PTACHC Financial Training

1

Mission & Values of the PTA

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

Collaboration
Commitment
Honoring Diversity
Respect
Accountability

2

Structure of PTA

National PTA everychild.onevoice.
→ Free State PTA everychild.onevoice.
→ PTACHC Together We Make a Difference
→ Local PT(S)A

3

PTA is a Business

PTA is not a social club

PTA must be run as a business

PTA must comply with all local, state, and federal regulations

When it comes to the PTA finances, you must rule with your head and not your heart

Always remember: **IT'S NOT YOUR MONEY**

4

PT(S)As in Maryland

Operate on a Fiscal Year: July 1st – June 30th

Operate on a CASH Basis

Treasurer only counts funds that are actually received or spent between July 1st and June 30th

Outstanding or unpaid bills are counted in the next year, when they are paid

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Tax Exempt Organization

An exempt organization is:
- A trust, association, or corporation not organized for profit (i.e. Non-profit) that is described in the IRS Code as exempt from Federal Income Tax
- All PT(S)As exempt status is 501(c)(3)

Exempt status benefits
- Don't pay federal or state income tax
- Contributions are tax-deductible for donors

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Tax Exempt Organization vs Incorporation

Tax exempt status is federal. It is conferred by the IRS. Most of us are covered under a group exemption from DE PTA

Incorporation is granted by the state

The two things are separate

All PT(S)As are incorporated

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Jeopardizing Tax Exempt Status

Inurement/private benefit – prohibited and restricted

Lobbying – activities must be insubstantial

Political – absolutely prohibited

Unrelated Business Income

Failure to file necessary forms

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Unrelated Business Income

Could lose non-profit status and require PT(S)As to pay income tax if IRS determines that:

- Income is from a trade or business, regularly carried on, that is not substantially related to the charitable or educational purpose that is the basis for the exemption

Remember the 3 to 1 Rule – three non-fundraising projects for each fundraiser

Exceptions

- Carried out primarily for the benefits of its members
- At least 85% of the work of the activities is conducted by volunteers
- Activity consists of selling donated items

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Board Responsibilities

As an incorporated organization, board members of a non-profit corporation owe important duties to the organization they serve

These duties are imposed by the courts and by state and federal statutes

A break of these duties may lead to personal liability, loss of tax-exempt status, or both

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What is a Fiduciary?

A fiduciary is a being who holds something in trust for another

A PT(S)A board is charged with holding the well-being of the PT(S)A in trust for its members

A fiduciary's responsibilities or duties are both **ethical and legal**

The fiduciary – **the Board of Directors individually & collectively** – is expected to manage the assets for the benefit of the PT(S)A rather than for their own profit and cannot benefit personally from their management of assets

The entire **Board of Directors individually & collectively** is responsible for the actions of the PT(S)A!

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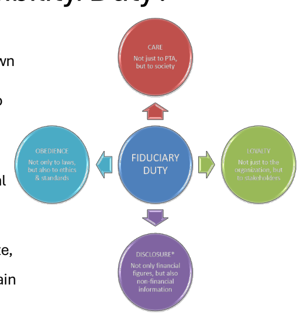
What is a Fiduciary Responsibility/Duty?

Each elected member of a nonprofit board has **three (3) LEGAL duties**, collectively known as their "**FIDUCIARY**" duty.

Duty of Care: to pay attention to the organization's activities and operations;

Duty of Loyalty: to put the interests of the organization before personal and professional interests;

Duty of Obedience: to comply with the applicable federal, state, and local laws; adhere to the organization's bylaws; and remain the guardians of the mission.



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Duty of Care

Attendance
- Directors must attend Board/General meetings
- Directors who do not attend meetings are bound by the actions taken at these meetings
- The act of failing to attend meetings may itself be deemed to be negligent behavior and should lead to removal from the board

Delegation vs Abdication
- A board must monitor those to whom it has delegated authority to make sure they are acting responsibly
- Delegation does not relieve a board of liability

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Duty of Loyalty

Board members commit allegiance to the organization

Acknowledge that the best interest of the organization must prevail over individual interests

Actions and decisions must promote the organization's purpose (mission) and well-being rather than any personal interest

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Duty of Obedience

Follow the organization's governing documents:
- Articles of Incorporation
- Bylaws
- Standing Rules or Procedures

Carry out the organization's mission

Ensure that funds are used lawfully and follow organization's ordinances

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Conflict of Interest, Ethics and Confidentiality Agreement

All PT(S)As are required to fill out FSPTA's Conflict of Interest, Ethics and Confidentiality Agreement found on pages 16 and 17 of the FSPTA Financial guide.

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Duties of the Treasurer

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What is a Treasurer?

Elected custodian in charge of all PT(S)A funds

Responsible for receiving and disbursing all monies as outlined in the PT(S)A bylaws

Maintains all fiscal records in an accurate and concise manner that allows others to follow what has been done

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When Taking Office

File new signature cards with the PT(S)A's bank

Verify insurance has been paid

Obtain all financial login information

Obtain the PT(S)A's permanent financial records

Only accept previous year's books if they've been reviewed by a review committee

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Treasurer's Permanent Files

IRS determination letter, incorporation paperwork, and bylaws

Previous budgets

Previous annual financial reports

Previous 990s and any IRS correspondence

Md. Charitable Solicitation Act forms

Personal Property returns/Annual reports

Financial reviews

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Record Retention

Permanently
- Articles of Incorporation
- Annual Financial Reviews
- Any IRS Documents
- Insurance Records
- Minutes

10 Years
- Budgets
- Financial Statements

7 Years
- Cash Receipts Records
- Canceled Checks
- Disbursement Requests
- Bank Statements

1 Year
- Deposit Slips
- Bank Reconciliations

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Duties – 1

Review bylaws relating to finances, dues, and Treasurer's duties

Review previous years' files and permanent records

Only use a membership approved budget

Properly receive, deposit, and disburse funds

Maintain accurate records

Retain all original receipts, bank statements, and cancelled checks (if your bank provides them)

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Duties – 2

Prepare/Present written reports for all meetings

Attend all meetings and serve on the Executive Committee and Board of Directors

Prepare the budget/Chair the budget committee

Work closely with all committees (especially Membership and Fundraising chairs)

Forward State and National Dues to Free State PTA

Pay PTACHC dues

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Duties – 3

Keep financial records organized and updated

Prepare and submit forms
- 990EZ or 990N
- IRS Form 1099NEC and 1096 (if needed)
- State Charitable Solicitation report
- State Sales and Use Tax forms (file $0)
- State Personal Property Report/Annual Report
- Insurance

Deliver all records to successor

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Reporting

Written reports should include:
- Period covered
- Balance on hand at beginning (must match prior period end balance)
- Itemized detail of amounts received and credited to the accounts
- Itemized detail of amounts disbursed by accounts
- Balance on hand at end of period
- Comparison of Actual to Budgeted amounts

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Financial Management

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Bookkeeping – 1

Simple

Consistent

Accurate

Reliable

Easily understood

Track receipts and disbursements by accounts
- Operational
- Organizational
- PT(S)A Objectives (Program Services)
- Fundraising

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Bookkeeping – 2

Reconciliation of bank accounts

- Bank statements – signed, dated, and reconciled immediately upon receipt from bank by treasurer
- PT(S)A President and non-check signer should always review the bank statement and sign and date
- Record any interest earned or bank service charges in the PT(S)A ledger
- Paper bank statements are always mailed to PT(S)A's school, not to a member's home
- Electronic bank statements are OK

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Receipts & Deposits – 1

Two people should always count cash and sign a Cash Verification/Receipt form

All checks should be endorsed immediately

All money should be deposited in bank daily

OK to use remote deposit for checks

Use an Income/Deposit form

Issue receipts/Thank You letters for donations

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Receipts & Deposits – 2

- Never place PT(S)A funds in a school safe
- Money is only deposited in the PT(S)A bank account
- Money should never be kept at any member's house

PT(S)As are **not** a pass-thru for the school or any other organization

For example: a student's house burns down and the PT(S)A is asked to collect money to pass to the student's family

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Disbursements – 1

No blank checks are ever issued or signed

Nothing is ever paid in cash

All authorized bills should be paid by check or e-banking using proper internal controls

Do NOT pay any bill or reimbursement without an original receipt or invoice

Use a Disbursement/Reimbursement form

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Disbursements – 2

Never write a check payable to "Cash"

Checks and e-checks must be signed by two authorized persons, one of whom must be the Treasurer

ACH/credit/debit payments must be approved in writing by two authorized persons, one of whom must be the Treasurer

Authorized signers may not be related or live in the same household

All disbursements should be promptly recorded in the PT(S)A ledger

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E-Commerce Policy - 1

A PTS(A)'s membership must vote to authorize any e-commerce options

The PT(S)A must include the authorization in their standing rules or adopt a separate policy

PT(S)As that are adopting this language as a separate policy should note that all standalone policies must be reviewed and adopted annually

33

E-Commerce Policy - 2

Recurring payments for PT(S)A expenses may be set up to be deducted directly from the PT(S)A bank account

At the first membership meeting of the year, a motion must be made to approve the recurring payments to the specific vendor(s)

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E-Commerce Policy - 3

Online & Point of Sale Payment Collection Systems

The PT(S)A membership must approve the use of an online and/or point of sale payment collection system

The payment collection system must be in the PT(S)A's name

The payment collection system's statements must be clear with detailed and accessible information on a real-time basis

The PT(S)A must have immediate access to know who has paid, the purpose of the payments, and the expected cash transfer amount

Associated fees are budgeted as an expense line item and are accounted for and reported in every financial report

The PT(S)A must check for these fees often to ensure that financial statements are accurate and that the fees are correct

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E-Commerce Policy -4

Reconciliations must occur on a monthly basis

Whether a manual or automatic transfer to the PT(S)A bank account occurs, transfers should occur at least monthly and proper documentation is required as with a traditional bank deposit

For daily deposits, a weekly summary of the deposits may be documented on a single receipt form. The receipt form should have the online transaction confirmation attached and does not need counters' signatures as you are reviewing a bulk deposit

The receipt form should include the amount of the deposit, which budget lines are impacted including the incurred fee budgeted expense

Alternatively, if fees are charged monthly, a funds receipt form should be used to provide documentation

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E-Commerce Policy - 5

The payment collection system must be Certified Compliant with the Payment Card Industry Data Security Standards (PCI DSS)

Card numbers are not to be written down for any reason. Only swiped transactions that are immediately authorized, via internet or phone access, are accepted. The PT(S)A does not swipe or store transactions for later settlement

In the case of electronic payment disputes, the PT(S)A should be familiar with the payment collection system's policies on challenging a disputed payment. Any challenge of payment must be responded to promptly and accurately

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E-Commerce Policy - 6

Only the PT(S)A Treasurer has access to issue a refund to the customer. Confirming a refund requires the same approvals and documentation as required for a funds receipt form

The authorized refund is recorded in the check register prior to withdrawal

If merchandise has not already been provided, goods and services are withheld until the dispute is cleared

If the dispute is not resolved favorably, the action is treated in the same manner as a non-sufficient funds check

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Credit/Debit Cards - 1

FSPTA allows a PT(S)A to have a Credit/Debit Card

Cards must only be issued to authorized signers on the bank account and must include the name of the PT(S)A.

- Each account should have the President, Treasurer, and a backup executive board member as signatories
- No two signatories may be related or live in the same household
- All signatories are **required** to sign a credit card policy agreement and a credit card use agreement

No cash transactions (ATM, cash back, etc.) are allowed

The cards are in the possession of the Treasurer and are used by members of the board via a checkout log for approved expenses only (approved budget items) and the log is kept with the Treasurer's records

39

Credit/Debit Cards - 2

Prior to the use of the credit or debit card, a Funds/Disbursement request form is completed and approved

Following the purchase, the receipt is given to the Treasurer and attached to the Funds/Disbursement request form

A change in signatory on the checking account requires a change in signer on the credit card, and a financial reconciliation shall be performed. This also applies when fraud or misuse of the card has been discovered

If the card is lost or stolen, the account must be reconciled to identify any unauthorized transactions

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Online Banking - 1

At least one person who is not on the bank account as a signatory should have view only privileges

The Treasurer should have full online banking privileges, the other signatories should have viewing and approving privileges only

It is required that automatic account activity notifications be sent when money is deducted from the bank account

If the bank allows, you should utilize an approval system that holds a charge until it is electronically approved by another signatory

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Online Banking - 2

Alternative for banks that do not have this electronic approval process:

Create a pre-approval process for charges (online, ACH, and credit/debit card) that shows that all signatories agree to an anticipated charge

Charges must be within budget

A form should be completed and signed verifying that all parties agree to the charge

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Free State PTA Credit Card Agreement

I, ____________________, understand that I am required to follow Free State PTA's credit card policy. If my credit card becomes lost or stolen, I will notify the proper authorities – including but not limited to Free State PTA's Board, bank and police, as soon as the problem has been identified. I will cooperate with the appropriate authorities to rectify the situation. I agree to keep the card secured at all times.

I agree to surrender the credit card within 7 days, to the current Treasurer or President, upon leaving office; and immediately, if being removed from office. I agree that any changes made during the traditional period while the card is still in my possession will be my sole responsibility (if charges were not previously approved in writing); unless there are allegations of fraud.

Name: ________________________________ Date: ________________

Signature: ______________________________ Position: ______________

____

Internal Use Only

Form Received by: _______________________ Date: ________________

Position: _______________

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Budgets

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"A PTA renders a greater service by working to secure adequate funding for programs that have a more enduring benefit than purchasing equipment for schools. PTAs should not contribute to the problem of inequities within a school district by excessive fundraising."

- National PTA 2008-2009 Money Matters

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Considerations

3 to 1 Rule – Three non-fundraising projects to each fundraiser

One well planned annual fundraising project may be all you need

Funds cannot be disbursed until the budget is approved

Budgets run for the entire fiscal year of July 1-June 30, there is no such thing as a "summer budget"

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Budget Process – 1

Who
- Developed by a budget committee, usually chaired by the Treasurer
- Includes other PT(S)A leaders
- Need knowledge of what has occurred in the past
- Need knowledge of future plans

When
- Should occur during the summer

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Budget Process – 2

Identify goals and objectives of the PT(S)A
- Determine if appropriate for PT(S)A
- List programs, projects, and activities

List operating and organizational Items

Analyze past activities

Determine revenue/expenses of each activity

Assure your budget balances
- Revenues must equal expenses for the year

Should budget a start up amount for the next year

You should not have $0 in your bank account at the end of the year!

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Budget Process – 3

Determine Possible Revenue Sources
- Membership Dues
- Donations
- Corporate Sponsorships
- Grants and Awards
- Advertising
- Fundraising
- Carryover Funds

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Budget Process – 4

Obtain Approval
- Reviewed and approved by the board of directors
- Presented to and ratified by the general membership at a general membership meeting

Amend When Necessary
- Not a brick wall
- Only an estimate of expenses and revenues
- Should be reviewed frequently
- Can only be amended by the general membership at a general membership meeting

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Recommended Expenses – 1

- Guest speakers
- Hospitality
- Insurance
- PT(S)A training
- Advocacy activity
- Parent workshops
- Volunteer appreciation
- Bank fees
- Postage and stationary
- Promotional items
- PT(S)A dues
- PT(S)A newsletter
- PT(S)A office equipment
- PT(S)A publications
- Copying

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Recommended Expenses – 2

- Scholarships
- Awards
- Committee expenses
- Cultural arts
- Family involvement
- Carryover funds
- Fundraising cost
- Memorials
- Needy student assistance
- Teacher appreciation
- PT(S)A/school related celebrations
- Communications

ARL and Homewood Center do not have their own PTAs and always appreciate support!

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PT(S)As May Not Cover HCPSS Responsibilities

- Basic school supplies
- Capital improvements
- Funding of school personnel
- Janitorial supplies
- School office equipment
- Playground equipment
- Presentation equipment
- Teacher development
- Technology
- Principals discretionary fund

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Gifts to School

Never write a check to the school for discretionary use

If possible, gift money directly to the school rather than purchasing the gift item(s) yourself

Monetary donations should utilize a grant process and gift letter (preferred method)

Always use a Hold Harmless Agreement when donating property directly to any school

Have the principal approve grant requests to ensure that they are aware of the need(s) and that the request is not funded in the school's budget

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Granting Money to HCPSS Staff

Donations cannot be given directly to HCPSS staff members as it could violate HCPSS policies 4010 (Donations) and 2070 (Ethics) as well as potentially violating IRS rules on inurement

If your PT(S)A wants to support staff by purchasing items that HCPSS doesn't supply either:

- Obtain a list from school staff of what they would like and then have the PT(S)A purchase the items and donate them to the school

OR

- Have your school administration provide the PT(S)A with a list of what they would like to purchase and the cost of the items and then grant that amount of money to the school to purchase the agreed upon items

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Reporting Donations to HCPSS

Any single donation of $500 or more must be approved by the Board of Education

It is the school's responsibility to obtain BoE approval

HCPSS would appreciate it if every PT(S)A would provide them with a list of donations made throughout the school year

Food for staff meal	$XXX
Tissues for classrooms	$XXX
TOTAL	$XXX

This should be sent to the Principal's secretary in June

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Funding Sources

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Membership

Determined according to bylaws

State, national, and PTACHC dues to be remitted by pre-determined dates

Family memberships are not recognized

You can sell something called a family membership only if it defines how many members it includes and you remit the appropriate state and national dues for each member

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Donations – 1

Contributions to PT(S)As are tax deductible

Quid Pro Quo

- Contributions over $75.00 with goods or services returned to donor require acknowledgment of allowable charitable deduction
- Contributions over $250.00 with no goods or services received require acknowledgment

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Donations – 2

Acknowledgment needs to include:

- PT(S)A name
- Amount or description of donation
- Date of donation
- Statement regarding goods and services
- Statement saying: A copy of the current financial statement of [name of charity] is available by writing [address where requests should be directed] or by calling (XXX) XXX-XXXX. Documents and information submitted under the Maryland Solicitations Act are also available, for the cost of postage and copies, from the Maryland Secretary of State, State House, Annapolis MD 21401, (410) 974-5534.

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Donations – 3

Donors claiming a monetary charitable contribution deduction of any amount cannot take the income tax deduction unless they have a canceled check, bank record, or acknowledgment

Benefits valued at less than $13.88/year need not be stated in the acknowledgment

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Corporate Sponsorships

Commercial concerns provide items (cash, products, know-how) in return for acknowledgment

- Limited to expression of thanks
- Listing of identifying information
- PT(S)A cannot make judgements of sponsor product
- PT(S)A cannot request patronage
- Endorsements are not appropriate

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Grants & Awards

Governmental

Commercial

National PTA

Howard County Arts Council

Horizon Foundation

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Advertising

IRS – The sale of advertising in a periodical containing editorial material of an exempt organization is unrelated business income

National PTA says paid advertising is acceptable if less than 10% of total space is devoted to ads

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Gaming

Raffles, bingo, casino nights, etc.

Consider carefully

Gambling is not charitable

Income is unrelated

May be regulated or prohibited by local and state authorities

Revenue and expense records must be maintained

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Examples of Fundraising

- Catalog Sales
- Festivals and carnivals
- Book fairs, street fairs, science fairs
- Athletic events and field days
- Dramatic productions and musical programs
- Fun nights, meals, parties, and socials
- Rummage, garage, and white elephant sales
- Sale of refreshments at school and PT(S)A events
- Arts and craft sales

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Practical Considerations – 1

- Does it adhere to the Mission and Purpose of PTA?
- Does it use or exploit children?
- Will it create goodwill for the PT(S)A?
- Is it a recreational, social, or educational activity that serves as a positive example for children and youth?
- Are there local, state, or federal laws that apply?
- Will it provide the revenue to help meet the PT(S)A goals?
- Did the committee submit a plan of work?
- Are special permits needed? e.g. Crowd Manager – one needed for groups of 50-250, one additional for each additional 250 people

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Practical Considerations – 2

- Is the liability of the PT(S)A protected?
- Did the president sign the contract?
- Are there enough volunteers?
- Have procedures been established to safeguard the handling of money and products?
- What are the costs of using a facility?
- How long is the event going to be held?
- Are fire laws and safety precautions strictly observed?
- Is it accessible to people with disabilities?
- Is it an infrequent or ongoing activity?

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Financial Review

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Financial Review vs Audit

- There is a difference between an Audit and a Financial Review
- An Audit is an extensive external process performed by a certified public accounting firm (CPA) for a fee
- A Financial Review is an internal process performed by the three (3) members of the Financial Review Committee
- The PT(S)A only needs to conduct one (1) of these options

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Purpose of Financial Review

To Certify the accuracy of the books and records

To Assure the membership that assets are being managed in a businesslike way

To Verify that the executive board has fulfilled its fiduciary responsibility

To Satisfy bylaw requirements

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When & Who

- A Financial Review needs to be conducted annually at the end of the fiscal year and when there is a change of treasurer or other authorized signature holder
- Any 3 PT(S)A members who didn't have signature authority for the financial records being reviewed
- Even if 1 of the members of the review committee is a CPA, you still need three committee members

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What Should Be Provided

- Copy of last review
- Checkbook and canceled checks
- Bank statements and deposit slips
- Treasurer's book or ledger
- The annual financial report
- Financial Review report
- All Financial reports
- Itemized statements and receipts
- Check requests
- Budget and amendments
- Copies of minutes
- Current bylaws
- Any other relevant information

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Financial Review Process

Determine the fiscal year

Establish the period the Financial Review will cover

Review receipts/income

Review disbursements/expenditures

Summary actions

Report

More info can be found on pages 68-76 of the FSPTA Financial Guide

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Process Detail Receipts/Income

The following should be reviewed concurrently to validate all receipt transactions:

- Bank Statements
- General Ledger/Checkbook/Ledger/Deposit Slips
- Receipt forms
- Any bank credits listed on the bank statements

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Process Detail Disbursement/Expenditures

The following should be reviewed concurrently to validate all disbursement transactions

- Bank Statements/Canceled Checks
- General Ledger/Checkbook ledger
- Disbursement requests with receipts
- Each bank charge listed on the bank statement

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Process Detail

The starting balance for the fiscal year should be verified from previous review

Verify outstanding checks have been cashed for the amount reported in the previous financial review

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Process Detail

The ending balance should be verified

Notations should be made of any checks that have not been cashed but are included in the financial review summary totals

The approved budget and any subsequent budget amendments should be verified

Treasurer's reports should be reviewed

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Process Detail

If all is in order, the auditor or financial review committee should sign a statement indicating that the records are correct

A report must also be submitted in the event there are not adequate records available to conduct a proper accounting

Comments should be provided at the end of the review noting any items that should be brought to the PT(S)A's attention

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End of Process

The financial review must be officially adopted by the association and must be included in a completed annual report covering the association's entire fiscal year

If the validity of the financial review is questioned, an independent certified public accountant should be engaged

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Common Mistakes

Neglecting to record returned checks

Neglecting to record bank charges

Transactions are not entered in all documents

Reversal of numbers

Mistakes in math

Written reports are not filed

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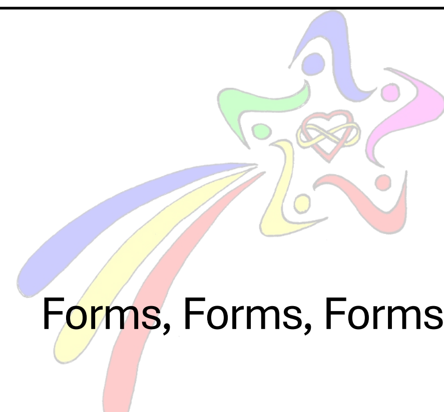

Forms, Forms, Forms

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IRS 990 Forms – 1

Return of Organization Exempt from State and Federal Income Tax

- 990 – Gross Receipts Over $200,000
- 990-EZ – Gross Receipts $50,000 to $200,000
- 990-N – Gross Receipts Normally Less Than $50,000

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IRS 990 Forms – 2

- Filed by the 15th day of the 5th month after the end of the fiscal year (Nov. 15th)
- Loss of tax-exempt status if failure to file for three (3) consecutive years
- Public inspections requirement (fine $20/day)
- Failure to respond to IRS request by deadline (fine $10/day)
- 990-EZ and 990-N must be filed electronically

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IRS 990 Forms – 3

990-EZ Return of Organization Exempt from Income Tax

- Income Statement/Balance Sheet
- Statement of program service accomplishments
- List of officers and directors for year of report
- Copy of significantly changed bylaws
- Required Schedule A – Organization Exempt Under 501c3 and Schedule O – Supplemental information
- Possible filing of Schedules B, C, or G

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IRS 990 Forms – 4

990-N Return of Organization Exempt From Income Tax

- E-postcard
- EIN and tax year (you cannot change this on the form)
- Organization's name and mailing address
- DBA name required if not displayed
- Name and address of principal officer – President
- Confirmation that organization's annual gross receipts are normally $50,000 or less

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Charitable Solicitation Act – 1

- A Charitable Organization is required to register with the MD Secretary of State before they can hold fundraisers, membership drives, or solicit contributions in any way in Maryland
- Required to Report Annually by December 31st
  - Exempt Organization Fund-Raising Notice (if income under $25,000)
  - Annual Update of Registration (if income greater than $25,000)
  - If income is between $25,000 and $50,000 must file form COF-85

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Charitable Solicitation Act – 2

Graduated Annual Fee Determined by Receipts:

Income at least $25,000 but less than $50,001:	$50
Income at least $50,001 but less than $75,001:	$75
Income at least $75,001 but less than $100,001:	$100
Income at least $100,001 but less than $500,001:	$200
Income at least $500,001 and above:	$300

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IRS Form 1099 and 1096

1099-NEC – Non-Employee Compensation

- Deadline – January 31st
- Payment of $2000 in the calendar year for services, not goods, to an individual
- Not required if paid to a corporation
- Find out if a 1099 is required by asking for a W-9
- Requires Form 1096 transmittal form due January 31st
- Free to file on paper or electronically with an id.me account

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Personal Property Return/Annual Report

Required Of All PT(S)As

Due by April 15th

Late penalties apply ($25.00 per month)

Failure to file results in loss of incorporation charter

Loss of incorporation means you cannot legally conduct business

Provide annual report of officers, directors, and related Information

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Sales and Use Tax

Must pay Maryland sales tax on purchases unless the PT(S)A has a Sales Tax Exemption Certificate

Non-Profits are no longer required to collect or remit Maryland sales tax

If your PT(S)A has a sales tax account, you must file $0 reports to the Comptroller of MD

A PT(S)A may NOT use a school's Sales Tax Exemption number

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Contact Information

PTACHC
Together We Make a Difference

PTA Council of Howard County

5451 Beaverkill Rd.
Columbia, MD 21044
(410) 740-5153

Laurie Ramey
treasurer@ptachc.org
Lisa Loveland office@ptachc.org

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Additional Resources

PTACHC
www.ptachc.org

Free State PTA
https://www.fspta.org
Treasurer: Bruce Butz, bbutz@fspta.org

National PTA
https://www.pta.org

PTACHC has a closed Facebook group for Howard County PT(S)A officers – find a link to it on PTACHC's website on the home page

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