

York County Council

PTA[®]

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Local Unit Handbook 2011 - 2012

“If you plan for one year, plant rice. If you plan for 10 years, plant a tree. If you plan for 100 years, educate a child.” –

Chinese Proverb

Introduction by York County Council PTA President

Dear Fellow York County PTA Leaders,

As I enter into my 2nd year as York County PTA President, I want to say thank you for your cooperation and help. Learning a new role is sometimes difficult as we all know. This year, the Council will continue to keep you informed of what is happening in the school division, the District PTA, and the State PTA. We will work to streamline programs and requirements to cut down on your workload. The most important part of what we do as PTA leaders is working toward a quality educational experience for the students in the schools we serve.

Inside this handbook you will find information to help you remain “In Good Standing”. There are forms you can copy and references to websites where they may also be found.

Those of us in PTA are involved because we have a passion for service and education. Good luck as this school year begins and remember that you are part of something bigger and more important than you can imagine.

Thanks again for serving.

Sincerely,

*Laurel Garrelts
President, York County Council of PTA/PTSAs*

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MISSION OF THE NATIONAL PTA

1. To support and speak on behalf of children and youth in schools, in the community, and before government bodies and other organizations that make decisions affecting children.
2. To assist parents in developing the skills they need to raise and protect their children.
3. To encourage parent and public involvement in the public schools of this nation.

MISSION OF THE VIRGINIA PTA

1. To advocate on behalf of all children and youth.
2. To promote positive parenting.
3. To encourage parent and public involvement in the health, education, and welfare of children and youth.

OBJECTS OF THE PTA

1. To promote the welfare of children and youth in home, school, community, and place of worship.
2. To raise the standards of home life.
3. To secure adequate laws for the care and protection of children and youth.
4. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
5. To develop between educators and the general public united efforts that secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

York County Council



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302 Dare Road, Yorktown, VA 23692

***EXECUTIVE BOARD
2011 - 2012***

President

Laurel Garrelts
817-1103
way2clean@cox.net

Advocacy

Kimberly Griffin
206-1040
kgriffin185@cox.net

Vice President/Compliance

Reginald Fox
898-0454
rfox@ycsd.york.va.us

Reflections

Amanda Rocheleau
876-4337
Amanda.rocheleau@saic.com

Treasurer

Julie Camarena
865-4077
julie.camarena@cox.net

Wei Chang (Student Co-Chair)
weictw@gmail.com

School Board Representative

R. Page Minter
898-5604
pminter@ycsd.york.va.us

Secretary

Theresa McLeod
218-8349
mcleodmtb@gmail.com

School Division

Dr. Eric Williams
Superintendent of Schools
898-0310
ewilliams@ycsd.york.va.us

York County PTA Local Unit Listing

York County School Board



Barbara S. Haywood
District 1
bhaywood@ycsd.york.va.us
757-229-4540



Linda Meadows
District 2
lmeadows@ycsd.york.va.us
757-898-7472



Mark A. Medford, Chairman
District 3
mmedford@ycsd.york.va.us
757-898-6900



R. Page Minter
District 4
pminter@ycsd.york.va.us
757-898-5604



Robert W. George D.D.S., Vice Chairman
District 5
rgeorge@ycsd.york.va.us
757-897-1925

York County School Board Meetings

The York County School Board meets twice each month on the 2nd and 4th Mondays. Meetings will be held at the following locations unless otherwise announced:

Directions to York Hall:

Take Rt. 17 towards Yorktown. Turn right at the last exit before the Coleman Bridge, which is Alexander Hamilton Blvd. Proceed up Alexander Hamilton Blvd. to the stop sign. Turn left onto Ballard Street and proceed to the 4-way stop. York Hall is on the right (diagonally across the street). Proceed through the 4-way stop. Parking is on the right, behind York Hall.

*Dates and times subject to change.

Regular and Work Session Location:

York Hall
2nd Floor
301 Main Street Yorktown, VA 23692

School Board Meeting Schedule

August 22, 2011 - Regular Meeting at 7:00 York Hall
September 12, 2011 - Work Session at 6:00 p.m. York Hall
September 26, 2011 - Regular Meeting at 7:00 p.m. at York Hall
October 10, 2011 - Work Session at 6:00 p.m. at York Hall
October 24, 2011 - Regular Meeting at 7:00 p.m. at York Hall
November 7, 2011 - Work Session at 6:00 p.m. at York Hall
November 21, 2011 - Regular Meeting at 7:00 p.m. at York Hall
December 5, 2011 - Work Session at 6:00 p.m. at Bruton High School
December 12, 2011 - Regular Meeting at 7:00 p.m. at York Hall
January 9, 2012 - Work Session at 6:00 p.m. at York Hall
January 23, 2012 – Regular Meeting at 7:00 p.m. at York Hall
February 13, 2012 – Work Session at 6:00 p.m. at York Hall East Room
February 27, 2012 – Regular Meeting at 7:00 p.m. at York Hall
March 12, 2012 – Work Session at 6:00 p.m. at York Hall East Room
March 26, 2012 – Regular Meeting at 7:00 p.m. at York Hall
April 16, 2012 – Regular Meeting at 7:00 p.m. at York Hall
April 30, 2012 - Regular Meeting at 7:00 p.m. at York Hall
May 14, 2012 – Tabb High School – Student Recognition at 6:00 p.m.
May 21, 2012 – Regular Meeting at 7:00 p.m. at York Hall
June 4, 2012 – Work Session at 6:00 p.m.

WEB-SITES and Other Useful Contacts

York County Council PTA Website

www.yorkcountyschools.org/parents/pta

District PTA Website

<http://worknotes.com/VA/Peninsula/PeninsulaDistrictPTA>

Virginia PTA Website

<http://vapta.org>

(To enter members only section where you can download forms, you just need to register for a user-name & password by clicking on “Members Only Log-in”, then clicking on “Register” and entering the information requested)

National PTA Website

<http://pta.org>

York County School Division

www.yorkcountyschools.org

PTA Structure

Local Unit is self-governing with a program of work suited to its own needs, but united to all other organization levels. (Also called a PTA or Congress unit) You are a member of a local unit upon payment of membership dues. (Each school PTA is called a Local Unit)

Council is made up of local units, which are members of the State and National Congresses of Parents and Teachers. Membership in a council is by units and not individuals. The purpose of a Council is to develop leaders, to strengthen local units, and to promote cooperation among the members of PTA. Your local unit is a member of the **York County Council of PTA/PTSAs**. Your **Council President** is: **Laurel Garrelts**.

District - The Council works under the direction of the District Director. The York County Council of PTA/PTSA's is part of the **Peninsula District**. District directors (and district officers) are elected at annual district meetings in alternate years for a term of two (2) years. The director of each district is a member of the Board of Managers.

Your **District Director** is:

Mary Jo Padula

Peninsula District Director

Phone number: 757-220-4657

peninsuladd@vapta.org or mpadula@ycsd.york.va.us

Region is a geographical division of the State PTA designated by the State board to carry on the State PTA work effectively. There are six (6) regions in Virginia, each made up from two to five districts. Each region is represented by one of the District Directors within that region. Your Region is: **Tidewater**.

State is an integral part of the National Congress of Parents and Teachers, serving as a link between the National Organization and its membership within the state. You are a member of the **Virginia Congress of Parents and Teachers**. Your **State President** is: **Anne Carson**

Anne Carson

1027 Wilmer Ave

Richmond, VA 23227-2419

president@vapta.org

toll free: (866) 482-5437, fax: (804) 264-4014

e-mail general questions for VA PTA to: info@vapta.org

Board of managers consists of the officers of the Virginia Congress, Directors, Assistant Directors of the Districts or their alternates, the chairmen of standing committees, and the immediate past president. Your Board of Managers is listed at vapta.org.

National Congress of Parents and Teachers is made up of the state congresses. Its structure is the pattern for the state organizations. You are a member of the National Congress of Parents and Teachers. Your **National President** is: **Betsy Landers**

1250 N. Pitt Street Alexandria, VA 22314

(800) 307-4782

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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York County Council



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York County Council Meeting Schedule And Timeline 2011 - 2012

Date	Time	Purpose	Location
September 8 th	7 p.m.	YCC Meeting Meet the Administrators Night	
September 29 th	6 p.m.	Rachel's Challenge	Tabb High School Auditorium
November 4 - 5 th		State PTA Convention	
November 12 th		Council Reflections Deadline	Entries to School Bd. Office
November 17 th	7 p.m.	YCC Meeting	Waller Mill Elementary School
January 5 th	7 p.m.	YCC Meeting	
	6 p.m.	District PTA Annual Dinner	
March 1st	7 p.m.	YCC Meeting	
May 3 rd	7 p.m.	YCC Meeting	
June 7 th		District Leadership Training	Williamsburg School Division
July		Audit Fest	
July		VA PTA Leadership Training	

York County Council Delegate Responsibilities

Each Delegate represents their Local Unit PTA/PTSA at all Council General Membership Meetings and should attend all of their own Local Unit PTA/PTSA meetings. At Council meetings, delegates are entitled to make, discuss, and vote on motions. Delegates must keep their Local Unit PTA/PTSA and Council informed.

As the delegate at council PTA meetings, your duties may include the following:

- Be present at all meetings of the Council and your Local Unit PTA/PTSA.
- Take notes of announcements and programs.
- Report announcements, important action, and the Council Program to the Local Unit PTA/PTSA and/or its Executive Committee.
- Put announcements of Council activities in the local unit bulletin or newsletter.
- Seek information or approval from your Local Unit PTA/PTSA on matters referred to the Local Unit and be prepared to report to the next Council General Membership Meeting.
- Notify Local Unit PTA/PTSA Executive Committee members of the next Council General Membership Meeting and urge them to attend.

One of the most important aspects of the job of the Local Unit PTA/PTSA Council Delegate is to keep the lines of communications open between your Local Unit PTA/PTSA and the Council.

PTA Legislative Program

One of the objectives of the PTA is... "*To secure adequate laws for the care and protection of children and youth.*"

To promote this objective each Local PTA/PTSA is strongly encouraged to have an active Legislation Chairman. The following information is a very brief and condensed view of the Local Unit Legislation Chairman/Committee's duties. The entire legislative process can seem overwhelming. It is this Council's intent to provide a starting point for each local unit and new Legislation Chairman to begin this important journey into the Virginia PTA Legislative process.

Local Unit Focus

Each local unit PTA/PTSA should:

- Be familiar with the Virginia PTA Legislation Program;
- Monitor School Board and City Council Meetings;
- Be represented at PTA State Convention, Summer Conference, and the District Legislation meetings and workshops;
- Contact legislators as needed;
- Send a tally sheet, showing your local unit's voting results regarding the current "Virginia PTA Proposed Legislation Program" items, to District Director by Oct. 22nd.

Elements of the PTA Legislative Program

Preliminary Proposed Legislation Program: After each session of the Virginia General Assembly, the state PTA Legislation Committee drafts a preliminary program based on input from various sources (local PTAs can submit suggestions & are due by end of February). This preliminary proposed program is sent to districts, councils, and local units before spring. It is taken under consideration by the Board of Managers and discussed at a public session during the spring meeting. Comments and input are welcome. This is developed into *Proposed Legislation Program*.

Proposed Legislation Program: sent to local unit presidents in August. Local units vote on Proposed Legislation Program and send vote result tally sheet to District Director by October 22nd.

Legislative Action Items (LAI): are requests for the introduction, passage, or defeat of specific legislation by the General Assembly and/or regulations by the Virginia Board of Education or other appropriate agencies.

Policy Statements (PS): are statements of Virginia PTA on general issues and may be used as the basis for addressing issues before the General Assembly, Virginia Board of Education or other appropriate agencies.

Convention Resolutions: are resolutions passed at the annual Virginia PTA Convention and remain in effect for four years. After four years they are presented for reaffirmation, included in policy statements or position statements, or discarded if action on the resolution has been completed.

2011 Virginia PTA Proposed Legislative Program (PLP)

Below you will find the Legislative action items and policy statements for VA PTA for this current year and how you can voice your opinion as PTA members.

This is the members' opportunity to have input into the legislation process with the assistance of their councils and districts. District directors will bring their results to the Spring Board of Managers meeting where the final proposals will be developed. You may post on your PTA web site, encourage members to read it on the Virginia PTA web site, or use whatever communication method works for your PTA. It is the right of every Virginia PTA member to have access to the PLP and to vote on its contents. District directors will bring their results to the Board of Managers meeting prior to Convention where the results will be presented.

LEGISLATION ACTION ITEM #1:

VA PTA supports additional state funding for the implementation of any increased PE requirements in grades K-8 so that there is no compromise of art, music, technology or foreign language programs currently in place.

Rationale:

In 2002, Virginia PTA members adopted a resolution in favor of daily PE in public schools. While our members has robust debate about the cost of a daily program of PE, we did not specifically state that there needed to be additional state funding to implement an increased daily PE requirement. Our members believed that with our positions on the state fully funding its portion of all SOQ requirements, any increase in a PE requirement would also come with an increase in the portion of the SOQ funding that covers PE teachers. During the 2011 General Assembly session lawmakers determined that the additional PE requirement would have no fiscal impact on the state, therefore there would be no additional funding to support the new requirement. The statement on fiscal impact went on to say there would *"likely be a significant local impact to employ sufficient staff to meet the minutes per week physical education requirement in grades kindergarten through eight. At this time, the number of additional staff that would need to be hired and the divisions impacted are unknown; therefore, an estimate of the local fiscal impact cannot be determined."* Our lawmakers admit that the local governments would solely fund this mandate and there is potential for significant costs. Virginia should include state funding for this mandate to offset the cost to the local divisions.

Right now, Virginia funds five (5) resource teachers for every 1,000 students in grades K-8. Resource teachers are art, music and PE. Many school divisions also employ technology and foreign language teachers in this category. Since the state is currently not considering increasing that ratio even with a requirement that would increase the load on PE teachers by as much as 5 times, there is concern that localities would be forced to allocate all 5 state-funded resource positions to PE. This could eliminate music, art, technology and foreign language teachers and/or programs currently available since that curriculum is not mandated by the state.

LEGISLATIVE ACTION ITEM #2:

VA PTA reaffirms our position in support of legislation granting a local option in setting school calendars and school year start dates.

Rationale:

In 1988 members of Virginia PTA adopted a position in favor of local school divisions being able to set their own calendar and school start dates. Our original position was in response to a law passed by the

General Assembly in 1986 that prohibits school divisions from beginning classes before Labor Day unless granted a “good cause waiver” by the Virginia Department of Education (DOE). This law is often referred to as “The King’s Dominion Law” and has remained in effect since 1986.

The law passed in large part because of the efforts of the hospitality and tourism groups. They argue that opening school before Labor Day could result in a decrease in tax revenue from last minute summer vacation-goers who may opt out of travel if school is in session. Additionally the law intended to allow high school workers to remain on the job through the Labor Day holiday to help manage the increased demands on the tourist destinations in Virginia. There was no educational foundation or reasoning behind the law.

Virginia PTA is seeking a reaffirmation of this position given the changes that have happened since we took our original position. Since then almost 60% of Virginia’s school divisions are granted waivers by the DOE to open before Labor Day. Additionally with the implementation of the SOLs and associated tests, many school divisions argue that they are at a disadvantage having to start school later than those divisions that are granted waivers while saving to meet the same test requirements. Also since 1986, most School Boards in Virginia are elected rather than appointed which would make a local option in setting school start dates responsive to the needs of the families they serve.

Every year since 1986 bills have been introduced in an effort to repeal “The King’s Dominion Law” and every year those bills fail. In the 2011 General Assembly session there was a crack in the wall when Roanoke City Schools were granted the right to open before Labor Day not by a waiver but by law. Many believe that this may be an opening for a change in the law. When VA PTA members testify on behalf of this position at the General Assembly we are often asked if our current membership supports allowing schools to open before Labor Day. The reaffirmation of this position will allow our advocates to state that this is a position of our current membership.

POSITION STATEMENT #1:

The Virginia PTA supports virtual and online schools designed to provide alternative learning opportunities for students in surrounding school districts insofar as those virtual schools do not divert funds or resources from localities. Virtual and online schools should comply with Virginia’s Standards of Accreditation.

Rationale:

On-line programs and “Virtual Schools” are different. A school division may offer an on-line course that targets a specific need in that division and supplements their current programs. Virtual Schools are on-line academies that a student would enroll in full-time. They would not attend a traditional bricks and mortar public school; all of their courses would be taught on-line. The school division that establishes the contract with the provider operates these Virtual Schools. Students enrolled in these virtual schools are considered students in the county or city that provides the Virtual School. For instance, a Fairfax County Public School student enrolled in a Virtual School offered through Carroll County Public Schools would be considered a Carroll County Public School student.

Because the state of Virginia continues to invest in its technological infrastructure, state-of-the-art environments are now created in which virtual and online schools can thrive. These virtual schools are now capable of offering Virginia's alternative student population opportunities for exceptional education outside of the traditional classroom.

Research shows that online and virtual education can be beneficial to various groups of students including those with disabilities. The VAPTA supports initiatives dedicated to providing all students the educational opportunities necessary to meet and exceed their individual needs.

As these schools become available statewide and students from one school district can enroll full-time in a Virtual School in a different school district, care must be taken to protect funding for traditional public schools. Currently, funding formulas to these “Virtual Schools” are the same as traditional “bricks and mortar” buildings. We must ensure that the Virtual Schools are funded at their true costs. Funding for building construction, buses, and other costs associated with traditional schools should not be allocated to the providers of a virtual school. Online and virtual schools must not negatively impact the regular public school programs through diversion of funding. They must include health and safety standards for all students. They must be nondiscriminatory and offer equal educational opportunities for all enrolled students.

PTA MEMBER BALLOT

2012 Virginia PTA Proposed Legislative Program (PLP)

The PLP, the Proposed Legislative Program, contains issues and proposed positions on which PTA members are asked to vote upon. The members will decide if the Virginia PTA should advocate for these issues.

LEGISLATIVE ACTION ITEMS (LAI) are requests for the introduction, passage or defeat of specific legislation by the General Assembly and/or regulations by the Board of Education or other appropriate agencies.

POLICY STATEMENTS (PS) are statements of the Virginia PTA/PTSA on general issues and may be used as the basis for addressing issues before the General Assembly, Virginia Board of Education or other appropriate agencies.

LEGISLATION ACTION ITEM #1:

VA PTA supports additional state funding for the implementation of any increased PE requirements in grades K-8 so that there is no compromise of art, music, technology or foreign language programs currently in place.

_____ Yes _____ No _____ Abstain

LEGISLATIVE ACTION ITEM #2:

VA PTA reaffirms our position in support of legislation granting a local option in setting school calendars and school year start dates.

_____ Yes _____ No _____ Abstain

POSITION STATEMENT #1:

The Virginia PTA supports virtual and online schools designed to provide alternative learning opportunities for students in surrounding school districts insofar as those virtual schools do not divert funds or resources from localities. Virtual and online schools should comply with Virginia's Standards of Accreditation.

_____ Yes _____ No _____ Abstain



2011 Proposed Legislation Program Local Unit Tally Sheets
submit to your District Director
by October 23, 2011*

Local Unit PTA/ PTSA: _____

PTA/PTSA president name: _____

President Contact Information: _____

Total number of members voting: _____

LAI #1

_____ Yes _____ No _____ Abstain _____ Did not vote

LAI #2

_____ Yes _____ No _____ Abstain _____ Did not vote

PS #1

_____ Yes _____ No _____ Abstain _____ Did not vote

*Local Unit Presidents may simply email the results of their vote directly to their District Directors. Please include the above information in your email. If you have any questions please contact Kathy Burcher, VA PTA Legislation Chair, at legislation@vapta.org or by phone at (804) 346-3475.

Local Unit Audit Report

An audit for _____, on record with EIN, _____ was completed on _____ by _____.

The audit was presented to the _____ board on _____ and adopted by the general membership on _____.

The audit period was from _____ to _____. The date of the last audit was _____. A form 990 _____ as a result of total receipts for the reporting year.

Council Membership: _____ District: _____

Signed: _____ Signed: _____
 President Treasurer
 AM phone number: (____) _____
 PM phone number: (____) _____
 Email: _____

AUDITOR or AUDIT COMMITTEE:

- The records of the treasurer of _____ are correct.
- The records of the treasurer of _____ were found to be inadequate to complete the audit after attempting to locate missing records. Please see attached comments.

<p>Auditor:</p> <p>Signed: _____</p> <p>Printed Name: _____</p> <p>Organization: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone number: _____</p>	<p>Audit Committee:</p> <p>Signed: _____</p> <p style="text-align: center;">Audit Committee Chair</p> <p>Signed: _____</p> <p style="text-align: center;">Audit Committee Member</p> <p>Signed: _____</p> <p style="text-align: center;">Audit Committee Member</p>
---	--

 (Space below for use by the VAPTA Treasurer or designee only).

Verified as a valid local unit audit by: _____



Print Name: _____

Signature _____

_____ Date _____

Audit Report for: _____ **EIN:** _____
Per Member Dues for _____ **(year)** _____ **(amount)**

The following audit information is submitted to the Virginia PTA as the annual audit of this association.

1. Beginning Balance		\$
2. Receipts	<i>Total of all receipts and credits.</i>	\$
3. Add line 1 and line 2:		\$
4. Expenses	<i>Total of all checks written and debits</i>	\$
5. Subtract line 4 from line 3 for "BALANCE ON HAND" <i>(Should match check register)</i>		\$

OUTSTANDING CHECKS AND DEPOSITS:

6. Balance on Last Bank Statement:		\$
<i>Outstanding Checks:</i>		
Check #	Payable to:	Amount
TOTAL OUSTANDING CHECKS:		\$
7. Subtract total for Outstanding Checks from Line 6.		\$
<i>Outstanding Deposits</i>		
Source of Deposit	Amount	
TOTAL OUTSTANDING DEPOSITS:		\$
8. Add total Outstanding Deposits to Line 7.		\$
9. Enter amount in line 8 to verify "BALANCE ON HAND" <i>Should match check register and amount in Line 5.</i>		\$

Auditor or Audit Committee Comments:

The auditor or audit committee may include any comments, recommendations or concerns in this section or attach separately to the audit report for consideration by the incoming treasurer and/or local unit board.

Instructions for Completing the Local Unit Audit Report

Cover Sheet Instructions:

The cover sheet is required. Fill in all information above the line.

1. Enter the name of your local unit, include PTA or PTSA.
2. Enter your Employee Identification Number (EIN)
3. Enter the date of the audit and who performed the audit. Enter only the auditor name or if an auditing committee was used, simply insert 'auditing committee'.
4. Enter the name of your local unit, the date presented to the PTA board and the date adopted by the general membership. The audit **MUST** be adopted by your membership at a general meeting.
5. Enter the beginning and end date of your audit period.
6. Enter the date of the last audit.
7. If you are a member of a Council, enter the name of the Council and enter the name of your District. If you are not sure what district your local unit is in, refer to the website or email info@vapta.org with your local unit name and city or county.
8. Enter the President's contact information
9. If you used an AUDITOR, enter their printed name, organization/company, address and phone number. The auditor will sign the final report. If you used an audit committee, have the committee members sign the final report.
10. Have the auditor or auditing committee chair check the appropriate box to state the audit is correct or that the records are inadequate to complete an audit after every attempt to account for missing records. If the records are inadequate, the auditor or auditing committee must include in the comments a list of what is missing and recommendations on how to prepare for the next audit.
11. Make sure you have all signatures. Send the report to:

Virginia PTA, Attention: Audits, 1027 Wilmer Ave., Richmond, VA 23227-4019

Report Instructions:

Provide the amount for each line. If the number of outstanding checks exceeds the space available, annotate in the last space for checks, 'continued on a separate piece of paper', however make sure the total in last line is the total for all checks. If the number of outstanding deposits is greater than the number of space, do the same as for outstanding checks. Attach any separate sheets.

Line 9 should be the same as line 5.

Comments Instructions:

If the auditor or audit committee has recommendations, concerns or comments, please type in this space.

Questions? Email: treasurer@vapta.org or if email is unavailable, call 1-866-4vakids for further assistance.

How to Pay Membership Dues

Each School PTA sends in **2 forms** for dues: 1 form is for the York County Council PTA and 1 form for the State & National dues combined.

Payment of York County Council Dues

The York County Council of PTA/PTSA dues are as follows:

- **\$100 per unit per year**
- **Make checks payable to: YCC PTA**
- **Due by October 16th**
- **Send to School Board Office to: Mona Reichle via pony or mail**

Payment of State and National Dues

Payment of State *and* National dues is made together to our State PTA Office using the Local Unit Remittance Form. State PTA dues are \$1.00 per member and National dues are \$1.75 per member (for a combined dues amount of \$2.75 per member).

Dues payments must be submitted **before:**

- **December 1st:** Dues must be sent in by this date to be considered in good standing and be eligible for PTA programs and awards for the year.

The following dates are deadlines for memberships received after December 1st:

- **March 1st**
- **June 30th**

You can send membership form & dues to YCC using the address given on the dues form. The Dues form is available on our web-site and on the following page.

Submit the VA PTA Local Unit Remittance Statement form and payment to:

**Virginia State PTA Office
1027 Wilmer Ave.
Richmond, VA 23227-2419**

The following pages contain the Council Dues Form and Dues Form for State and National dues. They are also available on York County Council website and at VAPTA.org.



**YORK COUNTY COUNCIL OF PTA/PTSA
Local Unit Council Dues Remittance Statement
2011 - 2012**

Please fill out this report completely

Unit Name: _____ EIN: _____

President: _____ Phone #: _____

Membership Chair: _____ Phone #: _____

Do you have 100% teacher membership? [] Yes [] No

Pupil Enrollment Number as of September 30, 2011. _____

NOTE: While actual enrollment changes daily, membership percentages are based on this "official" enrollment number for the entire year; this number can be obtained from your school principal.

Initial Dues Payment sent to State PTA? [] Yes [] No

**DUES: \$100.00 per unit per year.
Make check payable to "YCC PTA".**

Mail this report with your dues payment to the Treasurer of the York County Council of PTA/PTSA at the address below **no later than October 16th.**

**YCC PTA
302 Dare Road
Yorktown, VA 23692**

Guidelines for Membership Chairman

1. Select a membership committee to work with you during the year. Members of this committee can help you work membership tables and also help with entering all the membership data.
2. Set membership goals for the year. Don't be satisfied with last year's total - set high goals. Plan and conduct an effective Membership Program. Share your goals with the school and show your progress. Be pro-active and creative. Actively solicit members not only at PTA/PTSA meetings, Open Houses, & Back to School nights, but also at parent orientation programs for kindergarten, 6th and 9th grades. Talk with your principal about sending home membership envelopes in the pack of student information sent home the first week of school. Encourage both mother and father to join. Challenge your teachers and staff for 100% participation. Encourage other family members (grandparents, aunts, and uncles) to join the PTA. Don't forget to encourage other members of the community - ask everyone to join and support your Local Unit's PTA/PTSA. Have classroom contests to help motivate more membership.
3. Acquaint members and the public with the advantages of membership in the Local, State and National PTA, and how dues are used at each level.
4. Have membership envelopes or forms available at all times. Have them available in the school office.
5. Collect and record membership money. Remit membership money immediately to your Local Unit Treasurer and request a receipt.
6. Ensure your Local Unit Treasurer sends the State and National dues for each PTA member to the State PTA office before deadlines (**December 1, March 1, and June 30**). Send Council dues to the York County Council of PTA/PTSA by October 16th.
7. Keep records of members' names, addresses, and telephone numbers; provide a duplicate copy to your Local Unit's Recording Secretary.
8. Complete and promptly distribute membership cards to members upon payment of dues. Membership cards are sent to Local Unit President's in August. The number of cards sent is based upon the previous year's membership. **IF YOU NEED MORE CARDS, YOU MUST CONTACT THE STATE PTA OFFICE.** There is a form that you can download from the VA PTA web-site. At that time request the number of additional cards you think you will need. Also, order sufficient Membership Envelopes using the Membership Envelope Order Form. (You are not required to use the purchased PTA membership envelopes.) Allow several weeks for delivery.
9. Pass along materials and knowledge to the next Membership Chairman.

IRS Filing Requirement **E-Postcard Filing**

At the end of each school year, ALL school PTAs are required to file with the IRS. PTAs with a gross income over \$50,000 are required to file Form 990 or Form 990-EZ with the IRS. If your unit has a gross income under \$50,000, you will be required to file an annual electronic Postcard (Form 990-N).

This e-Postcard simply requires the organization to provide basic information, such as their name and address, any other names they use, a Web address if they have one, the name and address of a principle officer of the organization, and a statement that the organization's annual gross receipts are still normally \$50,000 or less.

Organizations that do not file the e-Postcard or an information return (Form 990 or Form 990-EZ) will have their tax-exempt status revoked as of the filing due date of the third year. The return is due by the 15th day of the fifth month after the organizations' accounting period ends. Check your bylaws for the end of your fiscal year. For units with fiscal years ending on June 30, the return will be due on November 15. ***Even though it's not due until November, it would be best to do this right at the end of the school year so that the current treasurer can file those forms.***

Units are encouraged to go the Exempt Organization's Web site at www.irs.gov/eo to sign up for EO Update, Exempt Organization's email newsletter, because subscribers will automatically receive the latest information about e-Postcard.

Special Note about Form 990 filing and the \$50,000 rule:

Regarding the Form 990 or 990-EZ, units are required to file if they have gross income over \$50,000. Please note that there is an exception to this that allows a PTA to have a “banner year”. A banner year is when a PTA has a huge fundraiser one year that is not typical and greatly exceeds what they normally make. To determine if you have that, you would average the past 3 years of your gross income and if that average is less than \$50,000, then you don't have to file. Of course, you need to remember to do this average for 3 years after your banner year to ensure that the average remains below \$50,000 for subsequent years.

York County Council recommends that all PTAs keep copies of major financial records (audits & budgets) for at least the past 3 years.

OBTAINING SALES TAX EXEMPTION LETTER

To utilize the exemption from paying Virginia sales tax, PTAs must furnish vendors: a copy of the **Commonwealth of Virginia Sales and Use Tax Certificate of Exemption letter** which you apply to get EVERY 5 YEARS

To obtain a copy of the **Commonwealth of Virginia Sales and Use Tax Certificate of Exemption letter**:

download the application from http://www.tax.virginia.gov/web_pdfs/npappl.pdf . The instructions are available at http://www.tax.virginia.gov/web_pdfs/npinst.pdf . In addition, a local unit can apply on-line at <https://www.npo.tax.virginia.gov>.

Along with the completed application, units will need to provide:

- Independent Financial Audit from a Certified Public Accountant if units grosses over \$250,000 (all non-profits are required by IRS to do a fiscal year-end audit, regardless of gross, but audit by CPA is required by Virginia law if gross is over \$250,000)
- The first two pages of the local unit bylaws showing the unit's name and Purposes
- Copy of form 990 or 990EZ if unit is required to file
- Authorized Signature (President)

If units have any questions regarding application for Tax Exempt letters, please contact Mona Reichle, Treasurer of YCC PTA.

Local Unit PTA/PTSA Bylaws

PTA/PTSA Bylaws - a document, which contains the structure of the Local Unit and its specific rules. The members of the unit adopt this document. Unit bylaws may not conflict with the bylaws of the Council, State, and National PTA.

You will find very in-depth information regarding Local Unit Bylaws in the local Unit Resource Guide and on line at the state PTA website <http://vapta.org>. There are directions for revising, amending, and submitting your bylaws as well as all of the forms you may need. There is even a template that you can use to easily enter your information.

Each PTA or PTSA President should:

- Acquire a thorough knowledge of your bylaws.
- Strive to maintain compliance with your bylaws.
- Ensure your bylaws are current - approved within the past five (5) year period.
- Ensure revisions and amendments are prepared, approved, and submitted, on the proper form, to the Virginia PTA in a timely manner and in accordance with your Local Unit Bylaws.
- Promptly provide a copy of your approved bylaws to any respective PTA/PTSA member requesting a copy.
- Submit a copy of your approved Local Unit PTA/PTSA bylaws, as well as a copy of any approved subsequent revisions or amendments to the York County Council of PTA/PTSA. This will make it easier for us to help you when you call us for help!

CHECK NEXT PAGE FOR YOUR PTA'S BYLAWS DATE TO SEE STATUS FOR YOUR PTA.

Local Unit PTA/PTSA Bylaws – APPROVAL DATES

Bylaws need to be revised and renewed every five years.

The table below shows the date on which your bylaws were approved. If your local unit is “bold”, your bylaws are up for revision this school year. The VAPTA website walks you step-by-step through the process to revise your bylaws and get them approved.

Local Unit Bylaws

Unit	Unit ID	Tax ID	Bylaws Approved
Bethel Manor ES	#00032675	91-1963238	6/11/2011
Bruton HS	#00028358	54-1561977	2/2/2010
Coventry ES	#00009891	54-1522074	5/27/2009
Dare ES	#00014650	54-1201899	5/27/2009
Grafton Bethel ES	#00016054	52-1288852	5/15/2011
Grafton HS	#00015056	31-1468782	9/4/2006
Grafton MS	#00015088	31-1468900	10/13/2006
Magruder ES	#00021525	54-1553836	5/24/2011
Mount Vernon ES	#00014600	52-1288981	11/12/2008
Queens Lake MS	#00028363	54-1598751	3/22/2011
Seaford ES	#00014651	54-1545551	9/27/2010
Tabb ES	#00025520	54-1383182	9/21/2009
Tabb HS	#00030291	54-1657592	12/19/2006
Tabb MS	#00014596	54-1290448	6/9/2010
Waller Mill ES	#00016873	54-1603142	12/3/2007
York HS	#00004633	54-1680735	11/1/2007
Yorktown ES	#00014647	52-1289041	7/31/2008
Yorktown MS	#00014649	54-1359605	12/3/2010
York County Council	#00053186	54-1509741	8/4/2009

As of July, 2011

Items BOLDED due for revision this FY

Revised bylaws need to be available to your general membership for review for 30 days and then voted on for approval by your general membership. Once they are approved, mail them to both the York County Council AND the VA PTA (addresses below). Keep your own copy also. When the state has accepted them, they will mail you back the original with a raised stamp.

SEND TO BOTH York County Council and VA PTA per addresses below:

Pony or mail 1 COPY to:

York County PTA
 Attn: Reggie Fox
 302 Dare Road
 Yorktown, VA 23692

Mail ORIGINAL plus 1 copy to:

Virginia PTA
 1027 Wilmer Ave
 Richmond, VA 23227-2419

Need help? Please contact Laurel Garrelts at way2clean@cox.net.

PTA Insurance

Questions always arise about whether individual PTA/PTSA's should purchase insurance. The answer is a resounding **YES**. Across the state, there have been several instances when claims were necessary. Unfortunately, we have also had incidents when claims should have been made, but the unit had failed to purchase a policy. This can cause a great financial burden to an individual unit. There are several companies that provide insurance. One popular company is R. V. Nuccio & Associates, Inc and information can be found at www.rvnuccio.com. The following is a breakdown of some of the components of the insurance offered to PTA/PTSA local units. Your coverage needs will depend on your particular circumstances.

General Liability

PTA fundraising activities can expose third parties to potential injury during PTA sponsored events. In addition, any time parents, teachers, or children attend a meeting or function, the location or actual site where the meeting or function is being held (such as the school) may wave liability for injured parties while on their property. Further, if school property is damaged during an event, the PTA may be held liable for repairs by the school. This coverage is called Premise Liability and is included in the General Liability Portion of the PTA Insurance Program. Another coverage within the General Liability policy which the PTA may find valuable, is the coverage for libel and slander. Should a PTA official render an opinion concerning an individual either publicly during a meeting, or in private, which improperly defames that person's character and a defamation claim is brought against the PTA, then the libel and slander coverage would apply.

Fidelity Bond

Now that you've raised some money on behalf of your PTA, several individuals may handle your funds. Whether it is cash, checks, or other securities, these funds could easily be stolen or improperly deposited into their own personal account. Typically, this type of situation occurs when a trusted member of the PTA simply "borrows" the money for "just a little while" until they get their personal finances squared away and then "will just pay it right back." Unfortunately, the money is never seen again. A fidelity bond is also called Employee Dishonesty Coverage. It does just as the name implies; it provides the insurance needed to protect the monies the PTA members worked so hard to earn from well meaning, but dishonest, volunteers.

Officers Liability Coverage (Directors and Officers coverage)

Individual directors and officers serving as PTA board members and those acting upon their directives are prime candidates for this coverage. Some of the basic coverages include Legal Actions & Allegations of Mismanagement, Misappropriation of Funds, Misrepresentation, Dissemination of False or Misleading Information, and Wrongful Acts. These professional liability exposures are covered when a notice of claim is filed or received. This insurance provides the extra piece of protection to insure the safe management and smooth direction of your PTA.

Property Coverage (typically not needed)

This policy protects the personal property of the PTA in the event the property is damaged or is lost due to theft or natural hazard. Covered property includes computers, popcorn machines, fundraising merchandise and more. **It is the opinion of the VA State PTA that you do not need property coverage.**

PTA Arts in Education: Reflections Program

2011 - 1012 Theme "Diversity Means..."

The Reflections Program is the Arts in Education Program of the National PTA. This program is open to children from preschool through high school. Reflections is a self-discovery learning program for children; this program challenges students to create an original work of art in any of six categories: literature, photography, visual arts, film, dance, or music. The art created must exhibit the current year theme. The goal of this program is participation. Program benefits include promotion of the arts, and parent/teacher/community support of learning.

Students must participate through an active PTA, and that Local Unit PTA/PTSA's must be in "good standing." Good Standing means Local unit bylaws are up-to-date for the previous year and Council, State, and National dues were submitted by June 30, 2011.

The Virginia PTA sends each local unit PTA/PTSA a packet containing all necessary information needed to successfully participate in the Reflections/Arts in Education Program. The Parent, Teacher, Student Packet is the official set of rules. This can be downloaded from the state PTA website at www.vapta.org. The packet contains:

- A VA PTA local unit Reflections Program requirement checklist
- The General Student Participation Rules
- Specific rules for entries in each of the six categories
- Fillable entry forms
- Helpful hints for students completing the entry form
- Theme search for next year's Reflections Program form
- FAQs and information on the judging process
- A sample judge's form
- Information on National Awards and Awards of Recognition

Please be sure to *correctly* and *completely* fill in all necessary forms. Be sure to *obtain any necessary signatures* on Entry Forms. *Check and meet all deadlines.*

Important Dates:

- *Suggested local unit deadline is October 22nd.*

- *Council deadline for schools to turn in their work is November 12th. Entries can be turned in to the School Board Office at 302 Dare Road.*

The Council Reflections Contacts are Amanda Rocheleau amanda.rocheleau@saic.com and Wei Chang weictw@gmail.com. Please contact them with questions at.

DEADLINE: NOVEMBER 12, 2011

Citizenship Essay

2011-2012 Theme “Community Responsibility”

For All Middle and High School PTAs that are in "good standing"

VIRGINIA PTA CITIZENSHIP ESSAY PROJECT

The Citizenship Essay Contest is for all Middle and High School PTAs that are “in good standing”. This essay project allows students to express their views and opinions on “Character or Citizenship”. The Virginia PTA is committed to promoting a sense of citizenship and responsibility in the lives of our children.

All students in grades 6-12 are eligible who are presently enrolled in schools with PTA or PTSA units in “good standing”. A PTA or PTSA in “good standing” is defined as one who has paid Virginia PTA and National PTA dues by December 1, and whose bylaws are current, having been revised within the past five (5) years.

Criteria for student entries for students in grades 9-12 are:

- the essay must be written with a minimum of 750 words,
- must be typed, double spaced,
- Times New Roman and
- 1” margins

Criteria for student entries in grades 6-8 are:

- the essay must be written with a minimum of 500 words,
- must be typed, doubled spaced,
- Times New Roman and
- 1” margins

In both age categories, adherence to the theme, originality, clarity, thought and skill in standard written English will be judged. The theme must be used in the essay title and cannot be changed or altered in any way. The Citizenship Essay Chairperson is Debi Abadie. Entries can be mailed to her at the address below: 226 Lisa Drive Newport News, VA 23606 Phone: 757-930-4894

DEADLINE: FEBRUARY 1, 2012

Entry forms are available at www.vapta.org

History of PTA

For more than a 100 years, Parent Teacher Association (PTA) has provided support, information and resources to families focused on the health and education of children. The organization was founded in 1897 in Washington DC as the National Congress of Mothers by Alice McLellan Birney and Phoebe Apperson Hearst. If not for these women and their vision and determination, there would not be a PTA—an organization that has been woven into the very fabric of American life.

By whatever name it has been known, National PTA was created to meet a profound challenge: to better the lives of children. And today, it continues to flourish because PTA has never lost sight of its goal: to change the lives of children across our great nation for the better.

Alice McLellan Birney and Phoebe Apperson Hearst founded an organization—a nationwide movement—in a time when social activism was scorned and women did not have the vote. Believing that there is no stronger bond than that between mother and child, they felt it was up to mothers of this country to eliminate threats that endangered children. In 1897, they called for action and more than 2,000 people responded—many were mothers, but fathers, teachers, laborers, and legislators also responded. Support grew from that first meeting in Washington DC. Problems were identified and strategies devised. Through consistent hard work, sometimes after years of perseverance, the dreams became reality:

- the creation of kindergarten classes,
- child labor laws,
- a public health service,
- hot lunch programs,
- a juvenile justice system,
- mandatory immunization

and many more programs were accepted as national norms. Between 1897 and 1919, 37 state-level congresses were chartered to help carry out the work of the organization.