

York County Council



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302 Dare Road, Yorktown, VA 23692

GENERAL REQUIREMENTS FOR ALL PTA/PTSAs for 2011 - 2012

Each PTA/PTSA is required to submit the following information to BOTH the York County Council and the Virginia PTA/PTSA **before** December 1st each year in order to be considered a unit in good standing. Units not in good standing run the risk of losing their tax-exempt status.

- ___ 1. By-Laws
Each unit will have and operate under an approved, current set of By-laws. Please submit a copy of the signed cover sheet indicating the effective dates of the By-laws.
- ___ 2. Officers & Contact Information
Each unit will submit the names, addresses, e-mail and phone numbers of Officers and committee members for the current year; revised form will be submitted when any officer change occurs. Submit to state and council before June 15th each year.
- ___ 3. Meetings
Each local unit is expected to send a representative to scheduled Council meetings and events. Attendance at a minimum of 5 meetings/events per year is required.
- ___ 4. Audit
Each unit must submit the cover letter of your unit's most recent audit that indicates the date the audit was completed and the date of acceptance by general membership.
- ___ 5. Budget
Each unit will submit a copy of the current year's budget, showing the date approved by general membership.
- ___ 6. Tax Return
Each unit will submit a copy of the previous year's tax return (or verification of e-card) to both the Council and the State PTA.
- ___ 7. Dues
Council and State dues **MUST** be paid on time. Please provide a copy of the State/National PTA Dues Remittance Form. (Council dues of \$100.00 must be paid by November 1st and initial State/National dues must be paid **before** December 1st to remain in good standing.)

Submit this information to the YCC PTA by specific deadline or no later than December 1 st via the York County School Division mail service (pony) or mail to:	Laurel Garrelts/Reggie Fox, YCC PTA 302 Dare Road Yorktown, VA 23692
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