

SEVENTEENA is the eNewsletter from the 17th District PTA for all PTAs and PTSAs in San Mateo County

October "Autumn" 2026 Topics:

Remit Membership Dues for at Least Fifteen (15) Members by November 1st
California State PTA Membership Challenges & Awards
School of Excellence Program Strengthens Family-School Partnerships
How to Keep your PTA/PTSA "In Good Standing"
Leaders.capta.org has Resources for You
Be Aware to Protect Against Scams
Coming Soon on October 1st - Leadership Monthly Zoom Call – Taxes & Insurance
Are Your PTA's Tax Returns Filed Yet?
Reflections Art Program - Students Express Themselves on a Theme
Upcoming November 3rd General Election and PTAs/PTSAs

Remit Membership Dues for at Least Fifteen (15) Members by November 1st

Now is the time to remit any membership dues from members who **didn't** use TOTEM or FutureFund to join your PTA/PTSA. When members join using the TOTEM or FutureFund eMembership systems, they automatically distribute dues to your PTA/PTSA and the other levels of PTA, so your treasurer does not have to send a check to remit TOTEM or FutureFund dues to other levels of PTA.

Send your check with a Remittance Form from your Council PTA Treasurer. If your PTA/PTSA is not in a Council, or the Council has not provided a remittance form, use the 17th District PTA **Out-of-Council Remittance Form** and remit $5.75 per member **directly** to 17th District PTA.



California State PTA Membership Challenges & Awards

Is your PTA team struggling to get lots of parents and staff to join your PTA/PTSA?
Earn awards from State PTA for teacher members and more members than last year. Learn all about this year's challenges here: https://capta.org/membership/membership-challenges/
If membership numbers are low, find great campaign themes and other recruitment strategies here: https://capta.org/membership/
As you seek more members, remind folks there are extra perks of membership available exclusively to all PTA members - like you! https://capta.org/membership/member-perks/

School of Excellence Program Strengthens Family-School Partnerships

October 15th is the deadline to sign up with National PTA to enroll in the program to analyze what your school community needs and wants and put it into action this year.
See: https://www.pta.org/home/programs/National-PTA-School-of-Excellence

How to Keep your PTA/PTSA "In Good Standing"

"Good Standing" means your unit has a *minimum* of fifteen members; has *at least* a president, secretary, and treasurer; *remits* the annual PTA/PTSA insurance premium by the due date (hopefully before); and *files* annually all required filings with the Internal Revenue Service, the State Franchise Tax Board, and the California Attorney General's Registry of Charities and Fundraisers.

This **Due Dates flyer** is a quick overview of dates and deadlines to keep your PTA/PTSA legal and safe for this school year.

Leaders.capta.org has Resources for You

To register for this website made for PTA/PTSA leaders, you need to know our District PTA # is 17, your unit PTA/PTSA's name and CA ID # from your bylaws, your email, and create a password. Once signed in, you will find training videos and a calendar of PTA leader's tasks under the Leadership tab, the Tax Filing Support Center under the Finance tab, and ideas for increasing membership under the Membership tab, as well as a lot more helpful PTA information.

Be Aware to Protect Against Scams

Don't fall for scams. Stop if you get a surprise text or email, and verify the sender's message by a different channel, like a phone call to a known number. Remember that PTA financial rules (requiring budget approval, a vote to authorize payments, forms with signatures, and checks with double signatures) are there to protect you against fraud like this. PTAs never purchase gift cards to use as payment.

Coming Soon on October 1st - Leadership Monthly Zoom Call

Register now! to join the monthly call hosted by the California State PTA Treasurer, Leadership Services Commission mentors, and our dedicated PTA staff support/tax-filing consultant on **Thursday, October 1st at 7:00 PM.** Topics will include: taxes and insurance.



STATE OF CALIFORNIA
Franchise Tax Board

Are Your PTA's Tax Returns Filed Yet?

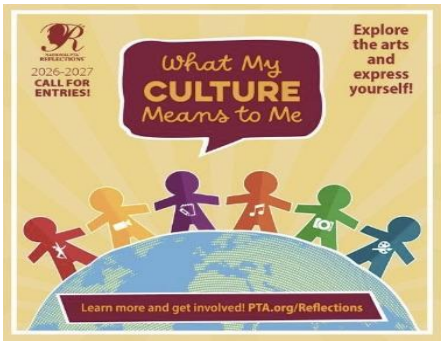
Every PTA/PTSA **must** file every year with the IRS, the California Franchise Tax Board, and the California Attorney General's Registry of Charities and Fundraisers.
The **Registry** just opened a **new online filing system** and mailed letters about it with a registration number your PTA will need to access the new system.
If your PTA's fiscal year ended June 30, the **tax returns are due November 15**. Tax returns are due 4 months and 15 days after the fiscal year ends.

Find step-by-step guidelines, links to tax forms, and helpful **annotated examples of the RRF-1 and CT-TR-1** on the **California State PTA's Tax Filing Support Center** here:
https://capta.org/leaders/finance/tax-filing-support-center/
(All PTA leaders can register for the Leaders website. Our district is 17, your PTA's CA ID# is on your PTA bylaws, and you create your own password.)

If your PTA/PTSA has **Gross Annual Revenue less** than $50,000, file the IRS 990N ePostcard, the FTB 199N ePostcard, and for the Registry include the **CT-TR-1 form** with your RRF-1 form and the payment for the fee. Use the annotated examples to help you figure out how to fill out both forms.

If your PTA/PTSA has **Gross Annual Revenue more** than $50,000, file the IRS 990EZ or 990, the FTB 199, and for the Registry include **a full copy of the IRS 990EZ or 990 form** with the RRF-1 and fee payment.

Be Alert: If your PTA receives a warning or penalty letter from the IRS, FTB, or Attorney General, please immediately contact the California State PTA tax helper at taxinfo@capta.org who has contacts in those offices and can guide you to solving the problem.



Reflections Art Program - Students Express Themselves on "What My Culture Means to Me"

If your PTA/PTSA wants to participate in the National PTA's Reflections Art Program this fall, please send contact info for your Reflections committee chair to reflections@17thdistrictpta.org to get more information about our local process.

Saturday, **December 5** is the **due date** for your unit PTA/PTSA's winning entries to advance to 17th District PTA's judging.

Upcoming California State PTA webinars include:

- Prepping Reflections Entries for Judging **- Wednesday, September 30**

Upcoming November 3rd General Election and PTAs/PTSAs

We wish you success in any local school bond or parcel tax campaigns next month! Write letters to the editor! Talk it up wherever you meet people! Encourage everyone to vote – they count! School districts are not allowed to advocate for their bond measure or parcel tax campaign, so PTA/PTSA volunteers are often called upon to step up to publicize the need to their community.
Be aware of funding limits and legal requirements for PTAs (talk with your tax accountant about "insubstantial" amount restrictions and required reports).
State PTA Resources include: Legal Guidelines for Campaign Activity and California Fair Political Practices Commission - regulations
PTAs/PTSAs are **never** allowed to endorse or campaign for any candidate, however they are allowed to hold a candidates' forum if all the candidates are invited.

We appreciate your time and dedication to all children, students, and families in San Mateo County!

Contact us with any questions at:
communications@17thdistrictpta.org -or-
secretary@17thdistrictpta.org


California State
PTA
everychild. onevoice.
TODAY
TOMORROW
TOGETHER