

OFFICER TRAINING CT PTA TREASURER TRAINING 2026/2027



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PTA Mission
To Make Every Child's Potential a Reality by Engaging
and Empowering Families and Communities to Advocate
for All Children.

Kathy Brown, CT PTA Secretary/Treasurer

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PTA MISSION

**TO MAKE EVERY CHILD'S POTENTIAL A REALITY BY ENGAGING
AND EMPOWERING FAMILIES AND COMMUNITIES
TO ADVOCATE FOR ALL CHILDREN**

PTA VALUES

COLLABORATION

COMMITMENT

DIVERSITY

RESPECT

ACCOUNTABILITY

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TREASURER/OFFICER TRAINING

Starting your Leadership Journey

Congratulations and Welcome!

You have been elected to be an officer of your PTA!
Welcome to PTA Leadership Training

Today will provide an overview for Treasurers, and board member responsibilities

Our focus is to build knowledge and skills to help you lead your PTA this year

WHAT DOES IT MEAN TO BE A LEADER ?

- -Motivating
 - -Respect
 - -Accountability
 - -Responsibility
-
- What other traits does a good leader have?



WHAT DOES IT MEAN TO BE THE LEADERS OF THE TEAM

- **Duty of Care:** Take care of the nonprofit by ensuring prudent use of all assets, including facility, people, and good will;
- **Duty of Loyalty:** Ensure that the nonprofit's activities and transactions are, first and foremost, advancing its mission; Recognize and disclose conflicts of interest; Make decisions that are in the best interest of the nonprofit corporation; *not in the best interest of the individual board member* (or any other individual or for-profit entity).
- **Duty of Obedience:** Ensure that the nonprofit obeys applicable laws and regulations; follows its own bylaws; and that the nonprofit adheres to its stated corporate purpose/mission.



REPRESENTING PTA

Remember that you represent PTA wherever you go – Be mindful of your behavior in person, online, and with social media. Remember our commitment to our values and to our code of conduct.

Be careful that you always represent the PTA accurately, fairly, and with dignity

When making decisions, always do so, with the PTA Mission in mind

Help your unit members to be knowledgeable about PTA positions

Share the Bylaws, Basic Policies, and the Information you receive from CT PTA that is for ALL members

General Approach to Your Elected PTA Roles

- PTA is a membership driven association.
- Your work is for the benefit of your school community, all the students, and the families.
- You will be running a small not-for-profit business.
- We are required to meet IRS and other regulatory guidelines
- Presidents and Secretary/Treasurers are the required positions for PTAs.
- All officers should have a close, working relationship
- Key officers should not be related or have a financial relationship



givebacks

(formerly memberhub)

CT PTA OFFERS GIVEBACKS TO ALL PTA'S IN CT- FREE

A HUGE SAVINGS AND A GREAT WAY TO HELP RUN YOUR PTA!

GIVEBACKS IS BUILT FOR K-12 GROUP SUCCESS! A \$1,000 SAVINGS FOR YOUR PTA!

Over 12,500 K-12 parent groups trust GIVEBACKS to engage families and raise funds for their schools. PTAs use GIVEBACKS to:

- ✚ Keep families in the loop with an easy newsletter builder.
- ✚ Connect their community, and manage volunteers and events.
- ✚ Sell memberships, spirit wear and more online.
- ✚ Raise funds- while keeping more, working less and getting expert help from end to end.
- ✚ Reward their supporters with savings through Givebacks.
- ✚ And more!

PTAs that used their Givebacks e-Store to sell memberships online saw an average membership increase of 22%— with some schools reporting growth as high as 350%!

Shop to Give

Create a new passive giving donation stream for your organization with our exclusive Shop to Give program. Enable your supporters to do more without doing extra by automatically donating to your cause when they shop and dine. The merchant covers the donation!



Being a PTA leader and volunteer is a tough job.

GIVEBACKS makes your life easier by combining our membership database, compliance, communications, and payments all into one platform.

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ARE YOU READY TO SET UP GIVEBACKS FOR YOUR PTA?

Connecticut PTA has a dedicated Givebacks specialist ready to help PTA leaders across the state!

We'll walk you through setting up your Givebacks account and show you how to make the most of this FREE tool to grow your membership and fundraising efforts.

Contact CT PTA today and we'll connect you with our Givebacks expert, Courtney, who is ready to support you every step of the way.

 office@ctpta.org
 203-891-6140



2026-2027 CT PTA STANDARDS OF AFFILIATION

The Standards of Affiliation are the minimum annual requirements that a local PTA must complete in order to maintain Good Standing.

See next slide for CT PTA SOA.

PLEASE NOTE DUE DATES FOR EACH ITEM ON THE SOA!

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CT PTA STANDARDS OF AFFILIATION

2026-2027 SCHOOL YEAR

Stay Compliant. Stay in Good Standing. Support your PTA.

OFFICER INFORMATION	FINANCIAL REVIEW <i>(Required for Insurance by the due date)</i>	MEMBERSHIP FEES	IRS FORM 990	REQUIRED TRAINING	INSURANCE REQUIREMENTS	BYLAWS
Submitted annually Update CT PTA with changes of officers throughout the year If officers not reported, current officers remain on record. Information shared with National PTA	Required for all units. Form Issued by CT PTA Reviewers CANNOT have access to funds Bank statements must be reviewed by a non check signer monthly Financial software reviews DO NOT meet requirements	Submit via Givebacks or Check + UTR to office Report monthly as new members join Minimums: -25 for all PTAs -10 for all SEPTAs All officers must be paid PTA member.	Email to CT PTA If filing for an extension-submit IRS approval. After filing- send final 990 to CT PTA Make 3 copies: • IRS • CT PTA • PTA	CT PTA TRAINING DAY Saturday, Sept 19th Required for all Presidents & Treasurers Must be completed before November 15th OR Within 60 days of taking office.	Required for all If NOT using AIM- please provide proof of Insurance to CT PTA. AIM users receive renewal Aug/Sept. Protects: Officers, funds, events (Liability coverage)	Review every 3- 5 yrs. Must be submitted to CT PTA for review prior to membership vote. CT PTA MODEL MUST BE USED. Current bylaws must be followed to amend.
DUE JULY 1 OR IMMEDIATELY AFTER ELECTIONS.	INSURANCE REQUIREMENT Reviews due to CT PTA SEPTEMBER 15TH	KEY DEADLINE : OCTOBER 15TH Then monthly when you attract new members	DUE TO CT PTA: OCTOBER 15TH DUE TO THE IRS NOVEMBER 15TH	SEPTEMBER 19TH Quinnipiac University 370 Bassett Road, North Haven	Prior to October 1st to avoid a lapse in coverage. REMINDER; Financial Review required prior.	REVIEW EVERY 3 -5 YEARS . Please contact CT PTA for questions

PTA MISSION:

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

*Stronger Together.
Better for All Children.*



FIDUCIARY RESPONSIBILITY

Per www.thefreedictionary.com, the definition is:

An individual in whom another has placed the utmost trust and confidence to manage and protect property or money.

The relationship wherein one person has an obligation to act for another's benefit.

This responsibility is shared by each Board member and Officer of your unit.

Your duty is to act in the best interest of your membership.

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FINANCIAL RESPONSIBILITIES

You are running a small non-for-profit business as a PTA unit leader.

Have 2 names on signature cards at bank – President & Treasurer .
This allows either officer to sign checks for your PTA.

Never make checks out to cash or pre-sign any PTA checks

Use check requests (follow bylaws for when two signatures are needed on the request) and remittance forms

Have 2 un-related people count & verify ALL money

*Have someone review bank statement monthly - someone other than the signers on the account (This is critical for insurance purposes)

Ensure that a monthly financial report is completed at every meeting – put this on your agenda and note it in your minutes

Use membership funds to benefit ALL Children, all grades, etc.

UPDATE ON FINANCIAL REVIEWS AND REVIEW OF BANK STATEMENTS

To assure all Treasurers and Presidents are aware of the requirements for Insurance please take note of the following:

Association Insurance Management (AIM) and Connecticut PTA have had a long and beneficial partnership. AIM is a premier insurer of nonprofits and specializes in working with PTAs. AIM has financially and intellectually supported Connecticut PTA through the years.

Financial Reviews:

All PTAs need to submit a financial review yearly to CT PTA for crime and fidelity bond insurance to be valid.

Regardless of who is completing the IRS Form 990, all PTAs must complete a financial review.

This is now included in the CT PTA Standards of Affiliation, also attached.

IMPORTANT

Review of Bank Statements

Fidelity bond Insurance coverage requires that monthly bank statements, are reviewed and signed by someone who does not have authorization to sign checks. (Financial software does not qualify under insurance requirements.)

CT PTA has a sample financial review form on our website.

GO to PTA Officers/Forms. Here you will find a sample financial review.

This page is password protected: **Advocate23**

IRS REGULATIONS FOR IRS 990S

ARE YOU AWARE.....

All PTAs who file a 990 online needs to set up an account with login.gov or ID.me.

www.login.gov

[www.ID.me](https://www.id.me)

PTAs must file an IRS990 yearly. Your PTA will lose its 501C-3 status for non filing

TREASURER

- ▶ Review files and financial records from last term to better understand the scope of your new position. These should include:
 - ▶ Treasurer's book/ledger, spreadsheets and records
 - ▶ Checkbook for PTA bank account
 - ▶ Check endorsement stamp, if available
 - ▶ Receipt book
 - ▶ Remittance forms to transfer money to council and district treasurers
 - ▶ Monthly Treasurer's Reports, Annual Financial Reports and Budgets
 - ▶ Federal and state tax records and government filings.
 - ▶ Maintain a permanent record to track PTA income, receipts and disbursements.
 - ▶ Submit a written report for board meetings, detailing income and expenses since the last meeting.
 - ▶ A bank account non-signer reviews bank statement on a monthly basis
 - ▶ Required for fidelity insurance coverage

TREASURER CONTINUED

- ▶ Adhere to PTA financial procedures as outlined in bylaws and State and National PTA guidelines
- ▶ Protect members' privacy by utilizing member information for PTA work only
- ▶ Maintain a current procedure book to pass on to a successor
- ▶ Work together as a team to improve the lives of all children and their families.
- ▶ Establish checks, balances, and controls or maintain them if in place.
- ▶ Maintain permanent records to track unit funds and financial transactions
- ▶ Chair budget committee and prepare annual budget
- ▶ Pay all PTA bills as authorized by the Board
- ▶ Prepare reports for every Board and Membership meeting and an annual financial report
- ▶ Ensure taxes and reports required by PTA bylaws, insurance or federal and state governments are completed and submitted by the due dates
- ▶ Familiarize yourself with the PTA Record Retention Policy



WHAT YOU SHOULD KNOW ABOUT SECRETARY DUTIES

All PTAs are required in the state of CT to have a minimum board of the following 3 positions: President, Treasurer and Secretary. The role of Secretary and Treasurer can be a combined position and filled by 1 person if only 2 candidates are available.

Preparation :

- Review files and procedure book from last term to better understand the scope of your new position. Materials should include:
- ▶ Secretary's minute book with minutes from board and association meetings
- ▶ PTA records – Bylaws, membership list, charter, rosters and correspondence
- ▶ Check your bylaws and standing rules to see what your job entails as secretary. If your PTA has a recording secretary and a corresponding secretary, discuss how you will work together.

Find out more about:

- ▶ PTA policies, best practices and resources
- ▶ *Insurance Loss and Prevention Guide*
- ▶ It's also worthwhile to talk to last term's secretary to get advice and tips about your new role.



Secretary

- ▶ When taking minutes at a meeting, focus on noting:
- ▶ Actions taken by group in the order they took place
- ▶ What is done, not what is said - This means that any detailed discussion does not have to be included. Personal opinion should never be included in the minutes.
- ▶ This is the same focus whether the meeting is in person or virtual.
- ▶ If meetings are virtual, it becomes more important to coordinate the agenda, in advance, with the President.
- ▶ Whether you hand-write or use a laptop or device to take notes at a meeting to produce the minutes, remember to include the following information:

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MEETING DETAILS

- ▶ Name of your PTA
- ▶ Date, place and type of meeting
- ▶ Start time and end time of meeting
- ▶ Attendance list
- ▶ Name and title of presiding officer

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- ▶ Approval of previous meeting's minutes 'as written' or 'as corrected' with a list of corrections
- ▶ Summary of treasurer's report listing date and balance on hand in the last report, income, expenses and date and balance on hand in the current report
- ▶ Motions to adopt budget, financial reports, audit reports and resolutions
- ▶ List of payments authorized or expenditures ratified to pay bills
- ▶ Motions to approve projects, fundraisers, contracts and bylaws changes, noting person's name making a motion and vote's result if adopted or defeated
- ▶ For motions with a counted vote, record if a quorum or majority was needed and the number for and against the motion
- ▶ For motions requiring a two-thirds vote, note that a two-thirds vote was required for approval after the outcome of the motion

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- ▶ Summary of officer, chairmen and administrator reports with important, written reports attached
- ▶ Election results with nominees' name and the number of votes each nominee received
- ▶ Brief reference to program presented at an association meeting, noting type of presentation, presenter, title and organization represented
- ▶ In addition, at the end of the minutes, add your signature and title

DISTRIBUTION OF MINUTES

- ▶ It's always best to complete the minutes soon after a meeting.
- ▶ Send a copy to the president to review before distributing minutes to the group that generated them.
- ▶ There are several ways to share minutes with your members. For a smaller group, such as a board, you can email the minutes for review before the next meeting. Bring a few copies to the next meeting.
- ▶ However, it's important to keep in mind that PTA minutes are produced only for members and are not for public distribution.
- ▶ For this reason, they are not posted on any website, on social media or in a newsletter in their entirety.
- ▶ Instead, if needed, provide **only a summary** of the minutes online and in school newsletters that highlights the main actions taken at the meeting.

APPROVAL, CORRECTION, PRESERVATION OF ALL PTA MINUTES

- ▶ Minutes are presented for approval at the next meeting of the group as a standard agenda item.
- ▶ Corrections to minutes are made when they are presented for approval at a meeting. They can also be made at any subsequent meeting when an error is discovered.
- ▶ Minutes are the legal, permanent records of a PTA as a nonprofit organization and are kept forever. At the end of the term, the master copy of the minutes, should be bound and passed on to your successor. Minutes can be maintained electronically in the manner that your PTA keeps its records.

CALENDAR PLANNING FOR ALL LEADERS

July/August

- **Officer Information due to CT PTA by July 1st.** Even if officers are remaining the same, officers must be reported. There is an electronic link on the CT PTA website where officers are submitted.
- Fiscal year ends June 30th. Current Treasurer should gather and begin IRS 9900, due to CT PTA before October 31.
- **Financial review due to CT PTA.** **Due to CT PTA by September 15th**
All PTAs must submit a financial review at the end of the fiscal year.
Needed for crime and fidelity bond insurance to be valid.

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CALENDAR PLANNING

September

- Let everyone know we are here! Back to School night, Membership recruitment, Open House, Executive Board meeting; General Membership meeting;
- **Insurance:** Current AIM policies expire 10/31/2026. All PTA's must renew Insurance and have active Insurance for their PTA. Renewal policies are emailed to PTA Presidents in September.
For units who do not use AIM Insurance, you must provide proof of Insurance to CT PTA. Please forward your policy to office@ctpta.org

October

- **Membership Fees** All PTAs submit membership to CT PTA either by Givebacks/MemberHub electronically or check to the office with a unit treasurer report. All PTAS must have a minimum membership of 25 paid members (10 for SEPTAs) submitted to CT PTA by October 15th. All officers of each PTA must be paid PTA members to be an officer. Membership continues to be submitted monthly when you have new members to report.

November

PTA Fun Time! Are we hosting a Family Engagement Event? Have we invited town officials to join our PTA? Let our community know we are here!

CALENDAR PLANNING

December /January

- Winter activities, good time to look at bylaws, remember, bylaws must be reviewed and updated every 3 not to exceed 5 years. Contact CT PTA for updated model.
- Volunteer Appreciation Event for winter PTA kindness!

February

- Participate in advocacy activities; celebrate CT PTA Founders Day (2/17).

March

- Elect nominating committee according to bylaws;
- Plan for Teacher/Staff appreciation; review proposed school district budget

April

- Begin to prepare Annual Meeting & Election of Officers per your bylaws (usually April – June)

CALENDAR PLANNING

May

- Prepare budget for next fiscal year and present to Executive Committee/Board of Directors

June

- Close your fiscal year. Submit Officer Information Sheet to CT PTA (due July 1); budget to General Membership meeting for vote, installation of new officers, year end PTA event!

Don't forget to add CT PTA Events to your planning!

- CT PTA Outstanding Educators
- CT PTA Reflections Awards Celebration
- CT PTA Symposium & Expo
- CT PTA Annual Meeting

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FOCUS ON PTA MISSION

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CT PTA RESOURCES

CT PTA

office@ctpta.org

203-891-6140

www.ctpta.org

[Officers/forms
page on website](#)
(password protected)

Password: Advocate23

National PTA

www.pta.org



**LIKE CT PTA ON
FACEBOOK,
INSTAGRAM
& TIKTOK**

**At your 1st PTA Meeting,
have everyone take out
their phones and
like CT PTA!**



CT PTA

60 Wellington Road Suite F, Milford, CT 06461