



2023-2024 Compliance Requirements

These are the current requirements for FL PTA and SCCPTA.

Florida PTA - Five Compliance Requirements & Standards of Affiliation

All PTA forms are available at www.FloridaPTA.org under "Running Your PTA" "Forms" tab.

If you have questions, please send email to: compliance@floridapta.org

FAX: 407-240-9577 -- Mail Florida PTA: 1747 Orlando Central Parkway; Orlando, FL 32809

Item	Due to Florida PTA Office	Format Sent	Notes
Local Unit New & Returning Officer Contact Information	July 1 st Annually (Or as soon as elections are held)	Enter Information ONLINE Only www.FloridaPTA.org or directly into MemberHub Must maintain current home addresses, phone numbers & email addresses for the President, Secretary & Treasurer.	Must submit new registration every year even if there are no changes in officers' information. Update information throughout the year when changes occur.
Membership Dues State & National Portion of Membership Dues. Pay \$3.50 per membership sold.	Monthly as dues are collected	Pay Via MemberHub.com Or USPS Mail: Send with State & National Dues Payment Form from the website www.FloridaPTA.org	The State & National portion of dues is paid monthly when memberships are sold. Must be received by Dec. 15 to participate in Reflections and other programs.
Audit Completed after June 30 each year.	August 31st Annually	Fax, mail or email to: audit@floridapta.org	Refer to Florida PTA Kit of Materials Dollars & Sense and National PTA Money Matters Guide
Copy of IRS 990 Due to IRS by Nov 15 th each year.	November 30th Annually	Fax, mail or email to: 990@floridapta.org	All PTAs/PTSAs are required to file IRS 990 by Nov. 15 annually. File either 990N (e-Postcard), 990EZ (short form) or 990 (long form).
Bylaws	Every Three Years	Upload, Fax, Mail or email: bylaws@floridapta.org Bylaws form and link to upload on website www.floridapta.org . Running Your PTA -- Bylaws Tab	Bylaws must be reviewed, updated and APPROVED at State Office at a minimum of every 3 years. Update on current 2022-2023 bylaws form.

SCCPTA - Four Compliance Requirements & Standards of Affiliation

If you have questions, please send email to: secretary@sccpta.com

Item	Due	Format Submitted	Notes
Principals & Presidents Meeting	August 31st 9-10:30am	Sign in at the event. (In-Person)	If President is not available, they may designate an Officer as their representative Click here to RSVP (1 person per PTA/PTSA)
County Council Membership Dues (\$70)	September 30th	Online via: MemberHub OR, By mail to: PO Box 197165 Winter Springs, FL 32719	To mail: Use Dues & Scholarship Fund Remittance Form available at SCCPTA Dues & Scholarship Fund
SCCPTA Trainings (3)	April 6th	Register or Sign in at the event. (In-Person and Virtual options) Summer June 7, 2023 Virtual Fall August 26, 2023 - In Person Winter January 11, 2024 Virtual Spring April 6, 2024 Virtual	The President, Treasurer, & Secretary of each PTA unit MUST each attend one (1) training. ALL PTA officers and board members are encouraged to attend trainings available.
SCCPTA General Meetings (2)	April 6th	Register or Sign in at the event. (In-Person and Virtual options) Fall August 26, 2023 In Person Winter January 11, 2024 Virtual Spring April 6, 2024 Virtual	All PTA/PTSA Units must be represented at 2 general meetings. <i>Defined as a minimum 1 board member from your PTA/PTSA unit appointed to vote (required); a unit may have up to 3 voting members (not required).</i>