



**FISCAL**  
*year end*

NCPTA LIFELINE FOR LEADERS

# EOY Transition, Audit, & 990

May 21, 2024

# Tonight's Presenters:



Dr. Shaneeka Moore-Lawrence  
NCPTA President

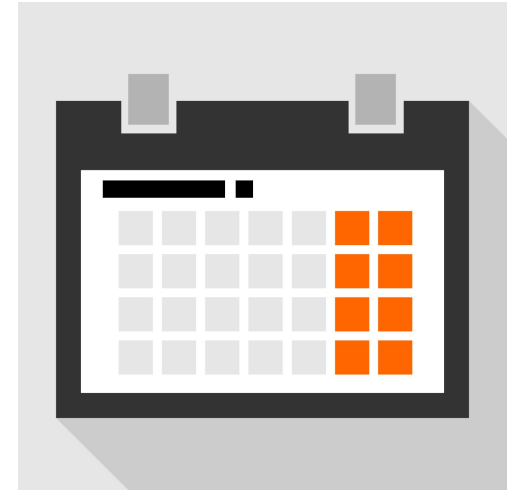
# In the chat.....



Drop your  
Name, PTA  
name, City and  
name of your  
favorite summer  
song

# Do You Know?

When is the end of the  
PTA fiscal year?



**The fiscal year of a PTA runs from July 1-  
June 30.**

**There are many things PTAs can do to get  
ready for the end of year transition  
between fiscal year and new officers.**

# End of Fiscal Year Tasks

- **Complete all payments by June 30**
  - Includes all reimbursements, bills, etc.
- **Create an End of Year financial report to be presented to Board Members at the last Board meeting of the year**
  - This will be used in conducting the financial review that happens during the summer
- **Organize all financial materials and records to be passed along to the next officer.**



# Materials to be Transferred:

- All bank documents and statements, financial reports, audit reports, debit card, check book, etc.
- A copy of all meeting minutes, insurance information, bylaws, and any other documentation
- Any PTA items- tablecloth, stripe reader, etc.



# Other End-of-Year Tasks

## Host End-of-Year General Membership Meeting

- **Wrap up the year**
- **Get a jump start on the next year- present budget for next year**
- **Elect your new officers**

## Finalize all Good Standing Requirements for 2023-2024 in Givebacks

- **Confirm all dues have been paid**
- **Mark Form 990 as completed**
- **Mark Financial Review as completed**
- **Enter 2024-2025 officers' information**



# Other End-of-Year Tasks

## Thank Your PTA Community and Celebrate!

- Take a moment to recognize and thank all those who have helped make this PTA year successful
- Celebrate and highlight all that your PTA has accomplished this year
- Host a volunteer celebration, send a thank you note or email, etc.

# Tasks to be Completed after July 1

- **Financial Review-** Your audit committee should conduct an End of Year financial review, compiling all their documents from the year and the final treasurer report
  - This should be completed and submitted to Givebacks by August 31
- **Submit form 990 for taxes-** Once your financial year is completed you can submit your taxes with the IRS.
  - This needs to be completed and submitted to Givebacks by the IRS deadline of November 15

# Financial Review

## Audit Committee conducts the Financial Review

- Should be done after all financial business for the 2023-2024 year is done (on or before June 30, 2024) and before any spending takes place for 2024-2025
- This is a Good Standing requirement and needs to be marked completed in Givebacks under the 2024-2025 compliance tab
- Guidance on completing a financial review can be found on [our website](#)

# Form 990

Taxes need to be filed with the IRS annually through filing the Form 990

- Units making under \$50,000- Form 990N postcard
- Units making under \$200,000- Form 990 EZ
- Units making more than \$200,000- Form 990

Form 990 can be filed after July 1 of the new fiscal year, but needs to be filed by November 15 in accordance with the IRS.

Filing on time is important as it prevents penalties with the IRS. Not filing for 3 years results in IRS Revocation, a \$275 fee with the IRS

# Check In

Do you have your last General Membership meeting planned?

Do you have a plan for transferring materials to the next officers?





**So you've been elected for an officer position for the 2024-2025 school year, now what happens?**

# Important Meeting Notes

- **Your PTA Board should meet once a month**
- **Your General Membership should meet at least 3 times per year**

**Schedule these meetings during your calendar planning.**

# Gathering Your PTA Materials

- **July 1, 2024 is your first official day as a PTA officer for the 2024-2025 school year**
- **Once you have your officer materials passed on from the 2023-2024 officers, take some time to familiarize yourself with them and take note of all you need for this upcoming school year**



# Schedule Your First Board Meeting/Retreat

- Your first board meeting needs to be hosted during the summer; a half or full day retreat is a great strategy
- Come together to learn more about each other, establish goals for the year, and to plan your calendar of events for the year

# Budgets

- If your former PTA board did not plan and get approved a budget for the 2024-2025 school year, this needs to be planned right away and voted at during your first general membership meeting of the year
- If your former PTA board planned and got approved a budget, any change to the budget will need to be voted on during a general membership meeting

# Calendar of Events

Planning your year is an important task for any PTA board. It helps focus your unit on the mission and goal of your PTA for the year.

- General Meetings
- Board Meetings
- Advocacy Programming
- Fundraisers
- PTA Events



# SCHOOL OF EXCELLENCE

- Enrollment in National PTA's 2024-2025 School of Excellence program is now open
- The School of Excellence program provides a framework for local PTAs and schools to identify and implement best practices in family engagement to strengthen family-school partnerships and enrich the educational experience and overall well-being for all students
- Visit [PTA.org/Excellence](https://www.pta.org/Excellence) to enroll in the program today



Join PTA Leaders from across the country on June 27-29 for National PTA Virtual Convention. Boost your PTA with tools that will make a powerful impact on the students, families, and educators in your school community. Check out the schedule and [register now!](#)

# 2024-2025 Multicultural Calendar

The rich diversity in our communities is reflected in the observances celebrated by various cultures and populations. As you are planning your 2024-2025 PTA calendar, use this [this Multicultural Calendar](#) to highlight and celebrate inclusivity and diversity!





The Reflections Art Competition theme for the 2024-2025 year is *Accepting Imperfection!*

Get your PTA ready for a successful Reflections year!

1. Register your PTA [here](#) to participate in Reflections
2. Go [here](#) on the NCPTA website in July for important dates, instructions, and more.

# NCPTA Convention 2024 is Hitting the Road for the month of June!

Join NCPTA and PTA leaders, students, educators, and community advocates from across the state at one of our four in-person convention sites.



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## NCPTA Convention 2024

IS HITTING THE ROAD

**It Takes A Village:  
Getting Back To Our Roots**

Join us in locations across the state in a county near you. Specific host sites will be shared in the next few weeks!

**MAY 18** | **Virtual Convention Kickoff 11am-2pm**  
[bit.ly/NCPTAVirtualKickoff24](https://bit.ly/NCPTAVirtualKickoff24)

**FREE  
EVENT**

REGISTRATION

Networking, lunch, learning, giveaways, and more!

- June 1 - Johnston County**  
Cleveland Elementary School  
Register by May 25
- June 8 - New Hanover County**  
Location: TBD  
Register by June 1
- June 15 - Charlotte Mecklenburg**  
Location: TBD  
Register by June 8
- June 22 - Cumberland County**  
Location: TBD  
Register by June 15

Register today at:  
[bit.ly/NCPTAConvention2024](https://bit.ly/NCPTAConvention2024)

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Attend NCPTA Advocacy Day and meet with your state elected officials

More information on our new date for Advocacy Date coming soon via social media, website, and email

# NCPTA ADVOCACY DAY 2024



**POSTPONED**

**North Carolina Museum of Natural Science**  
11 W Jones Street, Raleigh, NC 27601

NCPTA Advocacy Day 2024 and the May 13 training are postponed. New date and more info coming soon for both.

REGISTER YOUR YOUTH ADVOCATES (6th-12th grades)

SCAN HERE or visit [bit.ly/NCPTAAAdvocacyDay24](https://bit.ly/NCPTAAAdvocacyDay24) to register.  
(case sensitive)



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Each PTA should send at least one representative.

Updates will be emailed to those who register.

For more info, check out our website at [ncpta.org](https://ncpta.org)

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# Grant & Award Opportunities

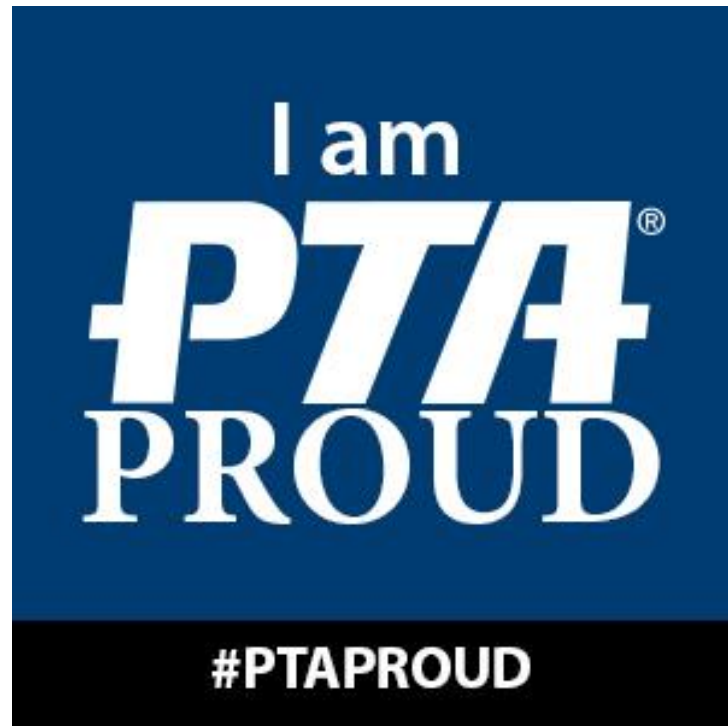
Every fall, National PTA releases Grant Opportunities for PTAs in Good Standing. These grants provide funding for a variety of PTA sponsored events and programs. Keep watch on our Social Media, Website, Newsletter, etc. for information regarding the grant windows opening.



Questions?



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PTA North Carolina Congress of  
Parents and Teachers INC



@ncpta



@PTA4AllKids

Email NCPTA at  
[office@ncpta.org](mailto:office@ncpta.org)

When emailing, please be  
sure to include the name city of  
your unit and school



[Email Us](mailto:office@ncpta.org)

# THANK YOU

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