

# STATEWIDE WINTER ONLINE CONFERENCE

HOSTED BY REGION 3



# PTA MISSION EVERY CHILD. ONE VOICE.

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



# AGENDA

## Training topics: *Don't Stop Me Now*

PTA Board Transition

Standards of Affiliation (SOA) and Compliance – End of Year





# OFFICER RESPONSIBILITIES FOR CURRENT YEAR



# BOARD TRANSITION DATES

5

Ohio PTA and National PTA year end is June 30<sup>th</sup> and the new year begins July 1

Givebacks transitions using these same dates.

Check your PTA bylaws for:

Your PTA's fiscal year dates

When Officers assume duties

Membership year dates

Each PTA can set their own dates for these – majority follow the June 30 – July 1 for all to ensure consistency and to match the Givebacks dates.

Sharing of Leadership information should begin as soon as new officers are elected!



# STANDARDS OF AFFILIATION (SOA) STEPS

6

Officers and Chair Names and Contact Information – July 15

- Add ALL officers for the upcoming year into Givebacks
  - Even if current officer / Even if same role
  - Add committee chairs (for receiving OH PTA Communication)
  - If not added each year, lose admin access & Lose access to OH PTA Communications
  - Can do this anytime following elections

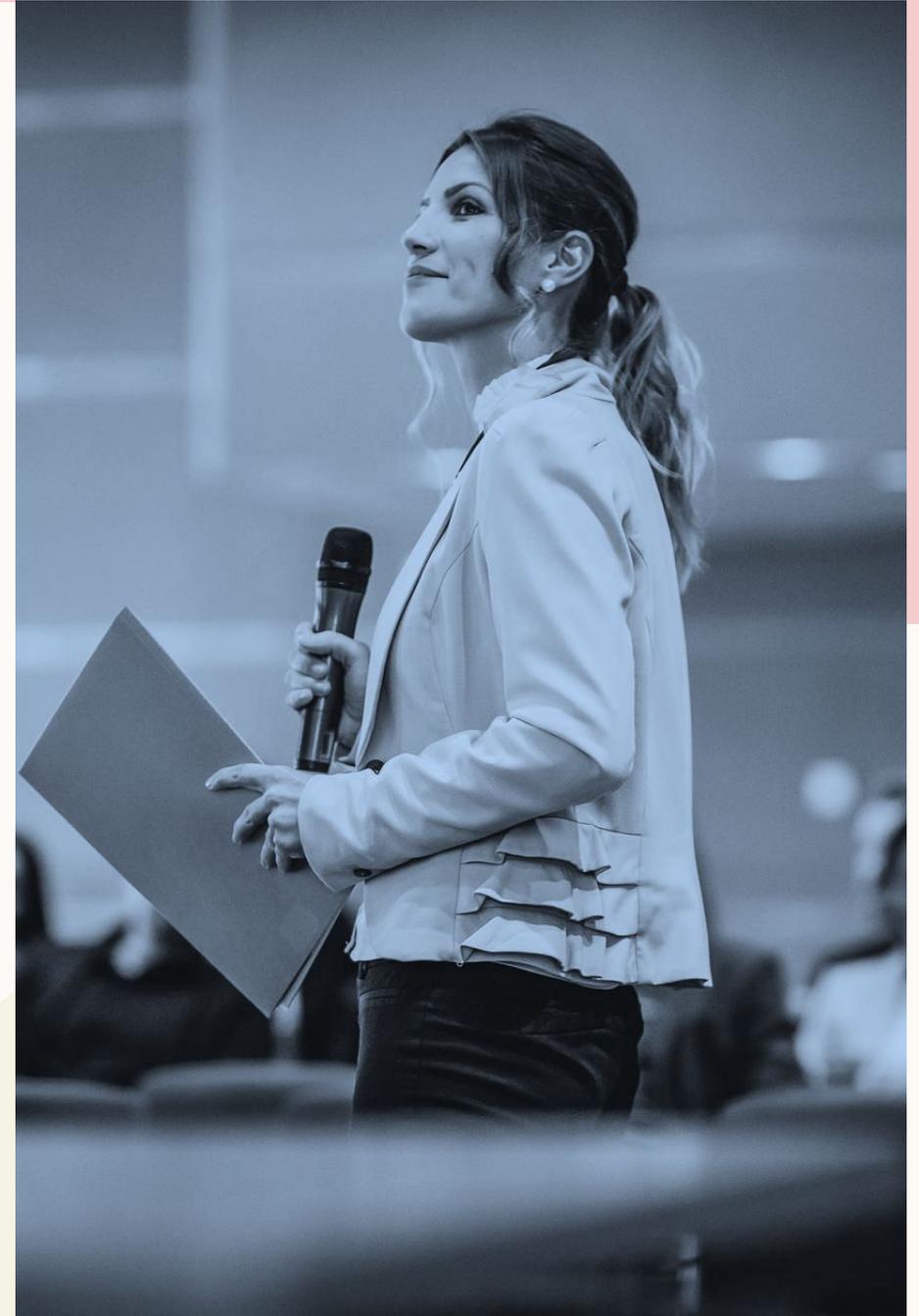
Volunteer Hours (Service, Legislative, and Fundraising hours) – June 30

- OH PTA will send out a link to complete Volunteer Hours Form/On website too
- Hours for current year coming to a close
- Check bylaws officer duties if there's a question as to who completes these steps: President or Secretary (typically collects and records hours)



# OFFICER/CHAIR NAMES AND CONTACT INFO

A tax-exempt nonprofit, including a PTA, must have an ELECTED Board of Officers/Directors overseeing the association.



# VOLUNTEER HOURS

Tracking volunteer hours is pivotal for nonprofits to quantify the time donated by volunteers.

- **Demonstrate Community Support**
- **Articulate Impact**
- **Secure Grant Funding**
- **Drive Donations**
- **Empower Volunteers**
- **Optimize Task Delegation**

Internal Revenue Code contains exceptions to unrelated business income.

- **Volunteer Labor:** Any trade or business is excluded in which substantially all the work is performed for the organization without compensation.

\*\*A PTA association meets this 'Volunteer Labor' exception; and is excluded from the IRS definition of Unrelated Trade or Business.



# STANDARDS OF AFFILIATION (SOA) STEPS

National/State Membership Dues submitted to Ohio PTA via Givebacks

- Initial dues submission and payment by November 30<sup>th</sup>
- Any memberships collected MUST be added in Givebacks and dues paid by June 15<sup>th</sup>

SOA Checklist completed, uploaded and submitted to Givebacks – November 30

- These are due 11/30 to be in Good Standing
- Submitted by President under Compliance  Submit Forms
- If not completed yet, this can be done now



This Photo by Unknown Author is licensed under CC BY-SA



# NATIONAL /STATE MEMBERSHIP DUES



National PTA dues - \$3.25

Ohio PTA dues - \$2.50 =  
\$5.75/member

- Provide resources, training, legislative advocacy, and programs that support the mission of PTA
- More likely to take an active, supportive role in an organization if they invest and have some financial ownership.
- Members are automatically entered through their PTA's Givebacks Store membership purchase
- Only the President and Treasurer have access to see the *payment button*



# SOA CHECKLIST

Affirms that you have completed all of the Ohio PTA Standards of Affiliation to be in Good Standing per the bylaws

- Each checklist should have:
  - PTA name / President name, and region #
  - Have president initials on each area
  - Note any extensions or current reviews occurring
  - May provide optional success story...



11

A screenshot of a web browser displaying the 'givebacks' compliance section. The browser address bar shows 'ohpta-test.givebacks.com/compliance/section-reports'. The page has a blue sidebar on the left with navigation links: 'Dashboard', 'Directory', 'Calendar', 'YOUR TOOLS', 'Communications', 'Contacts', 'Shop To Give', 'Fundraisers', 'Store Management', 'Website Builder', 'Memberships', 'Compliance', 'Update Officers', 'View Unit Data', 'Enter Submissions (Form 100s, Financials)', and 'View Documents'. The main content area lists several compliance items, each with a 'Submit' button and a 'Due: 11/30/2024' date. The items are: 'Training/E-Learning', 'Bonding Insurance Confirmations', 'Liability Insurance Confirmation', 'Ohio Charitable Registration Filing', 'Ohio PTA Standard of Affiliation Checklist' (highlighted with a red border), and 'Officers &amp; Committee Chairs'. At the bottom of the page, there is a footer with '© 2024, Givebacks, Inc.' and links for 'About', 'Support', 'Privacy Policy', and 'Terms of Use'.

# OPTIONAL SUCCESS STORY

Here you can brag about an event that was a success for your PTA!

- Did you have a fall school/community program that was well attended?
- Did you have a successful Fundraiser for your PTA?
- Did your PTA run a successful Reflections program?
- Did you run an amazing and creative Membership Drive?
- Did your PTA hold a successful Arts/ Educational/STEM or STEAM Night?
- Did your PTA host a successful School Board Candidate's Night?
- Did your PTA host a School Safety Event?
- Did your PTA host a Digital Safety experience?
- Did your PTA become a National PTA School of Excellence?
- Etc.



# FINANCIAL REVIEW

- All units and councils - required to perform a financial review at least once per year by November 30<sup>th</sup>
- Any time a new treasurer assumes their duties.
- Anytime your PTA feels its needed, especially if fraud or mishandling is suspected.
- Best practice: End of fiscal year - prior to turning over the financial records/books to the board for the upcoming year

It does not need to be completed by an accountant (Auditor).

Instructions are in the [Legal and Financial Handbook](#).



# FINANCIAL REVIEW CONT'D

Treasurer terms run until the financial review is complete.

- Don't turn over books to new treasurer until after review
- New Treasurer – Don't accept books until completion of review!
- Check bylaws for:
  - Makeup of Financial Review Committee
  - At least 3 members without check signing privileges
  - Who appoints the committee? (President, Exec Board)
  - When the committee is to be appointed

Outgoing Treasurers:

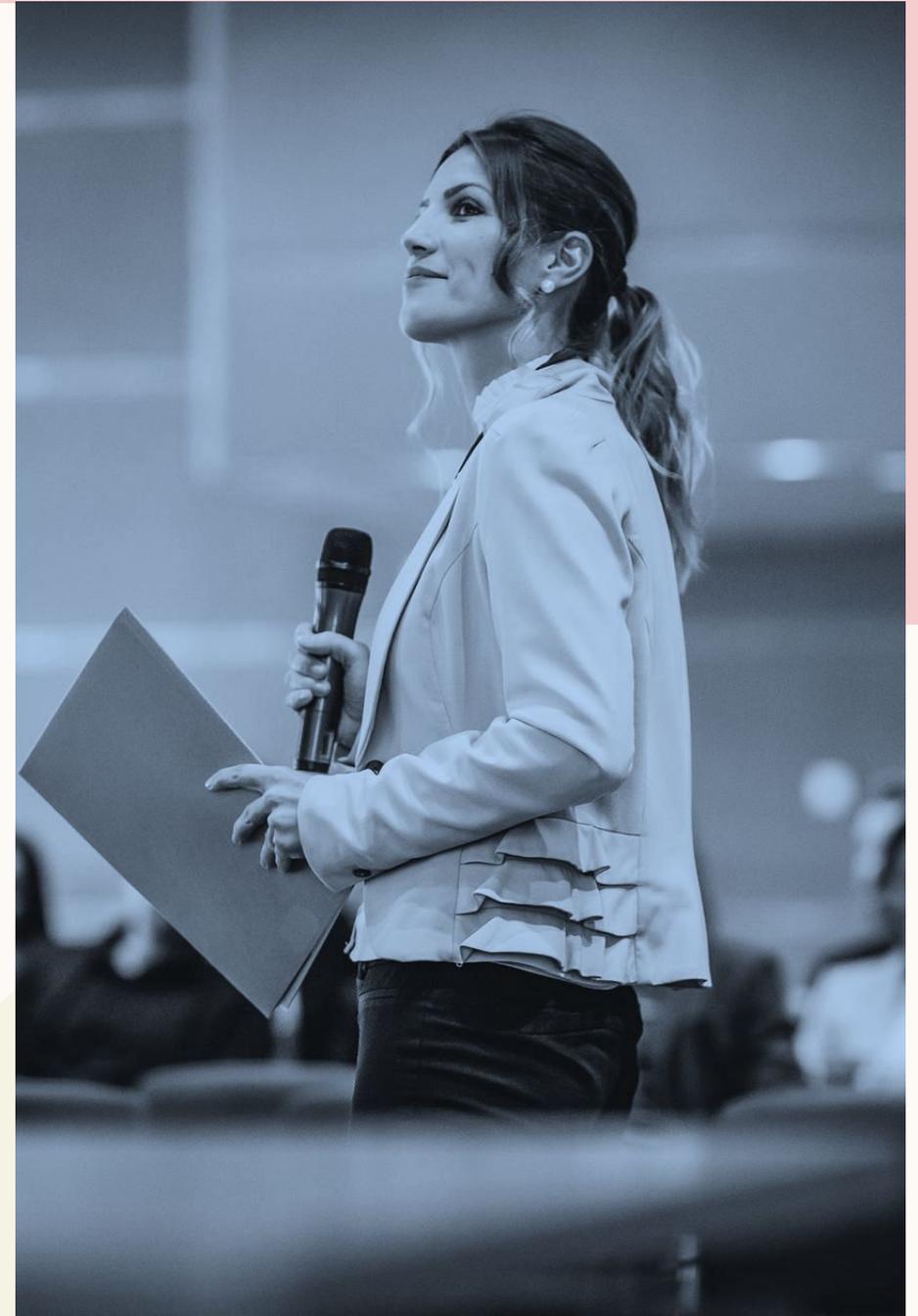
- Pay ALL reimbursement vouchers and invoices prior to June 30<sup>th</sup>
- Ensure all records are up-to-date
- Pay final membership dues prior to June 15<sup>th</sup>
- Be available to answer questions





## A YEAR IN REVIEW!

- Survey members – liked/disliked & ideas/focus for next year
- Install your new officers & announce their roles
- THANK volunteers! Newsletter, notes, social media, special appreciation activity, etc.
- Collect any committee books, flash drives, digital files, or submit to Givebacks documents and file storage
- Hold orientation/transitions meeting to pass on all necessary information
- Update the legal documents file (permanent file) with the necessary items:  
Records Retention - found as Appendix J of the Ohio PTA Legal and Financial Handbook



# RECORDS RETENTION SCHEDULE

16

- Accounts payable records - 7 yrs
- Annual financial review reports - Permanently
- Articles of Incorporation - Permanently
- Bank reconciliations - 1 yr
- Bylaws, including all amendments - Permanently
- Cash receipt records - 7 yrs
- Checks - 7 yrs
- Checks for important payments, i.e., taxes, special contracts, etc. (checks should be filed with the papers pertaining to the transaction) - Permanently
- Correspondence with customers or vendors - 1 year
- Correspondence (general) - 3 years
- Correspondence (legal) - Permanently
- Financial statements (year-end) & budgets - 10 years
- Grand award letters of agreement - 10 years
- Insurance records, accident reports, claims, policies, certificates - Permanently
- Minute books of directors and committees - Permanently
- PTA charter - Permanently
- Purchase orders
- Sales records - 7 yrs
- Standing rules (current) - Permanently
- Tax-exempt status documents - Permanently



# FORMER OFFICERS AND COMMITTEE CHAIRS

17

- Be available to answer questions throughout the year – provide your contact information
- Allow the new leaders to bring new ideas, enthusiasm, and change
- Building on the work of the past is essential to the **SUCCESS** of your PTA/PTSA!



# NEXT YEAR OFFICERS & CHAIRS

18



- Be sensitive to those who have gone before you.
- Give credit for their accomplishments!
- Build on groundwork laid before you
- Talk with outgoing officers/chairs – get recommendations
- Ask questions! Past officers, Council, Ohio PTA
- Attend leadership workshops and training
  - OH PTA Summer Leadership
  - local Council training
- Ohio PTA Summer Leadership Packet
- Ohio PTA Handbooks
- National PTA’s Thrive Learning Community

# SET MEETINGS

- Set meetings with:
  - incoming executive committee and board
    - orientation and planning
  - Planning meeting with Principal
  - Treasurer – accept completed financial review – will be reviewed and approved by membership at first general membership meeting
    - Checkbook and financial records
  - Secretary– Accept minutes, legal documents/ correspondence/ bylaws/ Standing Rules
  - Budget Meeting – Financial Committee



## TASK TO COMPLETE

- Change the Signature Cards at bank
- Review the committee files, budgets, and job descriptions and appoint committee chairs
  - Give meaningful tasks/ Be thoughtful in appointments
- Did this happen?
  - All officers and committee chairs entered in Givebacks?
  - Membership Dues finalized?
  - Volunteer Hours submitted?
  - Records retention files updated?





## **TRANSFER ACCOUNT LOGINS AND ADMIN ROLES**

- Social Media accounts
- Stripe Account in Givebacks
- Bank account
- Ohio Attorney General's Charitable Registration
- IRS – file990
- Website
- Quickbooks
- Etc.

# STATUS / UPDATE OF DOCUMENTS

22



## Bylaws –

- Read the bylaws and standing rules for understanding
- Ensure Membership and Ohio PTA approval
- Review bylaws every 3 years
- Most recent template from OH PTA

## Review Policies and Procedures

- Conflict of Interest Policy
- Code of Ethics/Conduct Policy
- Social Media Policy
- Etc.

PTA Officers and membership vote to accept or amend these policies.

- Can be done at First General membership meeting
- President signs
- Samples found on OH PTA website



# IMPORTANCE OF SOA

This is a guideline for tasks all PTA's need to complete each year.

- Learn what is on this checklist
- Use the provided links and resources
- Use the Ohio PTA website [ohiopta.org](http://ohiopta.org)
- Incoming president completes this form
  - Uploads to Givebacks by November 30th



# HAVE A PRODUCTIVE YEAR!

24

- Promote outreach, inclusion, and diversity
  - Encourage parental, family, teacher/staff, and community involvement to promote the PTA mission
  - Maintain fiduciary responsibility
  - Maintain communication
  - Be diligent, but definitely HAVE FUN!
- 
- Your Council, your Region Advisor, and all of Ohio PTA are here to support you to have a successful year!





# OFFICER AND COMMITTEE CHAIR ROLES

Descriptions found on the Ohio PTA website include:

- [President](#)
- [Treasurer](#)
- [Membership Unit / Council / Region](#)
- [Recording Secretary](#)
- [Council Delegate](#)
- [Parliamentarian](#)

- [Reflections](#)
- [Health Welfare Safety Chair](#)

# CONTACTS

- Susan Strandberg, OH PTA VP Field Service  
[Susan.strandberg@ohiopta.org](mailto:Susan.strandberg@ohiopta.org) / [vpfieldservice@ohiopta.org](mailto:vpfieldservice@ohiopta.org)
- Region 1 Advisor – Heather Ekechi - [ra1@ohiopta.org](mailto:ra1@ohiopta.org)
- Region 2 Advisor, Interim– Susan Strandberg – [ra2@ohiopta.org](mailto:ra2@ohiopta.org)
- Region 3 Advisor – Micki Young – [ra3@ohiopta.org](mailto:ra3@ohiopta.org)
- Region 4 Advisor – Melissa Wolfe – [ra4@ohiopta.org](mailto:ra4@ohiopta.org)
- Region 5 Advisor – Jeanne Groetz-Shockling – [ra5@ohiopta.org](mailto:ra5@ohiopta.org)

