</p>
August 2025	<p>4th - Welcome Back B Track!</p> <p>7th - Welcome Back T Track!</p> <p>13th - CNCPTA Family Night Out - Angels Vs. Dodgers at Angels Stadium https://www.gofevo.com/event/CNUSD25</p> <p>14th - 9:30 am - CNUSD Boardroom - Executive Board Meeting - ALL Unit PTA/PTSA Presidents</p> <p>19th - Executive Committee Meeting - Council Only</p> <p>21st - Leadership Training - 5:00 pm to 8:00 pm - In Person Training Event - CNUSD Learning Center Classrooms</p>
September 2025	<p>8th - 9:30 am - General Association Meeting - Voting Body includes Unit Presidents, Admin, Superintendent, ECM and ECM Standing Chairs - CNUSD Boardroom</p> <p>TBD - School Smarts Academy</p> <p>23rd - Executive Committee Meeting - Council Only</p> <p>27th - Red Ribbon Event Kickoff - TBD</p> <p>TBD - RCOE Student of the Month Lunch - Community Partnership</p>

CORONA-NORCO COUNCIL OF PTAS

2025 - 2026 CALENDAR

www.coronanorcocouncilpta.com

October 2025	<p>30th - 4th - Safety to School Week Campaign</p> <p>9th - 9:30 am - Executive Board Meeting - ALL Unit PTA/PTSA Presidents</p> <p>23-31 - Red Ribbon Week Theme - “Life Is A Puzzle, Solve It Drug Free”</p> <p>28th - Executive Committee Meeting - Council Only</p> <p>TBD - RCOE Student of the Month Lunch - Community Partnership</p> <p><input type="checkbox"/> <u>MANDATORY COMPLIANCE -ALL UNITS MUST HAVE AT LEAST A PRESIDENT, SECRETARY AND TREASURER LISTED IN myPTEZ AND AT LEAST 15 MEMBERS PAID FOR BY OCTOBER 31.</u></p>
November 2025	<p>6th - 9:30 am - General Association Meeting - Voting Body includes Unit Presidents, Admin, Superintendent, ECM and ECM Standing Chairs - CNUSD Boardroom</p> <p>**Unit Reflections Entries Due **</p> <p>**CNCPTA Insurance Application Waivers Due**</p> <p>TBD - RCOE Student of the Month Lunch - Community Partnership</p> <p><input type="checkbox"/> <u>15th - MANDATORY Compliance - Federal Taxes, State Taxes and RRF-1/CT TR-1 Forms Due</u></p> <p>18th - Executive Committee Meeting - Council Only</p> <p>24-28th - Thanksgiving Break</p> <p><input type="checkbox"/> <u>MANDATORY Compliance - Insurance Premiums Due - President will receive communication directly from AIM/California State PTA</u></p> <p>https://aim-companies.com/capta-insurance-renewal/</p>
December 2025	<p>11th - 9:30 am - Executive Board Meeting - ALL Unit PTA/PTSA Presidents</p> <p>**CNCPTA Reflections Award of Excellence Winners physical projects due to move forward to next level judging at 23rd District PTA**</p> <p>**CNCPTA CAPTA Legislation Conference Scholarships Due**</p> <p>**No Executive Committee Meeting - Council Only**</p> <p><input type="checkbox"/> <u>15th - Mandatory Compliance - All Units Workers Comp</u></p>

CORONA-NORCO COUNCIL OF PTAS

2025 - 2026 CALENDAR

www.coronanorcocouncilpta.com

	<p><u>Form Due</u></p> <p>https://aim-companies.com/capta-wcreporting/</p> <p>TBD - RCOE Student of the Month Lunch - Community Partnership</p> <p>22 - Jan 9th - T Track Winter Break</p> <p>22 - Jan 2nd - A, B, and C Track Winter Break</p> <p>22 - D Off Track</p>
January 2026	<p>5th - Welcome Back A, B and C Track</p> <p>12th - Welcome Back T Track</p> <p>15th - 9:30 am - Executive Board Meeting - ALL Unit PTA/PTSA Presidents</p> <p>TBD - RCOE Student of the Month Lunch - Community Partnership</p> <p>20th - Executive Committee Meeting - Council Only</p> <p>27th - Corona-Norco Council PTA Reflections Awards</p> <p><input type="checkbox"/> <u>31st - Mandatory - Last day to submit Workers Comp Form</u></p> <p>https://aim-companies.com/capta-wcreporting/</p> <p><input type="checkbox"/> <u>Closeout financials and complete MID YEAR Financial Review</u></p> <p><u>07/01/2025-12/31/2025.</u></p>
February 2026	<p>2nd - Welcome Back D Track</p> <p>12th - 9:30 am - Executive Board Meeting - ALL Unit PTA/PTSA Presidents</p> <p>** CNCPTA Senior Scholarship Applications Due**</p> <p>24th - Executive Committee Meeting - Council Only</p> <p>TBD - RCOE Student of the Month Lunch - Community Partnership</p> <p>TBD - 23rd District PTA Reflections Awards</p> <p>TBD - CAPTA Legislation Conference capta.org</p>

CORONA-NORCO COUNCIL OF PTAS

2025 - 2026 CALENDAR

www.coronanorcocouncilpta.com

March 2026	<p>2-4th - National PTA Legislative Conference - Alexandria, VA pta.org</p> <p>9th - 9:30 am - General Association Meeting - Voting Body includes Unit Presidents, Admin, Superintendent, ECM and ECM Standing Chairs - CNUSD Boardroom</p> <p>**Annual Historian Report Due**</p> <p>17th - Executive Committee Meeting - Council Only</p> <p>TBD - RCOE Student of the Month Lunch - Community Partnership</p> <p>30th - April 3rd - Spring Break - T Track</p>
April 2026	<p>6th - Welcome Back T Track</p> <p>7th - Founders' Day Luncheon</p> <p>15th - ALL PTA/PTSA Elections should be completed - Upload new roster in My PTEZ</p> <p>15th - **CNCPTA Convention Scholarships Due**</p> <p>**No Executive Board Meeting this month**</p> <p>16th - Executive Committee Meeting - Council Only</p> <p>TBD - RCOE Student of the Year Celebration - Community Partnership</p>
May 2026	<p>2-4 - CAPTA State Convention - capta.org</p> <p>15th - 9:30 am - General Association Meeting - Voting Body includes Unit Presidents, Admin, Superintendent, ECM and ECM Standing Chairs - CNUSD Boardroom</p> <p>26th - Executive Committee Meeting - Council Only</p>
June 2026	<p>**No Executive Board Meeting this month**</p> <p>**No Executive Committee Meeting - Council Only**</p> <p>16th - "Summer Training Camp" Leadership Training - 9:00 am to 3:00 pm - In Person Training Event - CNUSD Learning Center Classrooms</p> <p>17 - 20th - National PTA Convention - Pittsburgh, PA http://pta.org</p>
July 2026	<p>1st - New PTA/PTSA Term Starts!</p> <p><input type="checkbox"/> <u>Closeout financials and complete Year End Financial Review 01/01/2026-06/30/2026.</u></p>

[illegible]

September-25

October-25

November-25

December-25

January-26

February-26

March-26

April-26

May-26

June-26

E = Early Release
 X = Minimum Day
 N = No School
 L = Late Start
 S = In-Service (Non-Student Day)
 T = New Teacher Day (Non-Student Day)
 P = Teacher Prep (Non-Student Day)
 S/P = In-Service/Prep (Non-Student Day)

IS=Intermediate
 HS=High School
 JFK=Middle College



Monthly Reports Due To Council

Every month CNCPTA requests copies of your monthly reports. We hold on to these reports for your future unit boards and use them to reference if you ever need help. Units are not required to turn their documents in but if your unit is interested in winning an “Outstanding Unit Award” presented at our Annual Founders Day Luncheon then your documents must be submitted by the due date to qualify for points. The only required documents that must be submitted to Council include compliance documentation such as financial reviews, taxes, workers’ compensation form and your annual historian report.

Units can upload their documents to our monthly unit documentation form found in your monthly smores newsletter. Please see our monthly Unit Documentation Form for scheduled due dates found on www.coronanorcocouncilpta.com

Monthly Reports Due Include:

Minutes

Treasurer’s Report AND Bank Reconciliation

Historian Hours

Membership Dues and Roster

Association Reports (Minutes, Secretary Report, Financial Report)

Financial Review

Any Fees Due

Copies of Completed Tax Forms

Advocacy Reports

Points will be tallied for each Unit and the top Units will be recognized as "Outstanding Units" at Founder's Day

Forms may be accessed at www.coronanorcocouncilpta.com	Points Possible	Date Turned In	Points Received
August 14, 2025 <ul style="list-style-type: none"> <input type="checkbox"/> Historian Hours - July 1 <input type="checkbox"/> May EBM Minutes 1 <input type="checkbox"/> May Treasurer's Report 1 <input type="checkbox"/> May Bank Reconciliation 1 <input type="checkbox"/> June EBM Minutes 1 <input type="checkbox"/> June Treasurer's Report 1 <input type="checkbox"/> June Bank Reconciliation 1 <input type="checkbox"/> July EBM Minutes 1 <input type="checkbox"/> July Treasurer's Report 1 <input type="checkbox"/> July Bank Reconciliation 1 <input type="checkbox"/> General Association Minutes 2 <input type="checkbox"/> General Association Treasurer's Report 2 <input type="checkbox"/> General Association Secretary's Report 2 <input type="checkbox"/> <i>*Annual Financial Report - (7-1 to 6-30)</i> 5 <input type="checkbox"/> Board-Elect Attendance - CNCPTA May General Association Meeting - 1 point per person <input type="checkbox"/> June Leadership Training Attendance - 1 point per person <input type="checkbox"/> Membership Dues - manual dues collected must be turned in monthly - 			
September 8, 2025 <ul style="list-style-type: none"> <input type="checkbox"/> Historian Hours - August 1 <input type="checkbox"/> August EBM Minutes 1 <input type="checkbox"/> August Treasurer's Report 1 <input type="checkbox"/> August Bank Reconciliation 1 <input type="checkbox"/> <i>*Approved Budget w/Date Adopted</i> 3 <input type="checkbox"/> Approved Calendar w/Date Adopted 3 <input type="checkbox"/> <i>*Year End Financial Review Report (1-1 to 6-30)</i> 5 <input type="checkbox"/> <i>*Professional Governance Standards</i> 4 <input type="checkbox"/> Membership Dues - manual dues turn in monthly - <input type="checkbox"/> <i>*Conflict Whistleblower Forms (signed by all board members)</i> 4 <input type="checkbox"/> Membership Totals - both Manual and TOTEM 2 <input type="checkbox"/> August Leadership Training Attendance - 1 point per person <input type="checkbox"/> Report of all EB Officer/Chairman & dates when each received general financial training 4 			

Points will be tallied for each Unit and the top Units will be recognized as "Outstanding Units" at Founder's Day

<p>September 8, 2025</p> <ul style="list-style-type: none"> <input type="checkbox"/> Signed Reflections Agreement <input type="checkbox"/> <i>*Council's Unit Compliance Agreement Form signed (New Form)</i> 	<p>2</p> <p>5</p>		
<p>October 9, 2025</p> <ul style="list-style-type: none"> <input type="checkbox"/> Historian Hours - September <input type="checkbox"/> September EBM Minutes <input type="checkbox"/> September Treasurer's Report <input type="checkbox"/> September Bank Reconciliation <input type="checkbox"/> General Association Minutes <input type="checkbox"/> General Association Treasurer's Report <input type="checkbox"/> General Association Secretary's Report <input type="checkbox"/> <i>*Unit Required 3 Officers and Board Roster Entered into MyPTEx</i> <input type="checkbox"/> <i>*Membership Roster - both Totem and Manual</i> <input type="checkbox"/> <i>*Adopted Financial Review Report page 1 only - with dates Adopted by Board and Association</i> <input type="checkbox"/> Membership Totals -both Manual and TOTEM <i>(15 members min. required for compliance)</i> <input type="checkbox"/> Advocacy/Outreach Assessment \$100.00 <input type="checkbox"/> Council Gen'l Assessment Fee (\$200.00 Elementary/Academy - \$100.00 Intermediate/High School) <input type="checkbox"/> Signed Reflections Agreement <input type="checkbox"/> <i>*Copy of Tax Form 990N/990EZ Filing</i> <input type="checkbox"/> <i>*Copy of Tax Form 199N/199 Filing</i> <input type="checkbox"/> <i>*Copy of RRF-1 w/CT-TR-1 (if applicable) Filing</i> <input type="checkbox"/> Attendance - CNCPTA September General Association Meeting - 1 point per person <input type="checkbox"/> Membership Dues - manual dues turn in monthly 	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>2</p> <p>2</p> <p>2</p> <p>5</p> <p>4</p> <p>5</p> <p>2</p> <p>5</p> <p>5</p> <p>3</p> <p>6</p> <p>6</p> <p>6</p> <p>-</p>		
<p>November 6, 2025</p> <ul style="list-style-type: none"> <input type="checkbox"/> Historian Hours - October <input type="checkbox"/> October EBM Minutes <input type="checkbox"/> October Treasurer's Report <input type="checkbox"/> October Bank Reconciliation <input type="checkbox"/> Membership Dues - manual dues turn in monthly <input type="checkbox"/> Reflections Entry Submissions <input type="checkbox"/> Membership Totals - both Manual and TOTEM <input type="checkbox"/> <i>*Insurance Premium - pay directly to AIM-Pay Early</i> 	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>-</p> <p>4</p> <p>2</p> <p>5</p>		

Points will be tallied for each Unit and the top Units will be recognized as "Outstanding Units" at Founder's Day

<p>December 11, 2025</p> <ul style="list-style-type: none"> <input type="checkbox"/> Historian Hours - November 1 <input type="checkbox"/> November EBM Minutes 1 <input type="checkbox"/> November Treasurer's Report 1 <input type="checkbox"/> November Bank Reconciliation 1 <input type="checkbox"/> Membership Dues - manual dues turn in monthly - <input type="checkbox"/> Membership Roster - both Manual and TOTEM 4 <input type="checkbox"/> <i>*Insurance Premium - pay directly to AIM- Pay on Time</i> 3 <input type="checkbox"/> <i>*Worker's Compensation Form - send directly to AIM</i> 5 <input type="checkbox"/> Attendance - CNCPTA November General Association Meeting - 1 point per person <input type="checkbox"/> Membership Totals - both Manual and TOTEM 2 			
<p>January 15, 2026</p> <ul style="list-style-type: none"> <input type="checkbox"/> Historian Hours - December 1 <input type="checkbox"/> December EBM Minutes 1 <input type="checkbox"/> December Treasurer's Report 1 <input type="checkbox"/> December Bank Reconciliation 1 <input type="checkbox"/> General Association Minutes 2 <input type="checkbox"/> General Association Treasurer's Report 2 <input type="checkbox"/> General Association Secretary's Report 2 <input type="checkbox"/> Membership Dues - manual dues turn in monthly - <input type="checkbox"/> Membership Totals - both Manual and TOTEM 2 <input type="checkbox"/> <i>Worker's Compensation Form - send directly to AIM</i> 3 			
<p>February 12, 2026</p> <ul style="list-style-type: none"> <input type="checkbox"/> Historian Hours - January 1 <input type="checkbox"/> January EBM Minutes 1 <input type="checkbox"/> January Treasurer's Report 1 <input type="checkbox"/> January Bank Reconciliation 1 <input type="checkbox"/> Membership Dues - manual dues turn in monthly - <input type="checkbox"/> <i>*Mid-Year Financial Review Report (7-1 to 12-31)</i> 5 <input type="checkbox"/> Membership Totals - both Manual and TOTEM 2 			
<p>March 9, 2026</p> <ul style="list-style-type: none"> <input type="checkbox"/> Historian Hours - February 1 <input type="checkbox"/> <i>*Historian Annual Report (Estimate the hours for March - June)</i> 5 <input type="checkbox"/> February EBM Minutes 1 			

Points will be tallied for each Unit and the top Units will be recognized as "Outstanding Units" at Founder's Day

<p>March 9, 2026</p> <ul style="list-style-type: none"> <input type="checkbox"/> February Treasurer's Report <input type="checkbox"/> February Bank Reconciliation <input type="checkbox"/> Membership Dues - manual dues turn in monthly <input type="checkbox"/> Membership Roster - both Manual and Totem <input type="checkbox"/> Council Founder's Day Reservations & Payment <input type="checkbox"/> Council PTA's Unit Spotlight Award Application <input type="checkbox"/> Membership Totals - both Manual and TOTEM 	<p>1</p> <p>1</p> <p>-</p> <p>4</p> <p>5</p> <p>5</p> <p>2</p>		
<p>April 6, 2026</p> <ul style="list-style-type: none"> <input type="checkbox"/> March EBM Minutes <input type="checkbox"/> March Treasurer's Report <input type="checkbox"/> March Bank Reconciliation <input type="checkbox"/> Convention Attendance <input type="checkbox"/> <i>*Board-Elect Unit Rosters with emails and phone numbers - upload into MyPTEZ and copy to Council by April 15, 2026</i> <input type="checkbox"/> Attendance - CNCPTA March General Association Meeting - 1 point per person <input type="checkbox"/> Membership Totals - both Manual and TOTEM <input type="checkbox"/> Membership Dues - manual dues turn in monthly 			
<p>May 15, 2026</p> <ul style="list-style-type: none"> <input type="checkbox"/> April EBM Minutes <input type="checkbox"/> April Treasurer's Report <input type="checkbox"/> April Bank Reconciliation <input type="checkbox"/> General Association Minutes <input type="checkbox"/> General Association Treasurer's Report <input type="checkbox"/> General Association Secretary's Report <input type="checkbox"/> <i>*Adopted Mid Year Financial Review Report page 1 only - with dates Adopted by Board and Association</i> <input type="checkbox"/> Membership Totals - both Manual and TOTEM <input type="checkbox"/> Membership Dues - manual dues turn in monthly 			
<p>June 2026 - **will be requested in August 2026 for points</p> <ul style="list-style-type: none"> <input type="checkbox"/> May EBM Minutes** <input type="checkbox"/> May Treasurer's Report** <input type="checkbox"/> May Bank Reconciliation** <input type="checkbox"/> Membership Totals - both Manual and TOTEM <input type="checkbox"/> Membership Roster - both Manual and TOTEM <input type="checkbox"/> Membership Dues - manual dues turn in monthly 			

Points will be tallied for each Unit and the top Units will be recognized as “Outstanding Units” at Founder’s Day

<p>June 2026 - **will be requested in August 2026 for points</p> <ul style="list-style-type: none"> <input type="checkbox"/> Council Leadership Training Attendance - 1 pt per person ** points issued in August 2026 <input type="checkbox"/> Attendance CNCPTA May General Association Meeting - 1 pt per person ** points issued in August 2026 			
---	--	--	--



Trainings

CNCPTA will offer both IN PERSON and general financial virtual training this year. (Virtual training will be available later in the term.) Every officer must be trained in both their position AND general finance. Any volunteer that will be handling money must also take general financial training. A record of officer training should be kept in the President's binder. Training is a PTA insurance requirement and must be done. Training dates will be announced at meetings and also emailed to the email address registered in myPTEZ.

NOTE: 23rd District PTA will also offer training dates but their training is not specifically tailored to our CNCPTA requirements and CNUSD.

Please email leadership@coronanorcocouncilpta.com with any questions.

A Training Tracker PDF is available at www.coronanorcocouncilpta.com under forms tab



CORONA NORCO COUNCIL OF PTAS RECORD OF TRAINING

FISCAL YEAR - 20 - 20

[illegible]

CORONA NORCO COUNCIL OF PTAS RECORD OF TRAINING

[illegible]

Memberships

Membership Envelopes (Distribute Envelopes/Collect Funds - Manual)

- Money is manually collected by distributing membership envelopes (\$15 per box of 500-contact council if you would like to order).
- PTA cards MUST be distributed to paid members (Free - contact council).
- Membership funds not belonging to the unit are forwarded up monthly to CNCPTA. \$6.25 per membership with new adopted National PTA Increase - see next sheet for information. Please send payment to Corona Norco Council of PTAs along with Council Remittance Form to PO Box 77595 Corona, CA 92877.

TOTEM (Online Membership Platform)

- Money is automatically deposited into the PTA account.
- Verify that the number of memberships on TOTEM as well as any donations are included on all reports.
- Portion “not belonging to the unit” is not included on the budget.
- eMembership for June is applied to the following year
- Members pay the \$1.00 TOTEM member fee; PTA pays the TOTEM fee for processing donations.

Key Things to Remember

- VP of Membership (or chair) and Secretary have the official membership list (ALL memberships including both manual AND TOTEM).
- Verify membership recorded and deposited equals total number of memberships.
- Have membership dues been recorded and divided correctly between the association portion and income “not belonging to the unit (or council or district)”?
- Verify that income “not belonging to the unit” has been forwarded as a disbursement/remittance through channels before June 1.
- Questions contact membership@coronanorcocouncilpta.com

National PTA Dues Increase Implementation July 1, 2025

At the June 2024 National PTA convention, delegates adopted a motion to increase the National PTA portion of the dues by \$1.00 for a total of \$3.25 per member. The increase will become effective **July 1, 2025**.

PTA units write in the following on their current bylaws:

Article IV, 4b – strike \$2.25 and insert **\$3.25***.

Add: **Proviso: For the period July 1, 2024 to June 30, 2025, the National PTA dues portion will be two dollar and twenty-five cents (\$2.25), and will increase to three dollars and twenty-five cents (\$3.25) on July 1, 2025.*

The association must be informed on all options and must vote on which option to use.

Option 1

Your PTA unit begins collecting \$3.25 per capita National PTA portion on July 1, 2025

To pass along the \$1.00 increase, it is not necessary to send your PTA bylaws through channels for approval. Your PTA unit would add the \$1.00 to whatever amount is now being collected from each member. No bylaws submittal is required.

For example, your PTA unit that currently collects \$5.00 per member would now collect \$6.00 per member. This new amount would be handwritten into the bylaws at Article IV, Section 4 and would revise Sections 4.b.1 and 4.b.5.

Option 2

Your PTA unit **does not** wish to collect the increase from members

The new amount (\$3.25) must be forwarded through channels – to council if in council, or to district if out-of-council. The difference between what is collected per member and what is to be remitted would be included in your PTA unit's budget. Your PTA unit would make the necessary changes to Sections 4.b.1 and 4.b.5. No bylaws submittal is required.

Option 3

Your PTA unit wishes to propose an increase to the dues **in addition to** the National PTA increase

Your PTA unit may vote to increase its dues by following the regular process for revising bylaws, which includes an initial executive board vote and concludes with the adoption vote of your PTA unit's membership following the approving signature of the California State PTA parliamentarian. The new dues amount would be effective upon adoption by the membership.

Corona-Norco Council PTA 2025-2026

MEMBERSHIP INCENTIVE PROGRAM

Creating Community Through Membership!

Monthly Challenges & Prizes!

All units can enter through membership challenge google form.
All units meeting monthly challenge goal will enter an opportunity drawing to win!

AUGUST - Start Strong!

Challenge: Principal + 5 teachers join your PTA!

Prize: Custom "Welcome to PTA!" Front-Office Poster (Not to exceed \$30)

SEPTEMBER - Community Connectors

Challenge: Challenge: Enroll 1 Local Official (School Board/City Council/First Responder)

Prize: \$25 store credit for PTA meeting snack bar



OCTOBER - Families First!

Challenge: 10 Family/ Grandparent/ Community Members

Prize: \$25 PTA store credit



NOVEMBER - TOTEM Takeover!

Challenge: Be active on TOTEM

Prize: Custom QR code poster (Not to exceed \$40)



DECEMBER - Staff Shout-Out!

Challenge: 50%+ Staff (including Principal) Membership

Prize: Staff Appreciation Banner (Not to exceed \$40)



JANUARY - New Year, New Members!

Challenge: 15 New Members after Winter Break

Prize: Custom PTA event backdrop (Not to exceed \$80)

February - Fall in Love with PTA

Challenge: Add 17 Members for Founders Day

Prize: \$60 store credit for office supplies



MARCH - Finish Line Fever!

Challenge: Have 20 More Members over Last Year(24-25)'s Membership

Prize: Customized PTA Meeting Banner (Not to exceed \$50)

APRIL - Online Hustle!

Challenge: 50%+ Memberships via TOTEM

Prize: Personalized PTA Tablecloth (Not to exceed \$80)



Bonus Awards at Founders Day!

Most Overall Members
Most Student Members
Highest % of Staff Membership
Most Improved from Last Year

Awards Include: Framed Certificate, Mini Trophy, Social Media Spotlight!



Membership Points System

Participate in a Monthly Challenge = 10 points

Meet Monthly Challenge Goal = 20 points

100% Principal + Assistant Principal Membership = 15 bonus points

Increase Membership by 10% over last year = 30 bonus points

First Unit to Complete a Challenge = 5 bonus points

Grand Champion: Top Scoring Unit wins \$100 to spend at district store or print shop!

Compliance - These Elements Must be Complete in Order to Operate

Keep Your Unit in **Good Standing**

- At least 15 members by date designated in bylaws (Typically October 31.)
- All officers and chairs must be members.

Current Bylaws

- Less than 5 years from the date of California State PTA parliamentarian's signature.

Insurance Premium Paid

- Insurance premiums will be paid directly to AIM Insurance Services, emails will go out to both president AND treasurer listed in MY PTAEZ.
- Every year you need to figure out a 10% increase, based on last year we suggest a \$300.00 budget line included in your budget

Worker Compensation Form Remitted

- Submitted directly to AIM Insurance whether anyone was paid by the PTA or not.
- Must be submitted by January 31.

Taxes Filed - ALL 3 (4) Must be Completed

- Required by the 15th day of the 5th month after the end of the fiscal year. (November 15 for most.)
- #1 -Federal: 990n/990/990EZ
- #2- State: 199n/199
- #3- Charitable Trust Form
- #4 - CT-TR-1 - If less than \$50,000.00 income, you must also fill out this form.
- Help is available: <http://capta.org/pta-leaders/services/tax-filingsupport-center/>.
- Budget for tax preparation services if needed! (Especially if income is over \$50,000.00.)

PTA Levels- Who Do I Contact for Help?

To receive help in a timely manner please contact Corona-Norco Council PTA for assistance first. If you skip Council PTA and go to 23rd District PTA, State or even National PTA, your question will be forwarded back down the channels and it will take a longer time to get an answer.

Corona-Norco Council PTA assigned each unit a Liaison. You can reach out to your assigned Liaison, to the specific Council Officer that chairs that specific topic, or email the President directly.

National PTA



CA State PTA



23rd District PTA



Corona-Norco Council PTA



Your Unit PTA



Types of Meetings

Association Meetings

- First Meeting (August/September) Approve your budget, calendar, programs, and fundraisers. Adopt year-end audit and present the previous fiscal year's Annual Report. Release funds, ratify checks, share information from PTA, school district, and more!
- Second Meeting (December/January) Elect Nominating Committee. Adopt mid-year audit (if in January). Amend budget if necessary. Release funds, ratify checks, share information from PTA, school district, and more!
- Third Meeting (March/April) Elect board for the following year! Amend budget if necessary. Release funds, ratify checks, share information from PTA, school district, and more!
- Fourth Meeting (May/June) Board-elect presents budget for preliminary adoption and funds release for summer expenses. Ratify checks, share information from PTA, school district, and more!

The Association is the Primary Authority! (Think “Big Picture”)

- Adopt the budget
- Release Funds
- Review financial reports
- Approve minutes
- Ratify the actions of the executive board
- Elect the nominating committee
- Elect officers



Types of Meetings

Executive Board Meetings

Have You Been Elected or Appointed to a PTA Position? You're on the Executive Board!

- 30 days to vote, debate, or be elected to office.
- Principal and a teacher representative are members with voting rights.
- Meets monthly (check standing rules)
- Check for quorum in the unit bylaws
- At least ten days notice of general business to be discussed for all executive board meetings; at least 14 days between executive board and association meetings.

The Executive Board Handles the Work the Association Approves! (Think "Daily Snapshot")

- Adopt the plans to present to the association
- Pay bills from funds released by the association
- Review financial reports
- Approve minutes
- Ensures audits and records are complete and forwarded through channels/uploaded to MyPTEZ
- Fills vacancies post-election
- Carries out the work of the PTA!



PTA Rule of “Two”

Counting Money

- Funds must be counted by two people, one of whom is an officer/chairman.
- Use the Cash Verification Form
- Deposits should be made as quickly as possible in the PTA account – never school or personal!
- A non-checksigner reviews and signs bank statements and reconciliations monthly to double-check.

Authorizing Payments

- Signed by the president and secretary (verifying in the minutes!)
- Use the Payment Authorization Form

Signing Checks

- Two check signers must sign every check.

Signing Contracts

- Two officers must sign every contract.
- “CNCPTA, by Amber Pelland, President and Christen Vargo, Vice President of Leadership”

Advocacy Opportunity Ideas - Month By Month Calendar

Here are some ideas to help plan your program year. It's best to pick the advocacy ideas that best reflect the needs of your school community! You can pick one, none or all of them - It's up to you! Remember the idea is to help spread awareness! Have fun and be creative! Questions? Contact advocacy@coronanorcocouncilpta.com

August

Kaitlyn's Law/Purple Ribbons <https://riversideca.gov/rpd/resources-forms/kaitlyns-law>

September

Childhood Cancer Awareness Month/Gold Ribbons

October

Red Ribbon Week, Anti Bullying/orange ribbons and Breast Cancer Awareness month

November

World Kindness Day November 13th, National Diabetes Awareness Month

December

"Enjoy your community"/Yellow Ribbon Month, Give the gift of literacy

January

National Mentoring Month

February

American Heart Month, Black History Month, Teen Dating Violence Month, Happy Lunar New Year and National PTA Take your Family to School Week

March

Women's History Month, National Nutrition Month, Read Across America Day

April

National Volunteer Month, National Autism Month, Stress Awareness Month, Child Abuse Awareness Month

May

National Mental Health Awareness Month

Corona-Norco Council PTA 2025 – 2026

Amazing Advocate Program

Help keep track of your Amazing Advocacy Programs your PTA/PTSA has participated in this year with this sheet. Earn points by uploading your advocacy programs to our Advocacy Google Form every month! The units with the most points will be eligible to win the Amazing Advocate Award, which will be presented on April 7, 2026 at the Annual Corona-Norco Council PTA Founders' Day Luncheon.

DOCUMENTATION

To be eligible, units must submit their programs every month to the Advocacy Google Form:

ENTER FORM LINK HERE- coming soon!

DEADLINE

All documentation must be submitted no later than March 12, 2026, by 11:59 P.M.

UNIT NAME: _____

UNIT PRESIDENT: _____

Raise Awareness to Promote Child Health & Safety

Advocacy Month By Month

August 2025

- ☐ **PURPLE RIBBONS** = (1) point
- ☐ Decorate your school with purple ribbons to raise awareness for Kaitlyn's Law.
Don't Forget – Double Check! No Kids Left in Cars!
- ☐ **DESIGNATE PURPLE SPIRIT DAY** = (1) point
The campus community wears purple to support Kaitlyn's Law!
- ☐ **DELIVER PURPLE MESSAGE** = (1) point
Share information about heatstroke (hyperthermia) and Kaitlyn's Law through newsletters, websites, social media, posters, or banners.

September 2025

- ☐ **GOLD RIBBONS** = (1) point
Decorate your school with gold ribbons to promote Childhood Cancer Awareness Month.
 - ☐ **DESIGNATE GOLD SPIRIT DAY** = (1) point
The campus community wears gold to support Childhood Cancer Awareness Month!
 - ☐ **DELIVER GOLD MESSAGE** = (1) point
Share information about childhood cancer through newsletters, websites, social media, posters, or banners.
-

October 1 - 22, 2025

- ☐ **ORANGE RIBBONS** = (1) point
Decorate your school with orange ribbons to promote kindness and anti-bullying programs and initiatives.
 - ☐ **DESIGNATE ORANGE SPIRIT DAY** = (1) point
The campus community wears orange to support kindness and anti-bullying initiatives!
 - ☐ **DELIVER ORANGE MESSAGE** = (1) point
Share information to promote kindness and anti-bullying programs and initiatives through newsletters, websites, social media, posters, or banners.
-

October 23 - 31, 2025

- ☐ **RED RIBBONS** = (1) point
Decorate your school with red ribbons to raise awareness for National Red Ribbon Week. Promote drug prevention campaigns and activities.
- ☐ **DESIGNATE RED SPIRIT DAY** = (1) point
The campus community wears red to support National Red Ribbon Week!
- ☐ **DELIVER RED MESSAGE** = (1) point
Share information to promote drug prevention campaigns and initiatives through newsletters, websites, social media, posters, or banners.

November 2025

☐ **BLUE RIBBONS IN NOVEMBER** = (1) point

Decorate your school with blue ribbons to promote Juvenile Diabetes Awareness Month.

☐ **DESIGNATE BLUE SPIRIT DAY** = (1) point

The campus community wears blue to support Juvenile Diabetes Awareness Month!

☐ **DELIVER BLUE MESSAGE** = (1) point

Share information about juvenile diabetes through newsletters, websites, social media, posters, or banners.

Bonus Points!!!

☐ Food Drive = (5) points

Organize a food drive in your campus community.

Earn (5) bonus points for organizing a Corona-Norco Settlement House Food Drive.

☐ Blood Drive = (5) points

Organize a local blood drive with the American Red Cross or LifeStream.

☐ Advocacy Project = (5) points

Develop/implement a project to meet the needs of children in your campus community.

☐ Kindness Campaign = (5) points

Create and implement a fun way to incorporate kindness on campus.

☐ Community Advocacy = (20) points

Host a PTA/PTSA activity booth at a local community event.

☐ From Graduating to Advocating = (5) points

Enroll in Ed100 and become a graduate by completing all ten chapters of the program. Must submit confirmation of completion. <https://ed100.org>

- ☐ California State PTA Legislation Conference = (5) points
 - Date TBD (usually February):
<https://capta.org/programs-events/legislation-conference/>
 - Send a member from your unit to the California State PTA Legislation Conference.
 - Your unit may apply for a scholarship to attend the Legislation Conference through Corona-Norco Council PTA by emailing the following officers:
president@coronanorcocouncilpta.com, evp@coronanorcocouncilpta.com, and leadership@coronanorcocouncilpta.com prior to January 10th, 2026.
- ☐ Legislative Advocacy = (5) points
 - Participate in the Corona-Norco Council PTA Legislative Safari.
 - The tentative date will be determined based on interest and participation.
- ☐ Advocacy Alerts = (5) points
 - When requested, attend the local school board, city council, or county supervisor meeting(s).
 - A representative from Corona-Norco Council PTA will be present to confirm attendance.
- ☐ California State PTA Spotlight Award = (5) points
 - Share your unit program(s) by applying for the California State PTA Spotlight Award.
 - <https://capta.org/programs-events/awards-for-ptas/spotlight-awards/>
 - Apply to CAPTA by March 1, 2026, and submit confirmation of e-mailed application(s).
- ☐ Corona-Norco Council PTA Spotlight Award = (5) points
 - ***New this year!***
 - Share your unit program(s), and your unit will be eligible to win \$200 for merchandise through Shop PTA or marketing materials through the CNUSD Print Shop.
 - <https://docs.google.com/forms/d/e/1FAIpQLScqLNO68HTCei7-zhCRyy4uW-EYc1QjLqHCz3v-fRp2YCYcBA/viewform?usp=sharing>

Total points: _____

Verified by council representative/date: _____



Budget

A sample budget is included to help you get started. Your budget should be built around your calendar and your fundraisers should be planned to fund your budget.

Council Fees ***May Be Updated*******

1. Council Assessment Fee - \$200 for Elementary, \$100 for Intermediate and High Schools
2. Council Outreach/Advocacy Fee - \$100
3. Founders Day Fee - \$30 per person (Unit allowed up to 12 guests including their admin rep and honoree)

Compliance Fees

1. Insurance Premium (Suggested \$300).
2. Taxes (If you pay a tax preparer).

Other Suggested Budget Line Items

1. California State PTA Legislative Conference
2. California State PTA Convention (Fresno - 2026)
3. National Legislative Conference
4. National PTA Convention

BUDGET (SAMPLE)
FISCAL YEAR _____

Name of Unit _____ IRS EI# _____
Council _____ District PTA _____
Bank Name _____ Account # _____
Bank Address _____

BALANCE ON HAND from previous year \$ _____

ESTIMATED RECEIPTS

Administration

Interest Income \$ _____
Membership dues (unit portion only) \$ _____
Donations \$ _____
Membership dues, Totem (unit portion only) \$ _____
Donations, Totem \$ _____
Program Income (list programs individually) \$ _____
Fundraising Income (list fundraisers individually) \$ _____
Spirit Wear Sales \$ _____

TOTAL \$ _____

RECEIPTS NOT BELONGING TO UNIT

Council, district, State and National PTA membership per capita \$ _____
Founder's Day Freewill Offering \$ _____

TOTAL \$ _____

TOTAL RECEIPTS \$ _____

ESTIMATED DISBURSEMENTS

Operating Expenses

Membership Envelopes \$ _____
Insurance Premium \$ _____
Newsletter and Publicity \$ _____
Council/district leadership workshops \$ _____
Convention (State/National PTA) \$ _____
Officer and chair expense reimbursement \$ _____
Past President's Pin \$ _____
Honorary Service Award \$ _____
State Charity Registration Renewal (RRF-1 filing fee) \$ _____
Electronic Payment Processing Fees \$ _____
Totem Donation Processing Fees \$ _____

Program Expenses

Programs and assemblies \$ _____
Reflections Program \$ _____
Family Engagement \$ _____
Emergency Preparedness \$ _____
Hospitality \$ _____

Fundraising

Carnival \$ _____
Book Fair \$ _____
Gift Wrap \$ _____

Carry-over to next year

Unallocated Reserve

TOTAL \$ _____

DISBURSEMENTS NOT BELONGING TO UNIT

Council, district, State and National PTA membership per capita \$ _____
Founder's Day freewill offering \$ _____

TOTAL \$ _____

TOTAL DISBURSEMENTS \$ _____

BALANCE ON HAND \$ _____

Treasurer's Signature _____ Date _____

Bylaws

Everyone in your executive board must have a copy of your unit's bylaws. Bylaws should be [reviewed annually](#), and updated every five (5) years by the bylaws committee of the association, chaired by the [parliamentarian](#). The procedures and instructions to complete the bylaws are found inside the front cover of each set of bylaws. **You will receive an email if your bylaws are out of date and need to be reviewed and updated this year.** Below you'll find instructions and helpful resources to get you started. Please reach out if you have any questions. We are here to help you.

Instructions:

1. Request your Ebylaws access (see below). If you cannot access your bylaws or DO NOT have a current copy you can email president@coronanorcocouncilpta.com for a copy.
2. Meet with your bylaws committee and review your bylaws. (use the bylaws worksheet)
3. Go into the Ebylaws website and make your changes.
4. Download a copy of the changed bylaws.
5. Submit a copy of the changed bylaws along with the bylaws submittal form to parliamentarian@coronanorcocouncilpta.com
6. Once received, the Council will forward your changes to 23rd district where they will be reviewed and then sent to CA State PTA for approval.
7. Once approval from the State comes back you will need to present your bylaw changes at your next association meeting for association approval. (Motion)
8. Last Step!!! Once your association approves your changes add the dates/signatures to your bylaws submittal form and upload that form and your new bylaws into your PTAEZ account under document management tab. If you need access to your PTAEZ account please email president@coronanorcocouncilpta.com for login info.
9. Congratulations!!! Once you've completed these steps your unit is good with your bylaws for the next 5 years!!! (Although since we do have board changes it is suggested to review your bylaws with the board once a term).

- Request your EBylaws Access: <https://capta.org/pta-leaders/services/ebylaws/>
- Essential Role of Bylaws: <https://capta.org/pta-leaders/run-your-pta/bylaws-and-standing-rules/>
- Unit Bylaws Worksheet Attached: This sheet will help you review your bylaws with your board. Once completed you can change your bylaws with any updates in the Ebylaws online. (Hint**This is a great cheat sheet just to fill in and keep in your binder with all your important unit information)
- Easy Bylaws review PDF
- Instructions for Completing Bylaws PDF
- Bylaws Q&A:
<https://capta.org/pta-leaders/run-your-pta/bylaws-and-standing-rules/meeting-notice-quorums-and-voting/bylaws-qa/>

UNIT BYLAWS WORKSHEET FOR E-BYLAWS

INSTRUCTIONS: Fill out this worksheet to record information about your unit's Bylaws. It provides a quick summary for building your Bylaws online with the E-Bylaws Program.

UNIT INFORMATION (AUTO-FILLS IN E-BYLAWS WITH UNIT DATA):

Unit Legal Name: _____

Name of PTA District: _____

Name of PTA Council: _____

School Street Address: _____

City: _____

ZIP: _____

PTA Organization Date: _____

Grades in School: _____

Fiscal Year Starts: _____

Fiscal Year Ends: _____

National PTA ID #: _____

California PTA ID #: _____

IRS Federal EI #: _____

FTB #: _____

CT #: _____

Individually Incorporated Unit – Corporation #: _____

Membership Dues: \$ _____ per member (and program auto-fills the following data):

\$2.25 National PTA, \$2.00 California State PTA \$ _____ District \$ _____ Council

\$ _____ (This amount remains in unit.)

Officers: President, Secretary, Treasurer, Parliamentarian and Historian and
(Check all of your unit board positions):

☐ Executive Vice President EVP serves notice of president's vacancy? ☐ Yes ☐ No

☐ Vice Presidents – How many? _____ ☐ Corresponding Secretary

☐ Financial Secretary ☐ Auditor

Nominating Committee: # of Members: _____ # of Alternates: _____

Date officers assume duties (month/day e.g. July 1): _____

Association Meetings: (Week/Day e.g. Third Monday): _____

Months: _____

Months: _____

Annual Meeting Month: _____ Quorum (the greater of 11 or # of officers + 4): _____

Special Meetings called at written request of _____ (number) of board members.

Board Meetings: (Week/Day e.g. First Monday): _____

Amount authorized for unbudgeted items between association meetings: \$ _____

Special Meetings called at written request of _____ (number) of board members.

Quorum (the greater of 5 or majority of officers + 1): _____

Council Membership (Auto-fills in E-Bylaws with Council Information):

Number of additional delegates for regular meeting: _____

☐ Elected OR ☐ Appointed in _____ (Association meeting month.)

Length of term: _____ year(s) # of additional delegates for Annual Meeting: _____

Council Assessment (if any) \$ _____ Due to council on: _____

Vice Presidents: (Add area of responsibility and title for VPs – e.g. 'Programs Chairperson'):

First Vice President serves as _____

Second Vice President serves as _____

Third Vice President serves as _____

Fourth Vice President serves as _____

Fifth Vice President serves as _____

Sixth Vice President serves as _____

Additional Check Signer: (Elected officer who does not reside in same household as president, treasurer, financial secretary, or auditor. Also, can't be the secretary or the auditor):

President, treasurer and: _____

Standing Committees (List committees that function all year):

☐ Membership ☐ Programs ☐ Fundraising ☐ Hospitality ☐ Family Engagement

Note: If you have 10 or more standing committees, increase your minimum board and association quorums by half their number (e.g., 10 standing committees: increase quorums by 5). Specialists such as a volunteer coordinator or webmaster are not included in this list.

BYLAWS SUBMITTAL FORM FOR UNITS AND COUNCILS

INSTRUCTIONS – To submit updated bylaws for review and approval:

- Complete this form, listing proposed bylaws amendments on page 2
- Send form and three (3) double-sided copies of updated Bylaws and Standing Rules plus four (4) extra Signature Pages to your council PTA, if in council, or your district PTA

1. PTA INFORMATION:

Unit: _____

Council: _____

District PTA: _____

Organization Date: _____

California State PTA ID#: _____

National PTA ID#: _____

Employer Identification #: _____

Franchise Tax Board #: _____

Registry of Charitable Trust #: _____

Incorporation #: _____

Grade Levels: _____

Fiscal Year: _____

2. THE ENCLOSED BYLAWS AND STANDING RULES *(Check all that apply):*

- ☐ New Unit ☐ New Council ☐ Organization Date: _____
- ☐ Update to current standard bylaws with no changes
- ☐ Change of Status/Fiscal Year *(District PTA to attach original COS form signed by district president)*
- ☐ Proposed amendments as listed on page 2
- ☐ Additional Standing Rules attached ☐ No additional Standing Rules

FOR OFFICE USE ONLY – DISTRICT PTA OFFICER/CHAIRPERSON TO COMPLETE:

Name: _____	
District Position:	<input type="checkbox"/> President <input type="checkbox"/> Parliamentarian <input type="checkbox"/> Other
Street Address: _____	
City: _____	Zip Code: _____
Email: _____	Phone: _____
Date Submitted to District PTA: _____	Date Submitted to State PTA: _____

3. LIST OF AMENDMENTS – For each proposed amendment to the bylaws:

- List the current wording and the proposed change

Bylaws updated with: ☐ **No changes** ☐ **Changes as follows:**

Page #	Article #	Section #	Proposed Amendments (Attach additional pages if necessary)

4. BYLAWS SUBMITTED BY *(Please print or type):*

Unit Officer/Chairperson:	Council Officer/Chairperson:
Name:	
PTA Position:	
Street Address:	
City:	
Zip Code:	
Phone:	
Email:	

Revised: August 2018



Financial Review

Your unit must complete at least 2 Financial Reviews in a year. You must also complete whenever bank accounts are closed or check signers are changed/removed.

1. End of Year Financial Review (January 1, 2024- June 30)
2. Mid-Year Financial Review (July 1, 2023 - December 31st)

Who completes a Financial Review?

- Your elected PTA financial reviewer provided they are qualified.
- Your financial reviewer and review committee (Need committee if your elected Financial Reviewer does not have a qualified financial background.)
- A Financial Review Committee - anyone that did not touch pta money during that review period AND not related to check signers by blood, marriage or reside in same household
- Council
- Paid independent Financial Reviewer (NO review committee needed if the financial reviewer is CPA, etc..)

Financial Reviewer Duties

- All accounts are reviewed separately. (Every account needs a separate review.)
- Trace financial transactions through all the records.
- Ensure proper accounting for income and expenditures.
- Ensure that all expenditures have been authorized in the minutes.
- A Financial Reviewer is never a check signer, not an appointed officer, chair or any related individuals.

Please email your Financial Review, including checklist, recommendation page AND bank statement to financialreviewer@coronanorcocouncilpta.com.

You will also need to upload a copy of your Financial Review to your myPTEZ account. If you need help with your Financial Review please reach out to financialreviewer@coronanorcocouncilpta.com

Remember, your Financial Reviews are a compliance requirement from California State PTA and our insurance company AIM. If reviews are not completed, the insurance company may deny any claim made.

Five Minute Financial Review Procedure

■ **Step 1:** Look at the checks. Verify

- Two signatures on every check
- Payee, amount and date match the treasurer's report
- Purpose of payment is included in the check's note section

■ **Step 2:** Look at the deposits. Verify

- Date and amount match the treasurer's report
- Deposits have been timely

■ **Step 3:** Assure no online payments or withdrawals have been made using a debit/ATM card.
Assure no cash withdrawals have been made.

■ **Step 4:** Reconcile the bank statement to the treasurer's report.

- Make adjustments for checks that have not cleared and deposits not shown.

■ **Step 5:** If necessary, contact the treasurer to determine the source of any errors. Corrections, if required, are included in the next treasurer's report. Report findings, if any, to unit president, treasurer and financial reviewer (if the reviewer isn't the financial reviewer).

The five-minute financial review will not reveal that the treasurer allocated income incorrectly, but it will point out that a deposit showing on the treasurer's report didn't actually make it to the bank or that a check cashed by the bank didn't show up on the treasurer's report. If this happens, ask more questions and investigate further.

Notes:



everychild.one voice.

FINANCIAL REVIEW REPORT

Date _____ Fiscal Year _____
 Name of Unit _____ IRS EIN _____
 Council Corona-Norco Council PTA District PTA 12
 Bank Name _____ Acct Name _____
 Bank Address _____ City/Zip _____
 Membership Dues Per Bylaws \$ _____
 Total Members YTD _____ E-Members YTD _____

Dates covered by this review _____ to _____

Check numbers included in this review _____ to _____

BALANCE ON HAND as of end of the last review period _____ (date) \$ _____
RECEIPTS since last review \$ _____
DISBURSEMENTS since last review \$ _____
BALANCE ON HAND as of _____ (date) \$ _____ *

BANK RECONCILIATION

BANK STATEMENT BALANCE as of _____ (date) \$ _____
DEPOSITS not yet credited (add to balance) \$ _____
 \$ _____ \$ _____ \$ _____

UNCLEARED CHECKS (List check number and amount)

_____ \$ _____ # _____ \$ _____ # _____ \$ _____
 # _____ \$ _____ # _____ \$ _____ # _____ \$ _____

TOTAL uncleared checks (subtract from balance) \$ _____
BALANCE in bank account as of _____ (date) \$ _____ *

*These lines must balance

Read the following when the financial reviewer's report is given: I have examined the financial records of the treasurer of _____ PTA/PTSA and find them:

- ☐ Correct with no recommendations.
☐ Correct with the attached recommendations.
☐ Substantially correct with the attached recommendations and findings.
☐ Partially correct. More adequate accounting procedures need to be followed so that a more thorough financial review report may be given.
☐ Incorrect

Attach separate report of explanation and recommendations to executive board.
 A separate financial review form must be completed for each bank account.

Date Financial Review Completed _____ Date Review Examined by Committee _____
 Date Executive Board Adopted _____ Date Association Adopted _____
 Financial Reviewer's Signature _____ Printed Name _____
 Financial Reviewer is a qualified accountant? ☐ Yes ☐ No (If Yes, Financial Review Committee is not required.)
 Definition of qualified accountant can be found in the Insurance Guide.
 Review Committee Signature(s) _____

(Copies to: unit president, secretary, and treasurer;
 Upload a copy of the report and findings as one file to the document retention system)



everychild.one voice.

FINANCIAL REVIEW CHECKLIST Unit Name _____

Date _____

DESCRIPTION	YES	NO	N/A
Financial Records Provided: List missing records/forms not completed on recommendation report.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Bylaws & Standing Rules <input type="checkbox"/> Budget(s) <input type="checkbox"/> Last Financial Review Report <input type="checkbox"/> Ledger <input type="checkbox"/> Checkbook register <input type="checkbox"/> Cancelled checks (including voids) <input type="checkbox"/> Authorizations for Payment <input type="checkbox"/> Cash Verification Forms <input type="checkbox"/> Online Deposit Form <input type="checkbox"/> Bank statements/bank books/deposit slips <input type="checkbox"/> Bank Reconciliations <input type="checkbox"/> Receipts/bills <input type="checkbox"/> EFT/ACH/Bill Pay Forms <input type="checkbox"/> Exec board minutes <input type="checkbox"/> Association minutes <input type="checkbox"/> Committee reports <input type="checkbox"/> Treasurer Reports (Board & Association) <input type="checkbox"/> Financial Secretary Records <input type="checkbox"/> Annual Financial Report <input type="checkbox"/> Workers' Compensation Annual Payroll Report form <input type="checkbox"/> IRS Forms 990/990EZ/990N <input type="checkbox"/> State Form 199 <input type="checkbox"/> State Form RRF-1 <input type="checkbox"/> State Form CT-TR-1 (if required)			
As required for PTAs with employees or independent contractors: <input type="checkbox"/> IRS Form 941 <input type="checkbox"/> IRS Form 1099 <input type="checkbox"/> State Form DE-6 <input type="checkbox"/> State Form DE-542 Other: _____			
Beginning Balance Records			
1. Check to see if amount shown on first bank statement (adjusted for outstanding checks and deposits) corresponds to the starting balance recorded in checkbook register, ledger, treasurer's report and ending balance of last fin. review	<input type="checkbox"/>	<input type="checkbox"/>	
Bank Reconciliation			
1. All bank statements opened/printed, reviewed, signed & dated monthly by non-check signer	<input type="checkbox"/>	<input type="checkbox"/>	
2. All bank statements reconciled by treasurer and reviewed, signed & dated monthly by non-check signer	<input type="checkbox"/>	<input type="checkbox"/>	
3. Ending balances (checkbook register, ledger and treasurer report) agree with last bank statement (adjusted for outstanding checks and deposits not posted to bank statement)	<input type="checkbox"/>	<input type="checkbox"/>	
4. Deposits and Checks Written: (signed by two authorized check signers per the bylaws)			
a) Recorded in checkbook register	<input type="checkbox"/>	<input type="checkbox"/>	
b) Recorded in ledger in proper line items/categories/columns	<input type="checkbox"/>	<input type="checkbox"/>	
c) Agree with treasurer reports	<input type="checkbox"/>	<input type="checkbox"/>	
5. Electronic payments and deposits recorded in checkbook register, ledger and treasurer reports	<input type="checkbox"/>	<input type="checkbox"/>	
6. Bank charges and interest recorded in checkbook register, ledger and treasurer reports	<input type="checkbox"/>	<input type="checkbox"/>	
Membership			
1. Amount recorded and deposited equals total number of memberships received # _____ (members) @ \$ _____ (membership dues listed in bylaws) = \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	
2. Amount forwarded to next level PTA equals total number of memberships received, less TOTEM online memberships # _____ (members) @ \$ _____ (per capita amount listed in bylaws) = \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	
Insurance – premium(s) paid to insurance company by due date	<input type="checkbox"/>	<input type="checkbox"/>	
Minutes			
1. Original budget and updates/changes approved by association and recorded in minutes	<input type="checkbox"/>	<input type="checkbox"/>	
2. Funds released by association and recorded in minutes as released	<input type="checkbox"/>	<input type="checkbox"/>	
3. All expenditures approved and recorded in executive board minutes (List those expenditures not approved on recommendation report)	<input type="checkbox"/>	<input type="checkbox"/>	
4. All expenditures approved/ratified in association minutes (List those expenditures not approved on recommendation report)	<input type="checkbox"/>	<input type="checkbox"/>	
5. Committee minutes record plans, proposed expenditures, and total of monies earned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Authorizations for Payment (signed by secretary and president)	<input type="checkbox"/>	<input type="checkbox"/>	
1. All authorizations written for approved amounts (List missing authorizations on recommendation report)	<input type="checkbox"/>	<input type="checkbox"/>	
2. All authorizations have receipt/bill attached (List missing receipts/bills on recommendation report)	<input type="checkbox"/>	<input type="checkbox"/>	
3. Authorizations match checks written	<input type="checkbox"/>	<input type="checkbox"/>	
Income			
1. Deposits properly supported	<input type="checkbox"/>	<input type="checkbox"/>	
2. Cash Verification Forms used with two non-related people counting money and signing	<input type="checkbox"/>	<input type="checkbox"/>	
3. Income received matches deposits recorded in checkbook register, ledger and treasurer reports	<input type="checkbox"/>	<input type="checkbox"/>	
4. Designated income spent as specified	<input type="checkbox"/>	<input type="checkbox"/>	
Financial Secretary Reports			
1. Filed for every association and board meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Receipts/Deposits agree with ledger & register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Reports			
1. Filed for every association and board meeting	<input type="checkbox"/>	<input type="checkbox"/>	
2. Agree with ledger and checkbook register	<input type="checkbox"/>	<input type="checkbox"/>	
3. Annual Financial Report	<input type="checkbox"/>	<input type="checkbox"/>	
Committee Reports			
1. Committee reports for all fundraisers submitted or report in minutes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reporting Forms and Tax Returns			
1. Verify that all forms have been filed annually (if required)	<input type="checkbox"/>	<input type="checkbox"/>	
Financial Review Reports			
1. Previous Financial Review completed	<input type="checkbox"/>	<input type="checkbox"/>	
2. Financial Review Report examined by financial review committee or conducted by qualified accountant	<input type="checkbox"/>	<input type="checkbox"/>	
3. Present written report with recommendations to executive board	<input type="checkbox"/>	<input type="checkbox"/>	
4. Present Financial Review Report to association for adoption	<input type="checkbox"/>	<input type="checkbox"/>	
5. Upload complete report as one file to document retention system	<input type="checkbox"/>	<input type="checkbox"/>	
Financial Review Recommendations			
All "No" answers should be included in the report as recommendations to change financial procedures. <i>At the completion of the review, meet with president and financial officers to discuss recommendations and any corrections as needed.</i> <i>When errors have been corrected by a financial officer and accounts are accurate, draw a double line in red ink where the review concludes on all records. Sign & date the reviewed materials.</i>			
Mismanagement – Is mismanagement suspected? (Contact district PTA president immediately for assistance if yes.)	<input type="checkbox"/>	<input type="checkbox"/>	

RECOMMENDATIONS

ALL UNITS: This form must be included with all Financial Review reports.

Unit name_____ **Reviewer's Name** _____

(List recommendations below and include those corrections made from the last recommendations.)

**Corona Norco Council of PTA's
Financial Review Report Page 3**

All Units: This form must be included with all Financial Review Reports.

Unit Name: _____ **Reporting Period:** _____

- 1) Does this PTA/PTSA use the accounting program "MyPTEZ"? Circle one: Y or N
- 2) If not, which accounting program is being used? _____
- 3) Were prior Financial Review recommendations corrected? Circle one: Y or N
- 4) Does your Unit's "Fund Request" Forms or "Payment Authorization" Forms align with the current CAPTA Toolkit? Circle one: Y or N
- 5) Are inventory lists provided or reported in the Secretary's minutes? Circle one: Y or N
(Example: T-shirts, Spirtwear, popcorn, Student Store merchandise, lists of equipment owned)
- 6) Scholastic Dollars: Did your Unit receive Scholastic Dollars or receive cash payment(s) for the bookfair(s) held? Credits earned Circle one: Y or N Cash Payment earned Circle one: Y or N
 - A) What is the amount of Scholastic Dollars currently available? \$ _____.
 - B) If cash earned, what is the amount of the total cash earned? \$ _____.
- 7) Amount of MONTHLY service charge/bank fees charged to your PTA by their bank: \$ _____.
TOTAL amount of service charge/bank fees for THIS reporting period: \$ _____.
- 8) How many bank accounts does this PTA have? (Include all checking & savings) _____
(Reminder: Separate Financial Review Report Forms must be prepared for **all** accounts)
- 9) Does this PTA/PTSA Unit have a "Square" Account or "Cheddar-Up" Account? _____
- 10) Have all Reports and Compliance Forms been uploaded into PTEZ? Y or N
- 11) Have all Reports and Compliance Forms been uploaded in Council's document retention system? Y or N
- 12) Financial Reviewers Name: _____ Date: _____
Phone # _____ Email: _____
Financial Reviewers Name: _____ Date: _____
Phone # _____ Email: _____
Financial Reviewers Name: _____ Date: _____
Phone # _____ Email: _____

Taxes

Taxes are due for all units to Council in October 2024. Units must submit a copy to the council AND upload into myPTEZ.

THE LAST DATE TO COMPLETE TAXES IS NOVEMBER 15th!!! Please file an extension if needed.

TAX LINKS AND INFORMATION (UNDER \$50,000 REVENUE) Units must complete ALL 3 (4) forms. Instructions are attached. Links can be found along with video on our website

www.coronanorcocountilpta.com

1. Form 990-N (IRS) [IRS Form 990-N Electronic Filing System \(e-Postcard\)](#)
2. Form 199N (State) [199N California e-Postcard | FTB.ca.gov](http://ftb.ca.gov)
3. RRF-1 (Charitable Trust Renewal) [RRF-1, Annual Registration Renewal Fee Report and Instructions](#)
4. CT-TR-1 - Must be completed with RRF-1 if income under \$50,000.
<https://oag.ca.gov/system/files/media/ct-tr1-form.pdf>

TAX LINKS AND INFORMATION (OVER \$50,000 REVENUE) Units must complete ALL 3 forms. Instructions are attached. Links can be found along with video on our website

www.coronanorcocouncilpta.com

1. Form 990-EZ and 990 (Federal) <https://www.irs.gov/pub/irs-pdf/f990ez.pdf>
[Form 990, Return of Organization Exempt From Income Tax](#)
2. Form 199 (State) <https://www.ftb.ca.gov/forms/2020/2020-199.pdf>
3. RRF-1 (Charitable Trust Renewal) [RRF-1, Annual Registration Renewal Fee Report and Instructions](#)



Required to be filed along with Form RRF-1 for organizations that filed an IRS 990N, whose annual gross receipts are normally \$50,000 or less.

MAIL TO:
Registry of Charitable Trusts
P.O. Box 903447
Sacramento, CA 94203-4470

STREET ADDRESS:
1300 I Street
Sacramento, CA 95814
(916) 210-6400

WEBSITE ADDRESS:
www.oag.ca.gov/charities

ANNUAL TREASURER'S REPORT ATTORNEY GENERAL OF CALIFORNIA

Section 12586, California Government Code
11 Cal. Code Regs., Section 301

(FORM CT-TR-1)

(For Registry Use Only)

John J. Smith Elementary PTA	Enter PTA name as shown on your bylaws	Enter Charitable Trust Number
Name of Organization		State Charity Registration Number CT0123456
1234 Any Street	Enter school's physical address	
Address (Number and Street)		Corporation or Organization No. 1234567
My Town, CA 90000	Enter school's city, state & zip	Enter FTB number
City or Town, State and ZIP Code		Federal Employer I.D. No. 12-3456789

For annual accounting period (beginning 7 / 1 / 2019 ending 6 / 30 / 2020)

Enter Federal Employer Identification Number, also known as FEIN or EIN

BALANCE SHEET

ASSETS

Cash	\$ 8,452.00
Savings	\$ 0.00
Investment	\$ 0.00
Land/Buildings	\$ 0.00
Other Assets	\$ 0.00
TOTAL ASSETS	\$ 8,452.00

Cash on hand, including balance in checking account(s) at fiscal year end.

Balance in savings account(s) at fiscal year end.

Enter other assets, if applicable. Examples include: spirit wear inventory, PTA owned equipment. Include itemized list w/fair market value of each.

LIABILITIES

Accounts Payable	\$ 0.00
Salary Payable	\$ 0.00
Other Liabilities	\$ 0.00
TOTAL LIABILITIES	\$ 0.00

Enter liability amount(s) owed, if applicable. Most PTAs will not have any liabilities.

FUND BALANCE

Total Assets less Total Liabilities \$ 8,452.00

Examples include: membership dues (do not include portion forwarded), donations, gift cards.

REVENUE STATEMENT

REVENUE

Cash Contributions	\$ 15,200.00
Noncash Contributions	\$ 0.00
Program Revenue	\$ 6,200.00
Investments	\$ 0.00
Special Events	\$ 5,005.00
Other Revenue	\$ 0.00
TOTAL REVENUE	\$ 26,405.00

Examples include: gift basket for auction, cases of water for an event.

Examples include: spirit wear sales, yearbooks, movie night.

Examples include: fundraisers, raffles, auctions.

If you have other revenue, include an itemized list w/sources and amount received from each.

EXPENSES

Compensation of Officers/Directors	\$ 0.00
Compensation of Staff	\$ 0.00
Fundraising Expenses	\$ 9,800.00
Rent	\$ 0.00
Utilities	\$ 0.00
Supplies/Postage	\$ 100.00
Insurance	\$ 232.00
Other Expenses	\$ 14,190.00
TOTAL EXPENSES	\$ 24,322.00

Examples include: catalog sales cost, book fair cost, flyers, postage for mailings.

Used for PTA operations.

Includes PTA insurance and any add'l coverage or workers' comp premiums, if applicable.

Examples include: program expenses (spirit wear, yearbooks, etc.), gifts to school. Include itemized list w/total expense amount.

NET REVENUE

Total Revenue less Total Expenses \$ 2,083.00

I hereby declare under penalty of perjury that I have examined this report, including all schedules, and the content is true, correct and complete and I am authorized to sign.

Signature of Authorized Agent	First Last Printed Name	Treasurer Title	7/2/2020 Date
-------------------------------	----------------------------	--------------------	------------------

Treasurer or authorized officer should complete this section: sign, print name, title, date

7/7/2020



MAIL TO:
Registry of Charitable Trusts
P.O. Box 903447
Sacramento, CA 94203-4470

STREET ADDRESS:
1300 I Street
Sacramento, CA 95814
(916) 210-6400

WEBSITE ADDRESS:
www.oag.ca.gov/charities

ANNUAL REGISTRATION RENEWAL FEE REPORT TO ATTORNEY GENERAL OF CALIFORNIA

Sections 12586 and 12587, California Government Code
11 Cal. Code Regs. sections 301-306, 309, 311, and 312

Failure to submit this report annually no later than four months and fifteen days after the end of the organization's accounting period may result in the loss of tax exemption and the assessment of a minimum tax of \$800, plus interest, and/or fines or filing penalties. Revenue & Taxation Code section 23703; Government Code section 12586.1. IRS extensions will be honored.

(For Registry Use Only)

John J. Smith Elementary PTA ← Enter PTA name as shown on your bylaws

Name of Organization

← Enter prior legal name(s), if any

List all DBAs and names the organization uses or has used

1234 Any Street

← Enter school's physical address

Address (Number and Street)

My Town, CA 90000

← Enter school's city, state & zip

City or Town, State, and ZIP Code

123-456-7890

myemail@gmail.com

Telephone Number

E-mail Address

Check if:

☐ Change of address

☐ Amended report

Enter Charitable
Trust Number

State Charity Registration Number CT0123456

Corporation or Organization No. 1234567 ← Enter FTB number

Federal Employer ID No. 12-3456789

Enter Federal Employer
Identification Number,
also known as FEIN or EIN

Include Renewal Fee,
if applicable.

ANNUAL REGISTRATION RENEWAL FEE SCHEDULE (11 Cal. Code Regs. sections 301-307, 311, and 312) Make Check Payable to Department of Justice

Gross Annual Revenue	Fee	Gross Annual Revenue	Fee	Gross Annual Revenue	Fee
Less than \$25,000	0	Between \$100,001 and \$250,000	\$50	Between \$1,000,001 and \$10 million	\$150
Between \$25,000 and \$100,000	\$25	Between \$250,001 and \$500,000	\$100	Between \$10,000,001 and \$50 million	\$225
		Between \$500,001 and \$1,000,000	\$150	Over \$50 million	\$300

If 990N filed, total revenue from Form CT-TR-1 or from IRS Form 990, line 12 or 990EZ, line 9.

Enter amount of noncash contributions or 0.
Examples include: gift basket for your auction or cases of water for an event.

Net assets or fund balances
at fiscal year end.

For your most recent full accounting period (beginning 7 / 1 / 2019 ending 6 / 30 / 2020) list:

Gross Annual Revenue \$ 26405

Noncash Contributions \$ 0

Total Assets \$ 8452

Leave blank if IRS 990N
filed. See instructions if
990 or 990EZ filed.

Program Expenses \$

Total Expenses \$

24322

If IRS 990N filed, total expenses
from Form CT-TR-1. See
instructions if 990 or 990EZ filed.

PART B - STATEMENTS REGARDING ORGANIZATION DURING THE PERIOD OF THIS REPORT

Note: → All questions must be answered. If you answer "yes" to any of the questions below, you must attach a separate page providing an explanation and details for each "yes" response. Please review RRF-1 instructions for information required.

	Yes	No
1. During this reporting period, were there any contracts, loans, leases or other financial transactions between the organization and any officer, director or trustee thereof, either directly or with an entity in which any such officer, director or trustee had any financial interest?		✓
2. During this reporting period, was there any theft, embezzlement, diversion or misuse of the organization's charitable property or funds? If the PTA suffered a theft or mismanagement and a police report was filed, mark "Yes"		✓
3. During this reporting period, were any organization funds used to pay any penalty, fine or judgment?		✓
4. During this reporting period, were the services of a commercial fundraiser, fundraising counsel for charitable purposes, or commercial coventurer used? If the PTA used a person or company to run a fundraiser(s) on their behalf and paid them a flat fee or a percentage of the donations, mark "Yes"		✓
5. During this reporting period, did the organization receive any governmental funding?		✓
6. During this reporting period, did the organization hold a raffle for charitable purposes? If you marked "Yes", make sure your Raffle Registration & Raffle Reporting are current		✓
7. Does the organization conduct a vehicle donation program?		✓
8. Did the organization conduct an independent audit and prepare audited financial statements in accordance with generally accepted accounting principles for this reporting period? Audits conducted by a PTA auditor are not GAAP audits. Most PTAs should mark "No"		✓
9. At the end of this reporting period, did the organization hold restricted net assets, while reporting negative unrestricted net assets?		✓

I declare under penalty of perjury that I have examined this report, including accompanying documents, and to the best of my knowledge and belief, the content is true, correct and complete, and I am authorized to sign.

Signature of Authorized Agent

First Last
Printed Name

Treasurer
Title

7/2/2020
Date

Treasurer or authorized officer should complete
this section: sign, print name, title, date

7/2/2020



Annual Historian Report

Annual Historian Reports are due to Council in March. Why do PTAs submit reports? California State PTA requires filing of this report as stated in PTA bylaws. Information on volunteer hours is used for audits, advocacy and grant applications. Please complete, keep a copy for your records and email to historian@coronanorcocouncilpta.com.



Corona – Norco PTA Council Monthly Volunteer Hours

Today's Date: _____

Unit Name: _____

Unit President/Historian Name: _____

Unit President/Historian Phone #: _____

Total Volunteer Hours: _____

For Month(s) of: _____

Note: Units please make a copy for your records.

Corona-Norco PTA Council Historian
Historian@coronanorcocouncilpta.com

PTA UNIT – ANNUAL HISTORIAN REPORT FORM

Reporting Period – July 1 to June 30 _____

Instructions:

- Complete this form and file it in your Historian's procedure book
- Make 2 copies of your completed form:
 - Give 1 copy to your unit secretary to file with the minutes
 - Send 1 copy - through channels - to your PTA council/district. Check your council/district due date.

Why do PTAs submit reports?

California State PTA requires filing of this report as stated in PTA bylaws. Information on volunteer hours is used for audits, advocacy and grant applications.

Tips – Reporting Volunteer Hours:

- Total your unit's volunteer hours projected to June 30
- Remember to include time spent by your members involved in:
 - PTA activities benefiting children
 - Unit, council, district, state and National PTA programs, projects and training
 - PTA-related meetings as well as travel, phone, email and paperwork time

UNIT INFORMATION (*Please Print*)

PTA/ PTSA Name: _____

☐ Preschool ☐ Elementary School ☐ Jr./ Middle School ☐ High School ☐ Other

District PTA Number/ Name: _____ State PTA Identification #: _____
See bylaws or mailing labels from State PTA for ID number

Report Completed by: ☐ Historian ☐ President ☐ Other

Name: _____

Street Address: _____

City/ Zip: _____

Phone #: _____ Email: _____

President's Name: _____

President's Signature: _____

DATE: _____ TOTAL VOLUNTEER HOURS REPORTED = _____

Nominating Committee and Elections

Below, you'll find helpful information on election procedures including the selection of your Nominating Committee. Every unit must host an election in the spring at your Association Meeting according to your bylaws. **If elections are NOT held your unit will NOT have a legal PTA board in place to start operating on July 1st.** If that happens your unit may not conduct any business until an election is held and hosted by Corona-Norco Council of PTAs. It is very important your unit follows the election procedures outlined by California State PTA. Most of you are newly elected presidents meaning this is your first term. Unit bylaws state a unit officer can serve no more than two consecutive terms. This means if you are interested in serving again next year, you will need to be elected again in the spring. If you need help please reach out to me or your assigned liaison.

The purpose of the Nominating Committee is to recognize and seek qualified nominees for the elected leadership of the PTA. The members of the committee, therefore, have a tremendous influence on the future of the PTA and should be selected carefully.


The Nominating Committee is the only PTA committee that is not appointed by the President. This committee is elected by the membership at least two months prior to the election of officers. Determining when to elect the committee and how many people to elect is outlined in your unit bylaws. Don't forget to elect alternates, in the event an elected committee member cannot attend a meeting. Most units should be electing the Nominating Committee no later than January for the election of officers in March or early April.

The committee needs a balance of newer and more experienced PTA members, all of whom should be knowledgeable about PTA and who are:

- Aware of qualified potential nominees
- Familiar with the eligibility requirements and the qualifications necessary for the offices to be filled
- Willing and able to devote adequate time to the responsibilities involved and maintain confidentiality.
- Don't overlook student and teacher members.

The election of the Nominating Committee should not be a popularity contest based on willingness to serve nor should it consist solely of the PTA Executive Board. The PTA President never serves on the committee, and the Parliamentarian serves only when elected to serve. The Principal may be elected to the committee. If they are not, they are encouraged (and should) at least serve as an advisor to the group. No person may serve on the committee for two consecutive years. Be sure to elect your Nominating Committee wisely!

Information on procedures and resources can be found at <https://capta.org/pta-leaders/run-your-pta/nominations-and-elections/>. It lists who is eligible to be elected to your Nominating Committee and answers many frequently asked questions.



Below is a sample timeline to help guide you through the election process. Once your nominating committee is created they will slate their proposed officer nominees for your unit's elections. Planning this can include: sending out an interest letter (google form through school email with help of your administrator)/posting on social media, compiling a list of interested parties, interviewing the candidates, creating the nominating report, posting the report and presenting the report at your election Association Meeting.

Sample Timeline - Please refer to your unit bylaws for your spring election dates and adjust accordingly.

1. Put out an interest letter/email/post looking for Nominating Committee members.
2. Host an election of the nominating committee at your December Association Meeting:
Your Nominating Committee must be elected by your association. Call for a motion to elect your Nominating Committee.
3. January: Once elected, your Nominating Committee may meet up and discuss their plan of action.
4. January/February: Have your Nominating Committee send out the interest letter or Google form to your school community. If you're an intermediate/high school don't forget to reach out to your feeder schools.
5. February/March: Your Nominating Committee will be interviewing candidates and compiling the official nominating report or slate.
6. ***The Nominating Committee needs to post their report 30 days prior to your spring election Association Meeting. You can post the report on the front office window, email it with the help of your administrator to your school community or post it on social media but make sure the notice is available or sent to ALL association members.
7. Spring Election Association Meeting: Have the Nominating Committee present their report to your association and proceed by carrying out the election procedures.
8. Please upload your new board elect information into myPTEZ by the second week of April per California State PTA.

NOMINATING COMMITTEE CHECKLIST

- ☐ **Elect nominating committee at association meeting**
 - ☐ Must be at least 60 days prior to annual election meeting
 - ☐ Check number of members and alternates as listed in bylaws
 - ☐ Verify eligibility of committee member nominees
 - ☐ Verify PTA membership
 - ☐ Check service on previous nominating committee
- ☐ **Schedule committee meeting**
 - ☐ Parliamentarian arranges date
 - ☐ Principal included as advisor, if not elected
 - ☐ Alternate(s) called if elected member unable to attend first meeting
- ☐ **Committee meets**
 - ☐ Parliamentarian gives instructions (stays only if an elected member)
 - ☐ Elect committee chairman
 - ☐ Review officer positions and duties (Bylaws and Standing Rules)
 - ☐ Prepare slate
 - ☐ Each nominee must be a PTA member (membership list)
 - ☐ Each nominee must be enthusiastic and supportive of PTA
 - ☐ Each nominee should have knowledge of the organization and its role in the school and in the community
 - ☐ Each nominee should be willing to give PTA a satisfactory level of priority and commitment, including attendance at meetings
 - ☐ Each nominee should be able to work well with people
 - ☐ Call potential nominees
 - ☐ Include clear indication of responsibilities of the position
 - ☐ Include any expected representation at council or district meetings
 - ☐ Do not try to persuade a reluctant individual
 - ☐ Do not try to “fill the board” = just to have names in place
 - ☐ Schedule follow-up meeting if needed
 - ☐ Remind everyone that all discussions are confidential
 - ☐ Committee members sign slate
- ☐ **Membership notified of nominees in writing at least 30 days prior to election meeting**



REPORT OF THE NOMINATING COMMITTEE

Name of PTA: _____

Date: _____

The nominating committee met on _____ to consider all eligible candidates for the _____ term of office. On behalf of the nominating committee, I present the following slate of officers for the association's consideration:

Position

Name

Signatures of Nominating Committee:

The report of the nominating committee is submitted to the membership in writing at least 28 days prior to the election and reported at the election meeting. The report of the nominating committee must be entered into the minutes of the association.

Help! Someone resigned, what do we do? Post-Election Vacancies and Appointed Positions

Someone resigned: First, don't panic, it happens quite often. Follow these steps to help you fill the vacant position.

1. Your bylaws will dictate which officer calls the meeting (Executive Vice President, 1st Vice President or other officer). Present the resignation to the board. The board should move to accept the resignation.
2. Post the notice of the vacant position to your association.
3. Present the interested candidates to your board. Then your board will "Elect" the new officer by making a motion. You do not need to call an Association Meeting.
4. Update the new board information into myPTEZ and contact president@coronanorcocouncilpta.com.

Post-annual election vacancy: Post-annual election meeting, vacancies in the **elected** offices of the executive board (as defined in Article V, Section 2) are filled by the executive board (or executive board-elect, depending on when the vacancy occurs.). For example, there is currently a vacancy in the position of treasurer for the upcoming year. The board-elect would convene (meeting quorum, as is needed for any vote to occur) to elect to the vacant position, provided there is a candidate. **This is not an appointment, it is an election and the verbiage must reflect that.** This is articulated in Article V of the unit bylaws.

Further, for any vacancy in elected offices occurring after the board-elect takes office (becoming the current board) the board would follow the same process regardless of how many times the position becomes vacant throughout the course of the year. **The process would always proceed as defined in the unit bylaws.** The only time post-annual meeting the electing to a vacant elected office would require presentation to the association would be if the executive board with the authority to elect could not make a quorum.

Appointed Positions: Appointed positions are filled by appointment of the president, *subject to ratification of the executive board*. This means that all appointments must be ratified in order to be legally binding.



Vendor Requirements

A vendor must fill out a hold harmless form and have the specific quote California State PTA needs on their insurance - see vendor instructions. There is a list of approved vendors from California State PTA however, there are very few vendors from our area. If you have a vendor that wants to be on that list they need to contact AIM Insurance directly to be added. See attached vendor requirements for instructions.

CAPTA@aim-companies.com

Contractor/Vendor Requirements

A vendor is a person or company who provides a service or sells goods such as:

- Bus Company, Food Truck
- Book Fair, Fundraising Company, Instructors
- Inflatable Company, Assembly Act
- DJ, Caterer, Food Purveyor, etc.

Insurance Requirements:

- a) Workers' Compensation Insurance: Required if vendors have employees engaged in the performance of work under the agreement.
- b) Comprehensive General Liability: Required \$1,000,000 Combined Single Limit. This policy shall cover, among other risks, the contractual liability assumed by vendor/concessionaire/service provider under the indemnification provision set for in the agreement, and includes Bodily Injury, Property Damage, Personal Injury and Products Liability if applicable
- c) Automobile Liability Insurance: Required only if you are providing transportation (e.g., limousine or bus service) at a PTA event. \$5,000,000 limit required. \$1,500,000 for limousines with 15 or less passengers. Limousines must be school bus certified if over 10 students per AB830. Other autos at \$1M (including Food Trucks).

The vendor must meet the above insurance requirements and provide the following three items:

1. **Certificate of Insurance** naming California State PTA as the certificate holder and additional insured with the following language:
California Congress of Parents, Teachers, and Students, Inc. (California State PTA), including all unit, council and district PTAs and all their officers, directors, members and volunteers.
2. **Additional Insured Endorsement** CG 20 26 07 04 (can be a blanket form)
3. **Hold Harmless Agreement** - Completed and signed by the vendor (attached)

Instructions:

1. Provide the vendor with the complete section of requirements above.
2. Items 1, 2 and 3 above must be completed and obtained prior to the date of the event and kept on file at your location.
3. The PTA is responsible for collecting and confirming the special wording is accurate on the Certificate of Insurance.
4. Your vendor contract needs to be in the name of your PTA, not your school or an individual.

The PTA is not allowed to sign a Hold Harmless or Indemnity Agreement without prior review and consent from the PTA Insurance Broker.

Your vendor might already be approved. You can confirm by contacting AIM and requesting the "Approved Vendor List."

The California State PTA insurance does not cover vendors/concessionaires/service providers. Consequently, all vendors/concessionaires/service providers are required to provide Evidence of Insurance to each PTA unless annual Evidence of Insurance has been filed with the California State PTA Insurance Broker.

HOLD HARMLESS AGREEMENT

FOR PTA FUND RAISING VENDORS/CONCESSIONAIRES/SERVICE PROVIDERS

Insurance Requirements:

- (a) Workers' Compensation Insurance: Required if you have employees engaged in the performance of work under the agreement.
- (b) Comprehensive General Liability: Required \$1,000,000 Combined Single Limit. This policy shall cover, among other risks, the contractual liability assumed by vendor/concessionaire/service provider under the indemnification provision set for in the agreement, and includes Bodily Injury, Property Damage, Personal Injury and Products Liability if applicable.
- (c) Automobile Liability Insurance: Required only if you are providing transportation (e.g., limousine or bus service) at a PTA event. \$5,000,000 limit required. \$1,500,000 for Limo's with 15 or less passengers. Limousines must be school bus certified if over 10 students per AB830. Other Autos at \$1M (including Food Trucks).

If you (vendor/concessionaire/service provider) fall under (b) or (c), a Certificate of Insurance showing policy limits and an endorsement to the policy **MUST** be submitted with your contract.

Endorsement containing the following language MUST be added to the above policies (b) and (c) as an Additional Insured:

The California Congress of Parents, Teachers, and Students, Inc. (California State PTA), including all unit, council and district PTAs and all their officers, directors, members and volunteers.

The insurance afforded by this policy shall be primary insurance to any other valid and collectible insurance available to PTA and

(Name of vendor/concessionaire/service provider)

I/We _____
(vendor/concessionaire/ service provider) agree(s) to defend and to indemnify and hold harmless, the California Congress of Parents, Teachers, and Students, Inc. (California State PTA), including all unit, council and district PTAs and all of their officers, directors, members and volunteers with respect to my/our liability for "bodily injury," "property damage" or "personal and advertising injury" to the extent caused by my/our acts or omissions or for the acts or omissions of those acting on my/our behalf:

- A. In the performance of my/our ongoing operations; or
- B. In the sale or distribution of my/our products; or
- C. In connection with my/our premises rented to you.

Unless caused by the negligence of the California State PTA, unit, council or district PTAs.

NOTE: The terms and conditions of this agreement shall apply with respect to Vendor's/Concessionaire's/Service Provider's operations for any unit, council, district or State PTA in California.

PRINT NAME OF ENTITY: _____

DATE: _____ SIGNED: _____
(Vendor/Concessionaire/Service Provider)

PRINT NAME: _____ TITLE: _____

Vendor: If you wish to be included as an approved vendor on the PTA Insurance website contact our broker at (214) 360-0801 or email at CAPTA@aim-companies.com.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Producer Name Address Phone Number	CONTACT NAME: Vendor's Agent	
	PHONE (A/C, No, Ext): 555-555-5555	FAX (A/C, No):
	E-MAIL ADDRESS:	
	PRODUCER CUSTOMER ID #:	
INSURED Vendors Name & Address SAMPLE FOR VENDOR'S INSURANCE AGENT	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Insurance Company	NAIC # 9999
	INSURER B : Insurance Company	9999
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	<input checked="" type="checkbox"/>		Policy Number	dates must be current at event		EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$50,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$1,000,000 PRODUCTS - COMP/OP AGG \$1,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			Policy Number	dates must be current at event		COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y / <input checked="" type="checkbox"/> N	N/A	Policy Number	dates must be current at event	<input checked="" type="checkbox"/>	WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
				Work Comp. only needed if vendor has employees working at event			

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

California State PTA, all units, councils and districts of the California State PTA and all of their officers, directors, members and Volunteers are named as Additional Insured per the attached Additional Insured endorsement.

CERTIFICATE HOLDER

CANCELLATION 10 Days for Non-Payment

California State PTA c/o AIM Association Insurance Management 8144 Walnut Hill Ln. Ste 900 Dallas, TX 75231 *****Or***** Unit's Address - for Specific Event	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Signature

POLICY NUMBER: policy # here

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
<p>Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.</p> <p>California State PTA, all units, councils and districts of the California State PTA and all of their officers, directors, members and volunteers.</p>
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.



How to Report an Insurance Claim

Follow the attached instructions from AIM Insurance. The Incident Report Form must be completed for every incident and accident that occurs at the time of occurrence. A copy must be kept on file by your organization and additional copies should be sent to your 23rd District PTA president and California State PTA at insurance@capta.org. Please copy the CNCPTA (president@coronanorcocouncilpta.com) on the email also. If a very serious incident/accident is being reported, you may also want to call the California State PTA Insurance Broker - AIM.

1. 23rd District PTA President president23@23rddistrict.org
2. Corona Norco Council President president@coronanorcocouncilpta.com
3. California State PTA insurance@capta.org
4. California State PTA AIM Broker # 1-800-876-4044

Comingling of Funds - Can PTA Hold or Deposit Money for the School?

Can a PTA act as a passthrough for a school-wide fundraiser using the PTA bank account or PTA collection system already set up?

Answer: NO

This specific option is not legally viable. To clarify, as a 501(c)3 nonprofit public charity, the PTA may not legally act as a passthrough for any organization, group, or utility. The PTA may only take possession of and account for those funds over which it has control. Attempting to use the PTA in this fashion is illegal, and is legally similar to money laundering. In the same fashion, PTA funds MUST be deposited in the PTA account only.

The PTA is a separate non-profit public charity that exists to benefit the students of the school; it is not owned by or overseen by the school, but operates in parallel with the school to collaborate on what will best benefit the students

A PTA fundraiser must be approved by the PTA association. PTA fundraisers raise money for PTA association approved programs. Any money raised from the PTA fundraiser is PTA money and the PTA association has complete control over where the money goes.

Debit and Credit Cards

 toolkit.capta.org/finance/banking/debit-and-credit-cards/

Bank debit cards may be used for purchases when the **pre-approval** expense authorization process is followed. **Only elected officers designated as check-signers in the unit, council, or district bylaws may have or use debit cards issued by the banking institution. Only debit cards issued by the banking institution may be used (no store-issued debit cards, etc.).**

Debit cards may be used for pre-approved expenditures **only**, and cannot be used for cash withdrawals of any kind (including pre-approved advances or cash back from approved expenditures) to ensure the two-signature rule is still observed and adhered to. Cash withdrawals over the counter or via debit card use raise red flags for financial reviewers and are a sign of potential financial mismanagement.

Unit and council PTA credit cards are NOT allowed for any reason.

Use of a PTA debit card must be tightly controlled by the PTA:

- Cards are issued to elected and authorized signers on the bank account **only** and must include the name of the PTA (appointed members of the board may not be added to the bank account and may not be issued or use debit cards).
- Direct cash transactions (ATM, cash back, etc.) are prohibited.
- The intended expense must be authorized **prior to** the use of the debit card, and the actual intention to use the debit card for the expense **must be included in the motion** for the expenditure (E.g.: *“Susie Smith moves to approve the purchase of three Convention registrations at \$249 each, for a total of \$747, **to be purchased using the Sunshine PTA debit card.**”*). The motion must be recorded in the minutes.
- An “Authorization for Payment via Electronic Services” form signed by two authorized check signers (as per the bylaws) must be submitted to the treasurer with documentation (receipts) for the debit transaction.
- All debit card transactions must be accounted for and reported in the monthly treasurer’s reports.
- The monthly bank statement review must be completed to ensure that no unauthorized transactions are processed against the PTA’s bank account with the debit card. The monthly bank statement review is required by the California State PTA insurance provider.
- Only elected officers designated as signers (as indicated in the unit bylaws) may be issued or use debit cards.

- A change in authorized signers on the checking account (e.g.: transition of officers for a new term, or the resignation and replacement of a financial officer) requires a change in authorized signers for debit cards with the banking institution and a financial review. **This also applies when fraud or misuse of the card has been discovered.**
- At the end of the term, debit cards must be returned to the treasurer, access to the account removed, and the cards must be destroyed.
- **If the card is lost or stolen**, the debit card must be cancelled and a financial review of the account must be completed to identify any unauthorized transactions.
- When using a debit card for expense transactions, make sure that the bank account has sufficient funds to cover the expense. Overdraft protection is suggested for bank accounts.

The above regulations must be added to the unit, council, or district's standing rules if a PTA chooses to use a debit card.

It is best practice to have an account used only for electronic deposits and bill payments that is separate from the main PTA checking account where most of the organization's funds are held. Issue debit cards against the secondary account. An "Authorization to Transfer Funds Between Accounts" form must be used to transfer funds between the electronic/Internet account and the general checking account to cover the cost of pre-approved debit card expenses. Any electronic transaction account established requires a separate financial review.

Cyber Liability Insurance Coverage is recommended to protect against possible losses due to the use of a debit card, Electronic Funds Transfer, Automated Clearing House, or Bank Bill Pay Services.

If the unit, council and district membership **does not allow** the use of a debit card, but the banking institution requires a card to be issued to make deposits, the treasurer must verify with the banking institution that any cards issued are designated as "**deposit only**".

Some banks automatically send bank cards to the homes of all check signers. If the units, councils or district's membership **does not allow** the use of a debit card, and debit cards are sent in error, the treasurer must collect the bank cards, return the cards to the bank, ask that the cards be removed from the PTA account, flagged, and destroyed. Verify that all cards have been accounted for.

Gift Card Policy

The IRS has specific rules and regulations about how you can show appreciation using charitable funds.

- Gifts for specific occasions such as staff or volunteer appreciation are acceptable as long as they are “insignificant value” and are tied to a specific occasion. Gifts count against your hospitality budget. It must be an actual tangible good, not cash or a cash equivalent. Suggestions of inexpensive flowers, potted plants, or candy are the most common. Branded merchandise such as a PTA mug or basic t-shirt would also fall into this category.
- An appreciation luncheon is considered acceptable hospitality by the IRS. PTA rules exclude alcohol from any hospitality coverage. The total hospitality line items of your entire budget should be less than 5% of your expenses for the year. You must be directly providing the hospitality. You cannot purchase gift cards/certificates for a restaurant and hand them out.
- Gift cards and gift certificates are considered a cash equivalent by the IRS and may not be purchased to be given to adults. They are considered taxable income and depending on the value of the card may have reporting requirements. In addition, many school districts have rules about teachers receiving gifts that have cash equivalents. You wouldn't hand someone \$50.00 in cash out of the PTA bank account, please don't hand them a \$50.00 gift card either.

Exceptions to the gift card rules:

- **Student prizes and awards.** The IRS does not consider a gift card for a student prize or award to be “income”. The card or certificate should be of low value and for a specific store, not a generic credit card company style card. Student recipients must be tracked for transparency.
- **Certificates for PTA merchandise.** This cost is directly absorbable by the PTA. You aren't giving away money, you are giving away a branded product which makes it a promotional item.
- **Donated cards.** Gift cards donated have to be used for the purpose for which they were donated. Donated gift cards are not PTA funds, but they are PTA assets. Donated gift cards must be documented and tracked appropriately; they are considered an in-kind donation and need to be tracked for tax purposes.

Adopted February 2024

Corona-Norco Council of PTA's

2820 Clark Avenue

Norco, CA 92860

www.coronanorcocouncilpta.com

Name of PTA/PTSA: _____

Street Address: _____

City, State, Zip: _____

School Phone # _____ CA State PTA ID# _____ National PTA ID# _____

EIN# _____

The PTA/PTSA Executive Board Members have:

- ☐ Read and understand the PTA Financial Policies and Procedures as outlined by CAPTA
- ☐ Are members of the PTA/PTSA's association
- ☐ Received, read and understood the Units Bylaws
- ☐ Completed both annual officer AND general finance training
- ☐ Have knowledge of PTA guidelines
- ☐ Have knowledge that their PTA/PTSA checks require two signatures AND will be voided if not cashed within 90 days
- ☐ Checks signers (according to your bylaws) have been updated and if needed removed for 2025 -2026 term
- ☐ Have read and adopted CA State PTA's Professional Governance Standard
- ☐ Red Flags regarding improper financial procedures will be reported to CNCPTA® immediately
- ☐ Understands that the PTA/PTSA are guests on their school campus and abide by school rules

The PTA/PTSA President understands and acknowledges the following compliance documents must be completed to attend the Annual CNCPTA Founders Day Luncheon:

- ☐ Year End Financial Review (01/31/2025 - 06/30/2025) due **INSERT**
- ☐ President, Secretary AND Treasurer entered into MyPTEZ by October 31, 2025.
- ☐ Unit must have 15 members either in TOTEM or any manual memberships collected dues turned into CNCPTA by October 31, 2025.
- ☐ Federal Tax, State Tax and Annual Charitable Trust Forms including fee (RRF-1/CTTR-1) due November 15, 2025.
- ☐ Pay Insurance Premium due November 2025.
- ☐ Complete Workers Comp Form due December 15, 2025.
- ☐ MID Year Financial Review (07/01/2025 - 12/31/2025) due **INSERT**

Corona-Norco Council of PTA's

2820 Clark Avenue

Norco, CA 92860

www.coronanorcocouncilpta.com

The PTA/PTSA President understands and acknowledges the following:

- ☐ Attendance is required at all CNCPTA executive board meetings AND CNCPTA association meetings. If the president is unable to attend they will send a voting delegate in their place to represent the unit.
- ☐ Unit documentation must be uploaded by the due date listed on the adopted Unit Documentation Form.
- ☐ To receive points towards CNCPTA's Outstanding Unit Award presented at Founders Day all reports and documents must be uploaded by the due date listed on the adopted Unit Documentation Form.

The Principal understands and acknowledges the following:

- ☐ The principal is a voting member of the PTA/PTSA's executive board.
- ☐ If the principal is unable to attend the unit's monthly executive board meeting they will send another admin as their voting representative.
- ☐ Are members of the PTA/PTSA's association
- ☐ Attendance is required at all CNCPTA association meetings. If the principal is unable to attend they will send an admin representative as their voting delegate
- ☐ Received, read and understood the Units Bylaws
- ☐ The principal can reach out to president@coronanorcocouncilpta.com or assigned Council Liaison at any time for help and/or guidance.

Name (Printed)	Position	Signature
	President	
	EVP (if applicable)	
	Treasurer	
	Secretary	
	Historian	
	Membership	
	Financial Reviewer (Auditor)	
	Parliamentarian	

Corona-Norco Council of PTA's
2820 Clark Avenue
Norco, CA 92860
www.coronanorcocouncilpta.com

Check your bylaws and verify the signers on your checking account. Have them sign below.

- Signers Name/Position: _____
- Signers Name/Position: _____
- Signers Name/Position: _____
- Bank Name: _____
- Bank Address: _____
- Bank Checking Number(s): _____ / _____ Savings: _____

This contract is between Corona-Norco Council and the _____ PTA/PTSA. On behalf of the PTA Unit as President, I acknowledge the information above. I also understand that if our unit has any questions or needs help, we can contact Corona- Norco Council PTA president@coronanorcocouncilpta.com and/or reach out to our assigned council liaison. Furthermore we are aware that if the compliance documents and reports are not turned in to Corona-Norco Council PTA by March 12, 2025, our unit will lose the opportunity to attend the Corona-Norco Council of PTAs Annual Founders Day Luncheon on Tuesday April 7, 2026 and will be invoiced by CNCPTA for our Principals attendance.

PTA/PTSA President Signature/Date

Principal Signature/Date

Council Representative Signature/Date

CNUSD Superintendent Signature/Date

Professional Governance Certificate

The California State PTA has adopted the professional governance standards. Every PTA is encouraged to adopt professional governance standards at the beginning of each term.

The California State PTA will issue a certificate to each PTA that adopts the professional governance standards.

Mission Statement of the California State PTA

The mission of the California State PTA is to positively impact the lives of all children and families by representing our members and empowering and supporting them with skills in advocacy, leadership, and communications.

California State PTA Board of Managers, July 2007

Purposes of PTA

To promote the welfare of children and youth in home, school, community, and place of worship.

To raise the standards of home life.

To secure adequate laws for the care and protection of children and youth.

To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.

To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.



Professional Governance Standards

The California State PTA would like to recognize your PTA for its work. Please notify the California State PTA that your PTA has adopted the Professional Governance Standards. A certificate will be mailed to the PTA president and a letter of acknowledgement will be sent to your administrator.

Name of PTA _____

Name of Principal _____

Name of PTA President _____

Mailing Address _____

Email Address _____

Date Adopted _____

Council _____

District _____

Print Name _____

PTA President Signature _____

Mail to: California State PTA, 2327 L Street, Sacramento, CA 95816-5014
916.440.1985 • FAX 916.440.1986 • www.capta.org • info@capta.org

Professional Governance Standards

The bylaws and standing rules for each PTA provide a framework for the organization. In order to operate effectively using this framework, PTA executive boards and individual board members will benefit from adherence to professional standards of governance.

Professional governance standards specify principles involved in governing responsibly and effectively and were developed to support PTA boards in their efforts to enhance their membership's and the community's understanding about the responsibilities of the PTA board.

The PTA Executive Board

The members of the PTA executive board work together as a governance team which assumes collective responsibility for building unity and creating a positive climate during term of office. To operate effectively, the executive board:

- Develops a unity of purpose by involving parents/guardians, students, staff and community
- Communicates a common vision
- Operates with trust and integrity
- Remains responsive to input from the school community
- Governs in a professional manner, treating everyone with civility and respect
- Fulfills requirements set within bylaws and standing rules

The Individual Board Member

A PTA board member is a person elected or appointed to serve on a PTA executive board. Individual board members bring unique skills, values and beliefs to the PTA board and in order to function effectively, individual board members must work together for the association. To be effective, an individual board member:

- Recognizes and respects differences of perspective and style among the individual board members
- Acts with dignity and understands the implications of demeanor and behavior
- Honors the confidentiality of board discussions
- Is open to new ideas and suggestions
- Is familiar with the bylaws in respect to the individual position as well as the organization as a whole
- Understands that authority rests with the board as a whole and not with individuals
- Understands that the basis for all authority rests with the membership

- Participates in opportunities for training
- Commits the time and energy necessary to be an informed and effective leader
- Assists those with less experience
- Understands the distinctions between PTA and the school staff and refrains from performing functions that are the responsibility of the school district
- Values, supports and advocates for public education
- Represents the PTA only when authorized to do so

"With strong leadership, PTA will have the competent, committed people necessary to be effective advocates for children and youth."

California State PTA Toolkit

- Takes collective responsibility for the board's performance
- Proposes for adoption by the membership a fiscally responsible budget based on the organization's vision and goals
- Monitors the fiscal health of the association regularly
- Ensures that safe and appropriate activities are provided to implement the goals
- Provides community leadership on issues that affect children and youth
- Works collaboratively with other groups and agencies that share the same concerns on issues that affect children and youth
- Encourages individual board members to attend available training opportunities
- Serves as a communication link between the home, school and community
- Evaluates the activities and direction of the board on a regular basis

Duties of all Officers and Chairmen

The responsibilities of Officers and Chairmen is to ensure a successful term of office. Certain responsibilities begin as soon as officers are elected. Responsibilities of Chairmen begin when appointed by the President. The Standing Rules in the Bylaws define the Standing Committees – committees which operate all year long. Chairmen of Standing Committees count toward quorum at Executive Board meetings.

All board members and chairmen are expected to:

- Accept office or position only when willing to fulfill the responsibilities of the office
- Uphold the policies and procedures of the State and National PTA
- **Study and follow unit Bylaws and standing rules**
- **Attend and participate in meetings**
- **Study the budget and financial reports**
- **Read the minutes for accuracy**
- **Be ready to report at meetings or prepare a written report**
- Abide by the will of the majority
- Respect the privacy of the business of the Executive Board
- Protect members' privacy by allowing no distribution of membership lists to outside interests
- Meet due dates and fulfill assignments promptly
- **Give accurate and detailed account of all monies entrusted to them**
- Delegate instead of doing everything
- Develop and strengthen leadership
- Attend conferences, workshops and conventions
- Maintain a procedure book to pass on to one's successor
- Resign if unable to perform the required duties of the office.

The California State PTA does not recognize co-officers. "Co-officer" implies two people of equal rank sharing one position. In PTA, only one name may be listed for each office, and only one individual may vote. Bylaws may be amended to include additional officers to share the workload.

Executive Board Duties

- Attend all meetings
- Understand the PTA organization
- Protect assets of the Association
- Transact business as directed by the Association and business between Association meetings
- Pay bills
- Create committees
- Fill vacancies in the Executive Board by election during an Executive Board Meeting
- Present reports to the Association
- Understand and question financial reports at Executive Board and Association meetings

Every officer should know...

How to Run a PTA Meeting

Call the meeting—a technical term for announcing the meeting.

- Most meetings must be called 10 days in advance.
- The Association meeting for Elections and Adoptions of Bylaws must be called 28 days in advance.
- For an Executive Board meeting, the president can call, text, or email all the Executive Board Members to announce the meeting.
- For a General Association Meeting, the President should use all social media to announce the meeting: Website, email, fliers' home with students, robocalls from the school on behalf of the PTA.
- Even though the meeting is announced in advance, send reminders closer to the day of the meeting.

Make an Agenda.

- Every meeting must have an agenda. Agendas are simple, a list of things to discuss. All agendas have: Call to Order, Presentation of minutes, Presentation of Finance, Membership Report, and Adjournment.
- Audits are usually on the agenda twice a year.
- Elections are usually on the agenda twice a year (see page on "Election Time Already?")
- Budgets are on the agenda at the beginning of the year and whenever the budget is altered.

Start the meeting on time. Never cancel at the last minute.

- If the President cannot attend, the Vice President can run the meeting.
- If the Secretary cannot attend, the President appoints a Secretary Pro-Tempore (a secretary for that meeting).
- If the Treasurer cannot attend, the treasurer report can still be presented.
- Your Executive Board Members should be committed to attending the 10-12 Executive Board meetings a year.

Make sure the Secretary provides the minutes from the previous meeting.

- Executive Board meetings minutes are approved at Executive Board meetings.
- Association Meetings minutes are approved at Association meetings.

Make sure the Treasurer provides a *Financial Report* for the past month.

- Executive Board Financial Reports may run from the beginning to the end of the month, from mid-month or some other specified time depending on when your Executive Board Meetings take place.
- Executive Board Meeting Financial Reports run from the last meeting until the current meeting.

SAMPLE Agenda

[Legal name of PTA / *[Nombre legal de la PTA]*

[Address of Unit / *Dirección de la PTA*]

Executive Board Meeting – Agenda / *Junta del Concilio Ejecutivo - Agenda*
Date / *Fecha*

- | | | |
|---|--|------------------|
| I. | Call to Order / <i>Inicio</i> | [president name] |
| II. | Approval of Minutes/ <i>Aprobación de las acta</i> | [secretary name] |
| III. | Financial Report / <i>Informe financiero</i> | [treasurer name] |
| Ratification of Checks / <i>Ratificación de cheques escritos</i> | | |
| IV. | Budget / <i>Presupuesto</i> | [treasurer name] |
| V. | Audit / <i>Auditoría</i> | [auditor name] |
| VI. | President's Report / <i>Informe del Presidente</i> | [president name] |
| VII. | Principal's Report / <i>Informe del Director</i> | [principal name] |
| VIII. | Committee Reports / <i>Informes de los Comités</i> | |
| | 1. Membership / <i>Membresía</i> | |
| | 2. Committee 1 | |
| | 3. Committee 1 | |
| IX. | Unfinished Business / <i>Asuntos Inconclusos</i> | |
| X. | New Business / <i>Asuntos Nuevos</i> | |
| XI. | Adjourn / <i>Cierre</i> | |

Announcements/Anuncios:

Next Executive Board Meetings / *Próxima Junta Ejecutiva*

List next 2 meetings / *Escriba la fecha de las próximas dos juntas*

Next Association Meeting – [Wednesday, June 1, 2016]

Proxima Junta de Asociación General -- [miércoles de 1 junio, 2016]

List upcoming PTA events and their dates (example)

May 4-7, 2016 California State Convention

Monday, May 23, 2016 Council PTA Founders Day Meeting and Dinner

Saturday, June 4, 2016 Summer Leadership Conference