



DCCPTA News



every child.one voice

VOLUME 1, ISSUE 2

OCTOBER 2009

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- Community Service
- MUCH MORE!

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A Word From The Superintendent

Recently, I gave my first State of the Schools Address to the community and School Board regarding our successes and challenges during the past school year. The results show that we have seen positive measurable progress in our schools, and areas in need of additional focus were identified.

Progress was shown in all four categories of Reading, Math, Writing and Science; however, we still need to improve the performance gap in Reading, which remains our highest priority. I am proud of the increased number of students taking rigorous courses. We are dedicated to improving our district grade and the performance of our students.

Our focus on high schools has increased, including implementing Smaller Learning Communities that foster relationships within our schools, and Career Academies, which integrate academic and career-related curriculum. We are waiting on the state's release of graduation rate information, but have seen improve-

ments in our promotion rates.

We are committed to providing our teachers with the resources they need to assist their students with becoming successful. Additional professional development opportunities are being offered to new teachers, as well as reading competencies and ESOL training.



Superintendent Ed Pratt-Dannals works with elementary student

Your help is needed to ensure that we continue the positive progress we are making with community support of our schools.

The support PTA has shown since I

became Superintendent has been tremendous, and I look forward to a continued partnership as we pursue our goal of becoming the best large urban school district in the country. We are committed to success, and it is our intent to make clear and measurable progress every year toward our long-term objectives. Through the commitment of our students, the dedication of our teachers and the support of PTA, we strongly believe that together we will be successful.

Ed Pratt-Dannals
Superintendent
Duval County Public Schools

October Highlights

Florida PTA State Convention This week local unit presidents will receive by mail a registration form from Florida PTA. Deadline for the discounted early registration is October 9. On the outside right hand corner of the envelope you receive is the number of voting delegates you can send. (Delegates are based on size of PTA).

Proposed Florida PTA 2009/2010 Platform Items: Where do you find them and what to do with them? Included in the envelope from the State PTA are the proposed platform items and a resolution. Present the items at your board or general meetings this month and be prepared to vote the intent of your local unit at the October Duval County Council Meeting on October 20.

Please note different location for the October County Council Meeting: Tuesday, October 20 at the Teacher Supply Depot, 3108 Lenox Avenue 32254. Hospitality is at 9:30 and the meeting begins at 10:00am. Local units in attendance will be able to shop for their school and or PTA after the meeting.

County Council Dues are due November 1. Form is on page 51 in Duval County Council Handbook.

Reflections information is available at DCCPTA.org. If your PTA is participating in the Reflections Program, it's time to get started. Entries are due December 2.

Special thanks to Chartwells Thompson School Dining Services for their support in production of our newsletter





LISTEN UP!

IMPORTANT CONVENTION UPDATE!

Due to unavoidable circumstances, the pre convention mail out was mailed later than usual. Because of this delay, the pre registration deadline (\$65) has been extended to October 23 to give the local units more time to send in a list of their delegates.

Region reps & council presidents, please help us get this information out to your PTAs.

Any registrations received after October 23 and on site at convention will be \$95.

Janice Bailey
Executive Director, FPTA

“We can’t stress
the importance of
filing your reports
on time as there
are penalties
enforced daily...”

Important Information Regarding Form 990 or 990EZ

Organizations exempt from income tax under Internal Revenue Code section 501(c)(3) must generally file Form 990 or Form 990-EZ based on their gross receipts for the tax year. For this purpose, gross receipts is the organization’s total revenues from all sources during its annual accounting period, without subtracting any costs or expenses. Additionally, a completed Schedule

A must also be attached to Form 990 or Form 990-EZ. Please note that your fiscal year is July 1 through June 30 of each year. Therefore, your completed Form 990 or Form 990-EZ along with Schedule A is due to the Internal Revenue Service no later than November 15 of each year. Additionally, it is highly recommended that when transmitting your completed forms, that you

send your information via registered mail or overnight mail delivery with a signature requested. It is simply a safeguard that your package arrived on time and a signature was obtained. We can’t stress the importance of filing your reports on time as there are penalties enforced daily for late filing and they can be substantial.

Florida PTA & Electronic Banking

Kathy DeSantis
Florida PTA Treasurer



This June, I had the privilege of attending the National PTA Convention in Ft. Lauderdale, and participated in the Treasurers Class. In that class, we were given a "White Paper" prepared and written by the NPTA Finance Committee titled Electronic Banking; Implications for PTA." It was introduced by the NPTA President Elect and former Treasurer, Betsy Landers. Ms. Landers stated that a year ago, Georgia PTA had approached NPTA requesting information and guidelines on Electronic Banking, the use of credit/debit cards, ATMS, Smart Cards, and Electronic Transfers. This was done because an increasing number of vendors were requesting payment by Electronic Transfer instead of checks. After a year of thorough investigation and research, the White Paper was written and reviewed by NPTA legal counsel. A major point raised in the white paper is the following. "The cost of moving checks through the banking system is estimated to be about \$3.50 or more per check. Technology now can lower the costs of the payment mechanism to about \$1.50 or less per transaction and make it more efficient and convenient by reducing paperwork." Another point put forth is also valid. "There are 18 Reserve Banks, all currently handling and processing paper checks. By 2010 only 4 of these banks are scheduled to continue processing paper checks." By presenting this document, NPTA is giving individual state PTAs the best practices and guidelines to be used in Electronic Banking. Ms. Landers stated that it is up to the discretion of each State PTA to determine how and when to implement these practices.

FPTA local unit Bylaws, Article VII, Section 5: Duties of Officers: defines the duties of the Treasurer. It reads, "Three signatures should be on file at the bank with two signatures required on all PTA checks." The Section has a pound sign(#) in front of it, meaning the Section is mandated by FPTA and cannot be removed or altered by local PTAs but must be changed by FPTA. At the FPTA Executive Committee meeting in June, it was decided not to change this Bylaw Section at this time. Although the wording in the Bylaws does not specifically state that all bills must be paid by check, it infers that this is the policy to be followed. Therefore, FPTA strongly disapproves of the use of ATM/Debit/Credit Cards, and Electronic Transfers and maintains that all bills should be paid with a PTA check with two authorized signatures.

We realize that your banking institutions will be encouraging the use of Electronic Banking and might even send Debit/ATM/Credit Cards to your PTA – please cut them up and do not use them. FPTA realizes that the age of Electronic Banking and going "green" is upon us. We will certainly be looking into Electronic Banking this coming year and the need to change the local unit Bylaws. We will be gathering information from NPTA and other State PTAs as to the pitfalls they may encounter and safeguards to put into place. Our goal is for a smooth transition into Electronic Banking, making it a positive experience and not an avenue for mismanagement of PTA funds.

Will your PTA be ready for the change? Are there already financial concerns and poor internal controls in your local unit? I strongly urge your PTA to review your financial processes and to develop Standing Rules and use best practices regarding collecting, accounting for, receipting, depositing funds received, and payment of expenditures. "Taking weak and ineffective business processes and moving them to an electronic environment will only make matters worse quickly. The need for complete and accurate documentation is more important in an electronic environment. The need to recognize, research, respond to, and correct a problem is time sensitive in the electronic realm," writes NPTA. "Electronic Banking: Implications for PTA", can be found in its entirety on the NPTA web site, www.pta.org. It is suggested that every local unit print off the document and begin to become familiar with the contents. If you have any comments or concerns, please email Janice Bailey (janice@floridapta.org) at the FPTA State Office or the FPTA Treasurer (treasurer@floridapta.org). If a local PTA unit has had any experience with Electronic Banking (i.e. PayPal etc.) I would appreciate your comments about the experience.

From Your Area Coordinator...



Gretchen Lynch
2nd VP
Area Coordinators
333-0849
t-lynch@comcast.net

Thank you to all of the local units who have invited us to attend one of your PTA meetings or to conduct a self study with your board members. We like learning about the wonderful ways PTAs/PTSAs are supporting schools. We enjoy getting your phone calls and emails.

Our job is to answer questions, offer support and provide board training for your local unit. All you have to do is take the first step by calling or emailing your area coordinator listed below. **Put us to work; we are volunteers like you!**

To find out which area coordinator serves you, contact: Gretchen Lynch or go to www.dccpta.org; click on resources at the top of the home page then click on Handbook and go to pages 8 and 9.

Area 1: Benda Hall
Brenda@Hall.fdn.com 268-1402

Area 2: Gretchen Lynch
t-lynch@comcast.net 333-0849

Area 3: Stephenie Anastassiadis
gjismommy@yahoo.com

Area 4: Gretchen Lynch
t-lynch@comcast.net 333-0849

Area 5: Cheryl Reid
collieddoglover@yahoo.com 777-2227; 622-7305

Area 6: Terry Chrisley
tchrisley@clearwire.net 622-7305

Area 7: Rowena Nagales
wennkids@aol.com 223-5778

Area 8: Parrinder Terry
parridner.terry@live.com
 743-7231



**Grants available to
 PTAs/PTOs!!**

Florida Healthy Kids Corporation Mini Grants

Florida Healthy Kids Corporation has PTA/PTO Mini-Grants available. Please log on to the www.DCCPTA.org website, on the right hand side under Latest News select KidCare Grant Program for additional information. The down-loadable grant form is also available at the same site.





Membership Success!

The fall membership campaign is going strong. I just received the numbers that go thru September 30th and we have a number of schools that have already exceeded last year's total members. Make sure that you apply for your Early Bird award if you qualify. The qualifications are on the restricted area of the Florida PTA website. Have your awards chair check into all the awards as you may qualify for more if you have at least 25 grandparents signed up. **A special recognition this month to Landmark Middle School** which has 200 new members, and nearly doubles last year's total membership. Keep up the good work guys. I also saw a lot of schools with 0 members signed up which I know is not true. Remember, you are required to turn in your membership

dues to Florida PTA **MONTHLY!** Our state and National PTA budgets are based on receiving our dues every month. So please remind your treasurer to send them in. If you get them in by the 15th of the month they should show up on the current month reports. One other note, please be sure to pay your County Membership Dues also so we can continue to provide everyone with training and support . Thank you to all the participants in the DCCPTA fall workshops held on September 30th. I really enjoyed meeting everyone in my membership class and hope that you learned some valuable information. As I have said in the past I am available to help wherever I can. I am looking forward to next month's membership report knowing that most of the 0

memberships will disappear. October is our big push month for members so let's show our state and National PTA that Duval County is a force to be dealt with in Child Advocacy. I am hopeful that Duval County will make a big showing at Convention in November. Let's show South Florida that Northeast Florida can make some noise! See you at Convention.

Gary Resch
DCCPTA membership Chair
gresch@chaffetrailpta.org

Are YOU In Good Standing?



Newest PTA Leads the Way

Congratulations to **Westview K-8** PTA members, President, Erin Wiggins and Principal Mrs. Floyd Hatcher for being the first PTA in Duval County in good standing for the 2009-2010 school year. Westview organized this past summer and the school opened in August.

Keep up the good work!

Are You a PTA/PTSA In Good Standing?

A PTA/PTSA in good standing is one whose bylaws are current, Council dues are paid, and State/National dues are paid.

A PTA must be in good standing in order to receive Council awards, participate in business and vote at Council meetings, and participate in special Council functions, with the exception of Student Leadership and distribution of the eyeglass funds.

The DCCPTA dues are \$35 a year and are due November 1, 2009. They are sent to the PO Box.

The State/National dues are collected monthly and sent to the State office. The forms are included in this newsletter.



School Liaison Officers implement a function of the Navy's Child and Youth Programs

"[SLO's] face a wide range of issues concerning schools and military children's education. In most instances, it is NOT the responsibility of the SLO to "fix" a problem, but to inform and link the family..."

The School Liaison Officer: Roles and Responsibilities

School Liaison Officers are responsible for all aspects of implementing the Child and Youth Education Services (CYES) function of the Navy's Child and Youth Programs. The SLO serves as the primary liaison between community schools, commanders, and military parents. They face a wide range of issues concerning schools and military children's education. In most instances, it is NOT the responsibility of the SLO to "fix" a problem, but to inform and link the military family with individuals or groups that can appropriately address the issue.

To facilitate solving problems and resolving issues, the SLO must communicate effectively and foster teamwork with many groups, including command, families, schools, and military/community agencies. Consequently, the SLO wears many hats: advisor, communicator, advocate, and coordinator. The SLO is the face of the command to the educational community and the face of the educational community to the command.

The SLO is responsible for serving all military families within a one-hour drive of the assigned installation. Outside the one-hour catchment area, there are two options: First, if there is a SLO from another service branch within the one-hour driving distance of the family, he/she will assist the military family. All U.S. military services have agreed to work jointly to ensure that all military families receive CYES. Second, Regional SLO's will work with families who are not in a specific catchment area or who are geographically dispersed within their Navy region, such as

families of recruiters, JROTC instructors, active reservists, etc.

The six core functions of the SLO including the following:

- School Transition Services,
- Deployment Support,
- Installation, School, and Community Communications,
- Partnerships in Education,
- Home School Linkage and Support, and
- Postsecondary Preparation.

Critical responsibilities include, but are not limited to, the following:

- Serve as the installation point-of-contact for local CYES matters with special attention to deployment issues.
- Facilitate communication between local school authorities and senior leadership to insure school issues are addressed and resolved at the lowest practical level.
- Advocate for the educational needs of military children by
 - * Working cooperatively with installation and community organizations, school district leadership,
 - * educating school personnel and community organizations on school issues affecting military children, and
 - * attending local school board meetings, School Advisory Council (SAC) meetings (or equivalent), Ombudsman assemblies, and other base/community organizations' meetings as appropriate.
- Serve as liaison between organizations providing services to students, school personnel, and community to foster partnerships between military and civilian

organizations, schools, and families.

- Understand and communicate to installation leaders and school administrators the funding sources to include Federal Impact Aid.
- Command a working knowledge of federal, state, and local laws applicable to military child education by initiating and maintaining contacts and websites for departments of education, local school districts, and local schools.

An individual SLO Action Plan must be created at each installation which reflects the vision of the installation's commander and the needs of the military families on that installation. The action plan is not a static document; rather it should reflect the ever-changing needs and requirements of the military community, the installation, and the school district served by the local SLO.



Teacher Supply Depot Update



Join the great things happening at the Teacher Supply Depot. The Teacher Supply Depot is always looking for volunteers to prepare for giveaways. New materials come in daily. Local Unit PTAs can make the Depot a better place for teach-

Next Giveaway is November 12th!

Award and also qualify for the Teacher Supply Depot award. Call the Depot at 381-748 to schedule your PTA's volunteer day!

Don't miss the next giveaway

ers. Please have your PTA plan a volunteer workday at the Depot soon. You will earn credit toward the Local Unit Achievement

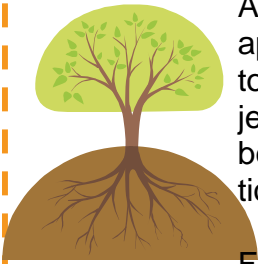
day on November 12th. Remember, PTA presidents or their pre-arranged designee may attend these giveaways. Get materials for your PTA or shop for a teacher at your school who may not be able to attend. We have lots of writing kits that include a parental component, envelopes of all sizes, 6 pallets of poster board, ceramic tiles, holiday decorations, and much more!

See you there!

“PTA’s may apply [to the Communi-Tree Program] in order to have plants for campus beautification”



Free Flowering Trees!



Any non-profit organization within the JEA service area may apply for the Communi-Tree Program, featuring a grant for up to twenty-five, 30-gallon container trees for a community project. PTAs may apply in order to have plants for a campus beautification event. The deadline for the next grant application is December 30th.

For more information and a grant application, visit www.JEA.com and do a search on grants.

America Recycles Day

November 15th is the annual America Recycles Day. Your PTA can recognize this event in several ways. Consider holding a recycled art fair in your school. Begin a recycling program. Also, many recycling drives to support community agencies are currently underway. County Council is constantly collecting old eyeglasses that are provided to agencies to refurbish and then given to people in third world countries that have no other hope of receiving the gift of sight. Hubbard House collects old cell phones and prepares them for women living in fear of domestic abuse so they have a way to call 911 if the need arises. They also use hygiene products. It is a great place to clean out all the hotel sham-

poos and soaps you may have under the bathroom sink. Ronald McDonald House collects aluminum flip tabs from soda cans and recycles the aluminum. Proceeds from these efforts help support the housing for families who have children in long-term hospitalization. The Ronald McDonald house here in Jacksonville is fully supported by the community. Your PTA too can help by collecting flip tabs. And, beginning in November, WJCT begins its annual Mr. Roger's Sweater Drive to provide sweaters, jackets and blankets for those homeless individuals in the I.M. Sulzbacher Center, Clara White Mission and the migrant workers serviced by St. Vincents' Mobile unit. Last year I helped distribute

the 12,000 sweaters collected. The recipients are very grateful. If you collect eyeglasses, flip tabs, cell phones or hygiene products, you may bring them to any County Council meeting and give them to Chris Buckley. Other information for the sweater drive will be made available as soon as it is available. Sweaters collected can be sent to the Teacher Supply Depot (#10) through school mail. You can hold a drive and meet a critical need in the community as well as encourage recycling and reuse. Keep track of your environmental efforts and apply for the Florida PTA environment award located in the Kit of Materials your President received.

Some of the above drives may also qualify you for a Humanitarian Award. These are just a few ideas of involving your PTA and your students at this time of Thanksgiving.



The Heaviest Burden Our Kids Could Carry Is A Second-Rate Education.

Don't Let Our Children Pay The Price Of School Budget Cuts.

Save Duval Schools

In 2009, as the Duval County Public Schools faced a more than \$100 million budget deficit due to falling state revenues, a local politico and a prominent school board member had an “aha” moment together. Michael Munz and WC Gentry had met with Duval Schools Superintendent Ed Pratt-Dannals, who reported, incredulously, that the district was required to spend millions on music books even as music teachers were being “surplussed” due to budget cuts! Munz and Gentry, together with nonprofit and business leaders in the community, agreed that when it came to cuts in education, they’d had enough. Munz’s business, The Dalton agency, and other community leaders pulled in Deborah Gianoulis Heald to say it out loud in front of local media: “Enough!” And Save Duval Schools was born.

Save Duval Schools is a political issues organization with a simple goal: To give voice to Floridians who want the Legislature to follow Article IX, Section 1 of our consti-

tion, i.e. to fulfill the state’s “paramount duty” to provide public school students with a “high quality” education. It is Save Duval Schools’ position that our lawmakers need to make two things happen in order to fulfill their “paramount duty.” First, we as a state must find or create a steady, reliable income source for public K-12 education. Second, we must invest our local school boards with discretion on how to spend state education funds, without the nonsensical mandates like the “mandatory music books,” cited above.

Save Duval Schools founders created a website (www.saveduvalschools.org) through which voters in Florida may directly contact their lawmakers with their thoughts on education funding. Last legislative session, lawmakers let us know that they were definitely hearing from Save Duval Schools—thanks to involved parents like YOU!

But in order for Save Duval Schools to continue its impact on the Florida Legislature, we need for involved parents like you to spread the word! If you haven’t already signed up to receive email alerts from Save Duval Schools, please go to www.saveduvalschools.org today and sign on! And please spread the word to your local units, through all written and email channels—the viability of Save Duval Schools mission DEPENDS on its grassroots—that’s us, PTA people—you and me. Won’t you please help us spread the word about Save Duval Schools?



APPLY NOW FOR THE “RIGHT FOOT” AWARD!

As soon as your PTA qualifies for the Right Foot Award, send your application.

Your Council dues of \$35 must be paid by November 1, the State/National portion of your dues (\$3.00 per member) must be in the State office, and your bylaws must be up to date. In addition, someone from your PTA must have attended the September 30th Leadership Training Workshop and your PTA must have been represented at 2 out of the first 3

Council meetings this year. Some of you qualify now and others will be eligible after the October 20th Council meeting which will be held at the Teacher Supply Depot.

Send your completed application which is on page 61 of the Council Handbook to Betty Marty prior to November 3rd.



Has Our PTA/PTSA...	Yes, We Have!
Paid Duval County Council Dues in full by Nov. 1?	
Paid all State and National dues that have been collected to date (dues are due monthly)?	
Updated our bylaws (if necessary. Bylaws are valid for 3 years from the date stamped on them)?	
Attended at least 2 DCCPTA general meetings (of these: Aug. 25, Sept. 15, Oct. 20) AND the Fall Leadership Workshop on Sept. 30?	

PTA/PTSA Name: _____

President's Name: _____ Phone: _____

E-mail: _____

Send this completed form to: Betty Marty, 4106 Old Mill Cove Trail W., Jacksonville, FL 32277 by Nov. 3, 2009.

Questions? Call Betty, 744-0661.



**Are You
Ready To
Lose Your
Rights As A
Local Unit?**

Why Should YOU Attend The State Convention?

The Florida PTA State Convention is where you have the opportunity to voice your opinion as a local unit PTA. Without the local units, the Florida PTA has no reason to exist. It is important that FPTA hear your voice and know if they are meeting your needs.

At the 2009 Convention, Florida PTA is asking you to vote on a resolution that could have a very negative effect on your local PTA. They are asking to combine the Leadership Conference with the Convention and just hold one big event in the summer.

This means you will send your newest board members to the Leadership Conference for three days of training. They will also be asked to attend Convention and to vote to adopt Platform Items, Bylaw Amendments and to elect the new State Officers. This will all take place in July at Innisbrook in Tarpon Springs.

Let's review – this year, we received the Platform Items the last week of September and Convention is November 13th. That gives us about 6 weeks to talk about the items, to attend the platform workshop held by the County Council where we can learn the pros and cons of each Platform Item, to present them to our local unit boards so they can vote to tell their delegates to convention how to vote, and to have a Council meeting so the schools can tell the Council delegates how they want them to vote. This would also be the time that any proposed Bylaw Amendments would be debated and adopted and we would need to follow the same process for educating delegates on whether they are good amendments or bad ones.

During an election year, we also need time to review the candidates who are up for election as well as any candidates who might be running from the floor. We would also need time to prepare, in the event Duval might have a candidate who is running, because we would certainly want to campaign for our candidate.

By combining Leadership and Convention, and holding it in July, you would get the Platform items and Proposed Bylaw Amendments about the last week of May – or right at the end of school. There would be no time to do all of the above steps to prepare delegates on how to vote on Platform Items, Bylaw Amendments or candidates. All minds are on ending school. Also, your new board will not meet until after the school year ends and the new board members are the ones who should be preparing these issues.

Another concern with this proposal is that the event will always have to be held in the middle of the state since it is the only place that has convention venues large enough to house the 1100 or so delegates that usually attend. This is an issue when voting since it is very easy for counties who live in those areas to send large numbers of delegates to convention when the event is held in their area. This is why convention has always been moved around the state, It allows each area the opportunity to send lots of delegates and keeps one area of the state from having a dominant voice in the voting process.

Is there a good reason to combine these two events? Attending one event would be cheaper. You will need to decide if cheaper is better. Your Duval County Council of PTAs believes that it is not. We believe that this resolution takes away the rights of the local units. The Platform Items, the Bylaws of the Florida PTA and its Officers, belong to you and you have the right to fully understand them and know what you are voting for or against. Doing away with Convention and blending it in with the Leadership Conference in the middle of summer is going to make that very difficult, if not impossible. Holding this event in one location in the state every year, means we will always be limited in the number of delegates we will be able to send. Convention will never again be held in Jacksonville.

It is very important that your PTA send a delegate/s to this year's state convention to cast your vote on this resolution. Convention is where your local unit makes its voice heard. We have already lost our Legislative Convention and now they are trying to take away the State Convention. I can't help but wonder what will be next if we don't stand up and say "enough is enough!"

Treasurer Report

Florida Elementary School PTA 2009 - 2010 Proposed Budget

INCOME	
Balance brought forward	\$2,150.50
Membership*	\$ 500.00
T-shirts/Sweatshirts	\$ 600.00
Family Social	\$ 300.00
Fall Fundraiser	\$2,000.00
Spring Event	\$1,000.00
General Mills Boxtops	\$ 200.00
Bank Account Interest	\$ 25.00
TOTAL	\$6,775.50

EXPENSES	
INTERIM FUNDS	
SUMMER 2007	
Leadership Conference (2007)	\$ 75.00
Welcome Back Breakfast	\$ 100.00
TOTAL	\$ 175.00

ADMINISTRATIVE	
PTA Conferences/ Training	\$1,000.00
Paper Supplies	\$ 100.00
Office Supplies	\$ 75.00
FPTA Publications	\$ 50.00
County Council Dues	\$ 15.00
Bank Fees	\$ 10.00
Miscellaneous	\$ 525.50
TOTAL	\$1,775.50

COMMITTEES	
Programs	\$ 500.00
Volunteer Coordinator	\$ 125.00
Membership	\$ 100.00
Hospitality	\$ 325.00
Faculty/Staff Appreciation	\$ 350.00
Cultural Arts	\$ 100.00
Newsletter	\$ 75.00
Boxtops/labels	\$ 25.00
TOTAL	\$1,600.00

SCHOOL PROJECTS	
School Improvement	\$ 750.00
Activities	\$ 300.00
TOTAL	\$1,050.00

INTERIM FUNDS	
SUMMER 2008	
Leadership Conference 2008	\$ 75.00
Welcom Back Breakfast	\$ 100.00
TOTAL	\$ 175.00

CARRYOVER \$2,000.00

GRAND TOTAL EXP. \$6,775.50

FPTA Dues \$ 750.00

NOTE

Total Income must equal Total Expenses

*Assumes 250 members @ \$5 per member (\$2 goes to Local Unit; \$3 to FPTA)

Treasurer Report (continued from pg. 7)

TREASURER'S CALENDAR CHECKLIST

MONTHLY

- Remit State/National dues to FPTA as collected.
- Present Treasurer's Report at every Board and General meeting.
- Deposit all money frequently and on time.
- Remit all expenditures in a timely manner.
- Make sure all checks have an invoice or receipt and reimbursement form.
- Record all checks & deposits on a ledger with explanation.
- Reconcile Bank Statement
- Make sure each check has 2 signatures.
- Monitor budget & expenditures with President & Board.
- Make copies of monthly Bank Statements for President and Principal.
- Attend County Council General Meetings

JULY/AUGUST

- Fiscal Year ends June 30th**
- Have books audited by the Financial Audit Committee - refer to Bylaws – after receiving June bank statement.
- Attend the Treasurer's training at the FPTA Leadership Conference.
- Obtain copies and read carefully: your unit's Bylaws and Standing Rules, and "Dollars & Sense" (sent to the President from FPTA).
- Meet with Budget Committee and prepare Proposed Budget – present to Board for approval.
- Create a Reimbursement form and distribute to Board and Chair members.
- Set up your Treasurer's Books.
- If there are no Standing Rules for money collection from various Chair Committees (Membership, Ways & Means etc.), meet with Board and Chairs to establish written rules.
- Change check signers at Bank – at least 3 signatures (PTA Officers).

SEPTEMBER

FIRST GENERAL MEETING

- Present **Budget** to General Membership for adoption.
- Present **Annual Report** from the previous year (if not already done), to General Membership for approval.
- Read **Financial Audit Report** to General Membership.
- Mail to FPTA the "**Internal Revenue Exempt from Income Tax**" form. (Form is in the Kit of Materials the president receives from FPTA and also on FPTA website) Keep a copy for your records.
- Remit County Council Dues – if applicable
- Send FPTA Convention registration (found in FPTA "Bulletin") if attending.

OCTOBER/NOVEMBER

- By November 15th, if gross income is less than \$25,000, go to the IRS Web site – www.irs.gov -- and file the E Postcard -- Form 990-N – electronically.
- If your Gross Income is over \$25,000 prepare and file IRS tax form 990EZ and Schedules A and G.
- Refer to National PTAs "Money Matters" for assistance in filing.
- Make a copy for President and Treasurer's Books.

**NEVER IGNORE CORRESPONDENCE FROM THE IRS
CONTACT COUNTY COUNCIL TREASURER, FPTA TREASURER OR STATE OFFICE**

DECEMBER/JANUARY

- Meet with Budget Committee to review Budget. If revisions needed, present to Board for approval and at the next General Membership for adoption. Budget revisions can also be made at any General meeting – refer to your Bylaws.
- A portion of the Membership Dues owed to State/National PTA must be paid by December 15th in order to be eligible for participation in Reflections and Awards.

MARCH

- Remit remaining dues and unused membership cards to FPTA before March 31st.

Treasurer Report (continued from pg. 8)

TREASURER'S CHECKLIST FOR END OF YEAR

**This checklist is to be used even if the current Treasurer is returning.
Treasurer's books are closed June 30th – Fiscal year per Florida PTA Bylaws is July 1st – June 30th.**

- ___ 1. Remit all State/National Dues to FPTA. Return all unused/voided cards.
- ___ 2. Pay all outstanding bills by end of the school year to allow time for checks to clear the bank.
- ___ 3. Prepare the **Annual Report** – (Includes all Gross income and expenses for the Fiscal year. The report should start with beginning balance from previous year). A Copy is to be presented at the first General meeting of the next year.
- ___ 4. If your school's mail is held over the summer (check with principal/secretary), make arrangements with the bank to obtain May and June's bank statements.
- ___ 5. Prepare for the **Annual AUDIT** – refer to Florida PTA's "Dollars and Sense" on how to conduct an audit. The audit is to be done after books close, June 30th and covers the entire fiscal year. The outgoing Treasurer or current check signers may **NOT** audit the books, refer to your Bylaws. The Treasurer should deliver to the committee the following:
 - Copy of the previous years Financial Audit
 - Checkbook and cancelled checks (if available)
 - All bank statements & deposit slips
 - Treasurer's book or ledger
 - Treasurers reports – both Board and General meetings
 - Itemized statements & receipts of all bills paid
 - Check requests or reimbursement forms
 - Copies of minutes showing budget approval and amendments from General meetings
 - Copy of the current Budget
 - Current Bylaws & Standing Rules
 - Annual Report
 - While books are being audited, incoming Treasurer may make deposits only – no checks should be written. Completed Audit and Treasurer's materials are returned to the incoming Treasurer.
- ___ 6. The Audit is presented to and adopted by the General Membership at the first meeting in the Fall.
- ___ 7. The outgoing Treasurer should be responsible for filing the required tax documents with the IRS.

Form 990-N – the E-Postcard – is to be filed by all PTAs whose gross income is less than \$25,000 – it is filed online. Go to www.irs.gov and search e-postcard. Be sure to print a copy for your permanent records.

Form 990EZ and Schedules A and G need to be completed if the gross income was over \$25,000 for the fiscal year (not counting Carry Over or State/National Dues.) Refer to National PTAs "Money Matters" or call the FPTA State Treasurer or the State Office for assistance in filing.
- ___ 8. After the new Officers have been elected, the outgoing Treasurer may change the Signers on the bank account. You will need a copy of the minutes showing the names of elected officers. Contact the bank for further information needed. A change in Banks requires approval from the General Membership.
- ___ 9. Outgoing Treasurer may make reservations/registrations for board members to attend the FPTA Leadership Conference at Innisbrook in July. Forms will be in the FPTA Leadership Pre-Conference mail out and on the FPTA website in May.
- ___ 10. The incoming Treasurer will Chair the Budget committee for the next year.

Fabulous Flamingo Fete



Silent & Live Auction

November 21, 2009
5:00 - 7:00 PM

Schultz Center

4019 Boulevard Center Drive
Jacksonville, FL 32207



Tickets:
\$20 individual;
\$35 per couple
(advanced sales only)
\$20 at the door
Call 390-2677
to order tickets



Music, food, and fun! Come bid on your favorite item,
hand decorated by North Florida artists and art educators.

The Duval Art Teachers Association (DATA) is a North Florida, Not For Profit 501(c)(3) professional organization of both public and private school art educators. The Leslie Beddard Scholarship Fund is sponsored and maintained by the Duval Art Teacher's Association. The chief purpose of the fund is to award monies to art teachers for art education to attend classes, workshops, and conferences, and to fund special projects.