2019-20
FINANCIAL MAILING
October 2019

Dear PTA/PTSA Leader:

We hope the beginning of the 2019-20 school year is off to a great start! We appreciate all that you do on behalf of children, families and communities. This annual financial mailing is intended to assist you in your work in overseeing a successful PTA. If you have any questions concerning the PTA financial packet, please contact your local council or district PTA treasurer.

Included in this packet:
- Insurance Guide
- PTA Insurance Premium Invoice/Notice
- Tax Filing Support Center Flier
- Financial Filing Requirements for Tax-Exempt Groups Including PTAs
- State of California Attorney General’s Tips and Resources for Charities Flier
- Workers’ Compensation Annual Payroll Report (Instructions/Sample Form/Report Form)
- PTA as an Employer – What You Need to Know
- Additional resources and information:
  - PTA Finances and Email Phishing Scams
  - Electronic Membership System Flier
  - Electronic Membership System: Important Financial Updates
  - 2020 Legislation Conference Flier
  - 2020 Convention Flier
  - PTAEZ Flier
  - PTA Store Flier
  - California Emerging Technology Fund (CETF) Flier

The 2020 policy year insurance premium is $232 for units and $160 for councils/districts. Premiums are forwarded through the same channels as membership, and must be received by California State PTA on or before December 20, 2019.

Every unit, council and district is also required to complete, and submit through channels, a Workers’ Compensation Annual Payroll Report. If total payments (gross) for ALL workers is more than $1,000 annually, the surcharge rate is 5 percent. Instructions and sample forms are included.

Thank you for your attention to this important information and your dedication as a PTA leader!

Sincerely,

Celia Jaffe
President

Melinda Kirkland
Treasurer
### Important Dates

<table>
<thead>
<tr>
<th>Dates</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anytime</td>
<td>Sign up for PTA’s Electronic Membership System TOTEM</td>
</tr>
<tr>
<td>November 15, 2019</td>
<td>Deadline to file Internal Revenue Service (IRS) Form 990 Series <em>(if your fiscal year ends June 30)</em></td>
</tr>
<tr>
<td>November 15, 2019</td>
<td>Deadline to file CA Franchise Tax Board (FTB) Form 199 Series <em>(if your fiscal year ends June 30)</em></td>
</tr>
<tr>
<td>November 15, 2019</td>
<td>Deadline to file CA Office of the Attorney General (OAG) Form RRF-1 <em>(if your fiscal year ends June 30)</em></td>
</tr>
<tr>
<td>December 2019</td>
<td>Units – Remit insurance premiums for 2020 policy year through channels. Check with your council and/or district for appropriate due dates.</td>
</tr>
<tr>
<td>December 20, 2019</td>
<td>Districts - Insurance premiums due to California State PTA</td>
</tr>
<tr>
<td>January 2020</td>
<td>Units – Remit Workers’ Compensation Annual Payroll Report through channels. Check with your council and/or district for appropriate due dates.</td>
</tr>
<tr>
<td>January 31, 2020</td>
<td>Districts – Workers’ Compensation Annual Payroll Reports due to California State PTA.</td>
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<tr>
<td>January 13-14, 2020</td>
<td>California State PTA Legislation Conference in Sacramento</td>
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<tr>
<td>May 15-17, 2020</td>
<td>California State PTA Annual Convention in Riverside</td>
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Visit [www.capta.org](http://www.capta.org) for updates and information.
IMPORTANT NOTICE

Association Insurance Management Inc (AIM), California State PTA’s insurance broker, will be reaching out to all units, councils, and districts to request additional information and acknowledgements related to coverage. This information will help AIM to create a profile for each unit, council, and district that will enable leaders at each level to easily make requests including adding Additional Insureds, acquiring additional elective coverage, and obtaining a Certificate of Insurance.

You can also reach out to AIM directly by phone at (800)876-4044 or by email at capta@aim-companies.com for coverage questions and to inquire about additional elective coverage.
PTA INSURANCE PREMIUM INVOICE

Units and councils DO NOT send insurance premium payments directly to California State PTA. Submit payments through appropriate channels (unit to council to district). After December 20, 2019 a late fee of $25 will be assessed by and payable to California State PTA. There is no grace period.

Units - comply with your council and district PTA due dates.
Send your insurance premium payment through channels to next level of PTA.
For additional information, please contact your council or district PTA.

To: Units, Councils, and Districts
Re: Insurance Premium for the 2020 Policy Year.

Terms: The policy year covers January 5, 2020 through January 4, 2021. Insurance premium payments must be sent through appropriate channels (PTA unit to PTA council to PTA district) in order to be received in the California State PTA office no later than December 20, 2019. Out-of-council units are to remit payment to districts.

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<tr>
<th>DESCRIPTION</th>
<th>COST</th>
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<tr>
<td>Unit Premium</td>
<td>$232</td>
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<tr>
<td>Council Premium</td>
<td>$160</td>
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<tr>
<td>District Premium</td>
<td>$160</td>
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<tr>
<td>Late Fee</td>
<td>$25</td>
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</tbody>
</table>

The premiums above include the following coverage:
- General Liability $1,000,000
- Umbrella Liability $10,000,000
- Directors & Officers $1,000,000
- Workers Compensation $1,000,000
- Fidelity Bond $25,000
- Extended Medical Payments $20,000

The premiums above do not include:
- The 5 percent surcharge that PTAs with gross payments to workers in excess of $1,000 during the policy year must pay for Workers’ Compensation.
- Child Care Programs under General Liability Insurance. If your PTA is sponsoring such a program, additional insurance will need to be purchased.

Thanks to the units whose payments have already reached the state office!

Please note that Association Insurance Management Inc (AIM), California State PTA’s insurance broker, will be reaching out to all units, councils, and districts to request additional information and acknowledgements related to coverage. This information will help AIM to create a profile for each unit, council, and district that will enable leaders at each level to easily make requests including adding Additional Insureds, acquiring additional elective coverage, and obtaining a Certificate of Insurance. You can also reach out to AIM directly by phone at (800)876-4044 or by email at capta@aim-companies.com for coverage questions and to inquire about additional elective coverage.
PUBLICATION INFORMATION

The contents of this mailing are available online at the links listed below.

- Insurance Guide in English and Spanish:

- Financial Mailing in English:

- Financial Mailing in Spanish:

For printed copies, please contact the California State PTA office at (916)440-1985 or email at info@capta.org for more information.

INFORMACIÓN DE LA PUBLICACIÓN

El contenido de este correo está disponible en línea en los enlaces que se enumeran a continuación.

- Guía de seguros en inglés y español:

- Correo financiero en inglés:

- Correo financiero en español:

Para copias impresas, comuníquese con la oficina de la PTA de California al (916)440-1985 o correo electrónico a info@capta.org para obtener más información.
Failure to file can result in daily penalties in addition to loss of your PTA’s exempt status and termination of your PTA charter.

California State PTA can help!
http://capta.org/pta-leaders/services/tax-filing-support-center/
FINANCIAL FILING REQUIREMENTS

Tax-exempt organizations, including PTAs, must file annual returns

Tax-exempt organizations operating in the State of California, including PTAs, are legally required to file annual returns with the following federal and state agencies:

1) United States Department of the Treasury Internal Revenue Service (IRS)

2) State of California Franchise Tax Board (FTB)

3) State of California Attorney General’s Registry of Charitable Trusts (AG/RCT)

California State PTA is committed to providing information to help your PTA remain in compliance with its annual filing requirements. Please visit the California State PTA Tax Filing Support Center at http://capta.org/pta-leaders/services/tax-filing-support-center/ for step-by-step pointers on what your PTA needs to file and other useful materials.

If your PTA requires assistance completing any of the required filings beyond information provided in the applicable forms, instructions and publications, contacting a Certified Public Accountant (CPA) or tax professional, such as an Enrolled Agent (EA), specializing in nonprofit organizations exempt from federal and state income tax as public charities is recommended.

1) Internal Revenue Service - Form 990 Series

• There are three forms in the Internal Revenue Service (IRS) Form 990 series. Only ONE should be filed which is generally based on your PTA’s financial activity (refer to the chart below).

<table>
<thead>
<tr>
<th>IF YOUR PTA’S GROSS RECEIPTS ARE…</th>
<th>FILE FORM…</th>
<th>COMPLEXITY</th>
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<tr>
<td>Normally equal to or less than $50,000 (refer to Appendix B of the Form 990-EZ Instructions for guidance regarding “normally”)</td>
<td>990-N</td>
<td>Low</td>
</tr>
<tr>
<td>Normally greater than $50,000, less than $200,000 during the year, AND total assets are less than $500,000 at the end of the year</td>
<td>990-EZ</td>
<td>Medium</td>
</tr>
<tr>
<td>Equal to or greater than $200,000 OR total assets are equal to or greater than $500,000 at the end of the year</td>
<td>990</td>
<td>High</td>
</tr>
</tbody>
</table>

• The IRS requires the applicable form in the 990 series to be filed no later than 4 ½ months after your PTA’s fiscal year ends. For example, if your PTA’s fiscal year ends on June 30, the applicable form must be filed with the IRS by November 15.

• For 990 series forms and instructions, please visit the following page at the IRS website: https://www.irs.gov/charities-non-profits/form-990-series-which-forms-do-exempt-organizations-file-filing-phase-in

• If your PTA generates unrelated business income equal to or greater than $1,000 during the year, it may be required to file IRS Form 990-T, Exempt Organization Business Income Tax Return, in addition to form 990-N, 990-EZ, or 990. For more information, please visit the following page at the IRS website: https://www.irs.gov/charities-non-profits/unrelated-business-income-tax
2) Franchise Tax Board - Form 199 Series

- There are two forms in the Franchise Tax Board (FTB) Form 199 series, the less complex Form 199-N and the more complex Form 199. Only ONE should be filed depending your PTA’s financial activity (refer to the chart below). Generally, if the threshold for filing the Form 199 is not crossed, the 199-N may be filed.

<table>
<thead>
<tr>
<th>IF YOUR PTA HAS EXISTED…</th>
<th>FILE FORM 199 IF YOUR GROSS RECEIPTS EQUAL…</th>
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<tr>
<td>1 year or less</td>
<td>More than $75,000</td>
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<tr>
<td>More than 1 year, but less than 3 years</td>
<td>More than $60,000 (average for current year and immediately preceding year)</td>
</tr>
<tr>
<td>3 years or more</td>
<td>More than $50,000 (average for current year and immediately preceding 2 years)</td>
</tr>
</tbody>
</table>

- The FTB requires the applicable form in the 199 series to be filed no later than 4 ½ months after your PTA’s fiscal year ends. For example, if your PTA’s fiscal year ends on June 30, the applicable form must be filed with the FTB by November 15.

- For more information on filing requirements, Exempt Organization Forms and Publications, please visit the following page at the FTB’s website at: https://www.ftb.ca.gov/forms/misc/1068.html#Filing-Requirements-and-Filing-Fees

- If your PTA generates unrelated business income in excess of $1,000 during the year, it may be required to file FTB Form 109, California Exempt Organization Business Income Tax Return, in addition to form 199-N or 199. For more information, please visit the page listed above for FTB Exempt Forms and Publications.

3) Attorney General’s Registry of Charitable Trusts - Form RRF-1

- The Attorney General’s Registry of Charitable Trusts (AG/RCT) requires all charitable organizations operating in the State of California, including PTA units, councils and districts, to be registered with the Registry of Charitable Trusts and to file Form RRF-1 annually.

- The AG/RCT requires Form RRF-1 to be filed no later than 4 ½ months after your PTA’s fiscal year ends. For example, if your PTA’s fiscal year ends on June 30, Form RRF-1 must be filed with the AG/RCT by November 15.

- Existing PTAs that are not yet registered with the AG/RCT will be considered delinquent and may need to provide up to five years of filings (depending on the organizing date), pay the related filing fees, and may be subject to penalties if the delinquency is not resolved in a timely manner.

- If your PTA does not have a CT number yet, please FILE NOW as the process can take approximately 90 days to complete.

- For more information as well as the form and instructions, please visit the AG’s website at: https://oag.ca.gov/charities/forms
Don’t Forget
The Attorney General’s Office

✓ YOUR ORGANIZATION MUST BE REGISTERED WITH THE ATTORNEY GENERAL’S OFFICE

Pursuant to Government Code sections 12585 and 12586, unless exempt by law, every charity, unincorporated association, or trustee holding assets or soliciting donations in California for charitable purposes is required to register with the Attorney General's office. To start the initial registration process visit oag.ca.gov/charities

✓ YOUR ORGANIZATION MUST HAVE A CURRENT REGISTRATION STATUS TO SOLICIT

Registration must be renewed each year. The Registration Renewal Fee Report must be filed annually to remain in compliance with the reporting requirements of the Attorney General's office. Failure to file required reports may result in a delinquent status.

✓ HOW TO VERIFY YOUR ORGANIZATION’S STATUS

The Registry Verification Search tool can be used to verify an organization's status and is located at: rct.doj.ca.gov.

www.oag.ca.gov/charities

- Guide for Charities
- Charity Audit Requirements
- Frequently Asked Questions
- Instructions for Registration / Reporting Forms for:
  - Charities
  - Fundraisers
  - Raffles
  - Fundraising Counsels
- Model Contract for Charities
- Using Commercial Fundraisers
- Guide for Dissolving a Charity
- Charities Search Tool

Resources and Instructions are Available on the Attorney General’s Charities website

Charities with Questions, Contact the Registry of Charitable Trusts
(916) 210 - 6400 or use the “Registry Contacts” form on the Attorney General’s Charities website oag.ca.gov/charities/contacts
Is your organization registered?

To receive grants, solicit funds or receive donations, charitable organizations must be registered with the Attorney General’s Registry of Charitable Trusts unless exempt by law. To register, charitable organizations must submit the required registration documents: Form CT-1 and the organization’s founding records (e.g., Articles of Incorporation, Trust). Please note the registration process may take up to 90 days. For more information on the initial registration process, please visit our Registration page at https://oag.ca.gov/charities/initial-reg. We also have an Initial Registration Webinar available to walk you through the registration process. The Initial Registration Webinar can be accessed at https://oag.ca.gov/charities/initial-reg#webinar. Once registered, the charity must renew its registration each year.

Registration must be renewed each year. Is your organization current in its registration and reporting requirements?

Every year, charitable organizations are required to file the Registration Renewal Fee Report, known as the RRF-1 form, with the Attorney General’s Registry of Charitable Trusts. Other requirements may include submitting renewal fees and filing copies of the organization’s IRS Form 990. Failure to file annual reports may result in a delinquent status and may subject the organization to late fees and penalties. For more information about annual registration renewal requirements, please see our Annual Registration Renewal page at https://oag.ca.gov/charities/renewals.

Verifying your organization’s registration status

Charitable organizations may view their registration status with the Registry of Charitable Trusts by using the Registry Verification Search Tool on the Attorney General’s website located at http://rct.doj.ca.gov. A status of Current means the organization is in compliance with its registration and reporting requirements and can operate in California. Organizations showing a Not Registered or Delinquent status should visit the Attorney General’s website for additional information. Please see the Registry contact information below.

Is your organization listed as Delinquent or Suspended with the Registry of Charitable Trusts?

An organization listed as Suspended or Delinquent- is not in good standing and may not operate. The organization must remedy the problems that resulted in its delinquent or suspended registration status. Please see our Delinquency page at https://oag.ca.gov/charities/delinquency. You can also view our Delinquency Webinar which covers all of the steps required to cure a delinquency status. The Delinquency Webinar can be accessed at https://oag.ca.gov/charities/delinquency#webinar.

Contact Information and Publications

The Attorney General’s Guide to Charities provides tips for operating a charity can be found here: https://oag.ca.gov/charities#guide. You can also download forms required to register and you can renew registration online. For more information, please visit the Attorney General’s website at https://oag.ca.gov/charities. For further assistance or questions, please visit our Registry contacts page located at https://oag.ca.gov/charities/contacts.
WORKERS’ COMPENSATION

Blank form included in this packet. You can also use a fillable PDF form in the Online Toolkit at http://downloads.capta.org/toolkit/forms/WorkersCompAnnualPayroll.pdf. Return through channels to your council and/or district by their set deadlines.

FOR PTA DISTRICTS:
Reports and payment must be received by California State PTA by January 31, 2020.
Workers’ Compensation Annual Payroll Report
Instructions and Reporting Requirements of PTAs

Who Must File
All unit, council, and district PTAs are required to complete the Workers’ Compensation Annual Payroll Report each year, **even if no one was paid**.

- If your PTA **did not make any direct payments** for services between January 5, 2019, and January 4, 2020, please write “NO ONE PAID” in the “Name of Payee” section, sign and date the report form, and send it through the proper channels (e.g. units to councils and councils to districts). PTA Districts are responsible to ensure it reaches the California State PTA office no later than January 31, 2020.

- If your PTA **did make direct payments** for services between January 5, 2019, and January 4, 2020, please follow the instructions below and refer to the example included in this package.

When to File
The Workers’ Compensation Annual Payroll Report and any additional Workers’ Compensation insurance premiums should be sent through the proper channels (e.g. units to councils and councils to districts) and must reach the California State PTA office by January 31, 2020. Information included in the report should be for the period **beginning January 5, 2019, and ending January 4, 2020**.

Purpose

1) **California Labor Code Compliance**
   - The State of California generally requires any organization considered to be an employer to provide Workers’ Compensation insurance for its employees. In order to help ensure compliance, California State PTA carries Workers’ Compensation insurance for all operations of the PTA as part of its Insurance Program which requires all unit, council, and district PTAs to participate.

2) **California State PTA’s Annual Workers’ Compensation Premium Audit**
   - The annual premium California State PTA pays to carry Workers’ Compensation for all operations of the PTA is based largely on the total wages paid by every unit, council, and district PTA in a policy year and the type of work for which those wages were paid.

   - The information reported on the Workers’ Compensation Annual Payroll Report by each unit, council, and district PTA is ultimately reported to the insurance carrier for the purposes of the annual Workers’ Compensation Premium Audit.

3) **Additional Workers’ Compensation Insurance Premiums**
   - The cost of Workers Compensation insurance coverage to unit, council, and district PTAs for the first $1,000 in wages paid each policy year by each PTA is included in the annual premium that unit, council, and district PTAs remit to the California State PTA as part of the Insurance Program.

   - If more than $1,000 in wages are paid by a PTA in a policy year, there is an additional charge of 5% of the wages paid in excess of $1,000 in the policy year payable to the California State PTA to offset the costs of additional risk and ultimately higher premiums. The Workers’ Compensation Annual Payroll Report is used to calculate that additional charge, if applicable.
Instructions

1) Name of Payee (Lines 1 through 12)
   - Please list all individuals and organizations paid directly for services during the report period.
   - The report period covers direct payments for services between January 5, 2019, and January 4, 2020.
   - Please be sure the names listed match the names that the payments for services were actually made to.
   - Please do NOT list payees when funds have been donated to a school district to pay workers.
   - Please use additional report forms if your PTA has more than 12 payees to list (use one report form as a summary and the others as detail).

2) Type of Work (Lines 1 through 12)
   - Please list an accurate and clear description of the work performed. It will be used to classify the payee for purposes of the annual Workers’ Compensation Premium Audit. Attach the job description if more space is needed.

3) Does the Worker Carry Their Own Workers’ Compensation Insurance? (Lines 1 through 12)
   - Please mark “yes” ONLY if the payee has provided your PTA with a valid Certificate of Insurance (COI).
   - A valid COI must have the Workers’ Compensation section completed (e.g. limits are listed).
   - A valid COI must be in effect for the dates that the work is performed.
   - A valid COI must list the name of the individual or organization that was paid to perform the work.
   - Please attach a corresponding valid COI for any payee when your PTA marks “yes” for this item.
   - General or Professional Liability coverage is NOT Workers’ Compensation coverage.
   - Hold Harmless or other agreements and documents are NOT substitutes for a valid COI.

4) Dates Worked (Lines 1 through 12)
   - Please list the actual dates or date ranges that each payee worked related to direct payments from your PTA during the report period (services between January 5, 2019, and January 4, 2020).

5) Payroll Amounts Paid (Lines 1 through 12)
   - Please list the amount paid for services during the report period (January 5, 2019, to January 4, 2020).
   - Please ONLY list an amount here if your PTA does NOT have a valid COI for the payee
   - Please do NOT list an amount here if your PTA has a valid COI for the payee.

6) Total for All Payees (Line A)
   - Please total the amounts listed on lines 1 through 12 of the report form.
   - If your PTA has more than 12 payees, please use additional report forms.
   - On each form, add lines 1 through 12, enter the result on the “Total for All Payees” line and stop.
   - Use a blank report form as a summary by entering the amount(s) in the “Total for All Payees” lines in the “Amount Paid for Services” column.
   - Finally, on the summary page, total the amounts listed on lines 1 through 12 of the report forms.

7) Less $1,000 (Line B)
   - The first $1,000 in payments for services are covered by your PTA’s annual insurance premium. To account for this, line B is pre-filled with a negative $1,000.

8) Gross Pay (Line C)
   - If more than $1,000 is paid for services, a charge of 5% of the payments in excess of $1,000 applies. The base of that charge is the “Total for All Payees” on line A less $1,000 on line B.

9) Premium Due (Line D)
   - Multiply the amount on line C, “Gross Pay,” by 5%, the premium rate on payments for services in excess of $1,000.
   - The result is the additional Workers’ Compensation insurance premium due. Please forward a check for the additional premium in addition to the report form and any COIs through the proper channels. PTA Districts are responsible to ensure it reaches the California State PTA office no later than January 31, 2020.
WORKERS’ COMPENSATION ANNUAL PAYROLL REPORT

(Attach insurance premium payment to Report and forward to council/district PTA as directed by their deadline date. Payment must be received from district PTA on or before January 31)

Name of PTA ____________________________________________ Unit ID _______________
Address ____________________________________________ City ___________________ Zip _______________
Council ___________________ District _______________

Please note: List only those payees that PTA pays directly for services. Do NOT list payees when monies are donated to a school district to pay workers.

<table>
<thead>
<tr>
<th>NAME OF PAYEE</th>
<th>TYPE OF WORK (BE SPECIFIC)</th>
<th>DOES THE PAYEE CARRY THEIR OWN WORKERS’ COMPENSATION INSURANCE?</th>
<th>DATES WORKED (JAN 5, 2019 TO JAN 4, 2020)</th>
<th>AMOUNT PAID FOR SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>12</td>
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<td>A</td>
<td>Total for ALL Payees</td>
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<tr>
<td>B</td>
<td>Less $1,000</td>
<td></td>
<td>- $1,000.00</td>
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<tr>
<td>C</td>
<td>Gross Pay</td>
<td></td>
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<tr>
<td>D</td>
<td>Premium due for additional Workers’ Compensation insurance coverage. 5% of Gross Pay (Line C)</td>
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* If “yes”, the payee must provide a Certificate of Insurance from their Workers’ Compensation insurance carrier to the PTA. The Certificate must list limits in the Workers’ Compensation section and be attached to this report form. Please note, General Liability insurance is NOT Workers’ Compensation insurance.

This report form must be completed and forwarded through channels to reach the California State PTA office no later than January 31.

- Unit, council and district PTAs are required to file this form, even if no one was paid.
- Report ALL payees PTA paid directly for services – attach additional Payroll Report detail pages(s) as necessary.
- Write “NO ONE PAID” across form if no one was paid.
- Signed by treasurer or president.
- Forward through channels (unit to council to district). DO NOT send directly to the California State PTA office.
- Insurance premium received in the California State PTA office after January 31 is subject to a $25 late fee by State PTA.

Date ___________________________ Signed ___________________________
Phone (_____) ___________________ Position _________________________

FOR COUNCIL/DISTRICT PTA USE ONLY

<table>
<thead>
<tr>
<th>PAYMENT DATE</th>
<th>CHECK NUMBER</th>
<th>AMOUNT OF CHECK</th>
<th>TOTAL ADDITIONAL PREMIUM (LINE D)</th>
<th>AMOUNT DUE</th>
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SIGNATURE (Council/district PTA president or treasurer):
WORKERS' COMPENSATION ANNUAL PAYROLL REPORT

(Attach insurance premium payment to Report and forward to council/district PTA as directed by their deadline date. Payment must be received from district PTA on or before January 31)

Name of PTA: Edward T. Walker Elementary PTA
District: 16
Address: 1950 Space Race Avenue
City: Novato
Zip: 94947

Please note: List only those payees that PTA pays directly for services. Do NOT list payees when monies are donated to a school district to pay workers.

<table>
<thead>
<tr>
<th>NAME OF PAYEE (INDIVIDUAL OR ORGANIZATION)</th>
<th>TYPE OF WORK (BE SPECIFIC)</th>
<th>DOES THE PAYEE CARRY THEIR OWN WORKERS' COMPENSATION INSURANCE?</th>
<th>DATES WORKED (JAN 5, 2019 TO JAN 4, 2020)</th>
<th>AMOUNT PAID FOR SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Paul McCartney</td>
<td>Performer (Musician)</td>
<td>✅</td>
<td>01/07, 01/20, 01/27</td>
<td>$ 1,942.00</td>
</tr>
<tr>
<td>2 Fred Rodgers</td>
<td>Performer (Story Teller)</td>
<td>✅</td>
<td>02/14 - 02/28</td>
<td>$ 1,928.00</td>
</tr>
<tr>
<td>3 Jessie Russell</td>
<td>Childcare</td>
<td></td>
<td>03/01, 03/08</td>
<td>$ 1,917.00</td>
</tr>
<tr>
<td>4 Laura Byers</td>
<td>Instructor (Music)</td>
<td>✅</td>
<td>04/02, 04/07 - 04/14</td>
<td>$ 1,930.00</td>
</tr>
<tr>
<td>5 Ruth Swenson</td>
<td>Instructor (Art)</td>
<td></td>
<td>05/15</td>
<td>$ 1,974.00</td>
</tr>
<tr>
<td>6 Elodie Bennett</td>
<td>Performer (Disc Jockey)</td>
<td></td>
<td>06/04 - 06/11</td>
<td>$ 1,983.00</td>
</tr>
<tr>
<td>7 Scissor Hand Scalping Company</td>
<td>Landscaping</td>
<td></td>
<td>01/05 - 12/31</td>
<td>$ 1,990.00</td>
</tr>
<tr>
<td>8 Donnetta Spink</td>
<td>Bookkeeper</td>
<td></td>
<td>07/08, 07/11, 07/14</td>
<td>$ 1,985.00</td>
</tr>
<tr>
<td>9 Fantesia Cleaning Services</td>
<td>Janitor</td>
<td>✅</td>
<td>09/02, 10/07 - 10/14</td>
<td>$ 1,956.00</td>
</tr>
<tr>
<td>10 Tim Taylor</td>
<td>Construction</td>
<td></td>
<td>11/14</td>
<td>$ 1,956.00</td>
</tr>
<tr>
<td>11 Russell Scott</td>
<td>Instructor (Technology)</td>
<td>✅</td>
<td>12/25, 12/31</td>
<td>$ 1,956.00</td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total for ALL Payees: $ 17,605.00
Less $1,000: -$1,000.00
Gross Pay: $ 16,605.00
Premium due for additional Workers' Compensation insurance coverage, 5% of Gross Pay (Line C): $ 830.25

* If "yes," the payee must provide a Certificate of Insurance from their Workers' Compensation insurance carrier to the PTA. The Certificate must list limits in the Workers' Compensation section and be attached to this report form. Please note, General Liability insurance is NOT Workers' Compensation insurance.

This report form must be completed and forwarded through channels to reach the California State PTA office no later than January 31.
- Unit, council and district PTAs are required to file this form, even if no one was paid.
- Report ALL payees PTA paid directly for services – attach additional Payroll Report detail pages(s) as necessary.
- Write "NO ONE PAID" across form if no one was paid.
- Signed by treasurer or president.
- Forward through channels (unit to council to district). DO NOT send directly to the California State PTA office.
- Insurance premium received in the California State PTA office after January 31 is subject to a $25 late fee by State PTA.

Date: 01/17/20
Phone: (999) 834-5039
Signed: [Signature]
Position: Treasurer

FOR COUNCIL/DISTRICT PTA USE ONLY

<table>
<thead>
<tr>
<th>PAYMENT DATE</th>
<th>CHECK NUMBER</th>
<th>AMOUNT OF CHECK</th>
<th>TOTAL ADDITIONAL PREMIUM (LINE D)</th>
<th>AMOUNT DUE</th>
</tr>
</thead>
</table>

Example Only
CERTIFICATE OF LIABILITY INSURANCE

09/30/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
S&B Insurance Services
2017 S Bowl Avenue
Oakland, CA 94609

INSURED
Tim Taylor
2017 Excellence Street
Novato, CA 94946

CONTACT
J. Madden
(999) 999-9777
CZE@SBIS.com

INSURER(A) AFFORDING COVERAGE
Stabler and Company

INSURER B:
INSURER C:
INSURER D:
INSURER E:
INSURER F:

COVERAGES

COMMERICAL GENERAL LIABILITY
- CLAIMS-MADE
- OCCUR

GENL AGGREGATE LIMIT APPLIES PER:
- POLICY
- PROJECT
- LOCATION

AUTOMOBILE LIABILITY
- ANY AUTO
- ALL OWNED AUTOS
- SCHEDULED AUTOS
- NON-OWNED AUTOS

UMBRELLA LIABILITY
- OCCUR
- CLAIMS-MADE

EXCESS LIABILITY
- OCCUR
- CLAIMS-MADE

CERTIFICATE NUMBER:

LIMITS
- EACH OCCURRENCE
- DAMAGE TO RENTED PREMISES (At occurrence)
- MED EXP (Any one person)
- PERSONAL & ADJURY
- GENERAL AGGREGATE
- PRODUCTS-COMMERICAL
- IMPERSONAL SEXUAL MISCONDUCT

REVISION NUMBER:

- COMBINED SINGLE LIMIT
- BODILY INJURY (Per person)
- BODILY INJURY (Per accident)
- PROPERTY DAMAGE (Per accident)
- PER

EDD RETENTION $:

WORKERS COMPENSATION
- INSURED WORKERS EXCLUDED
- EXECUTIVE OFFICERS EXCLUDED
- MANDATORY IN NH

DESCRIPTION OF OPERATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER
Edward T. Walker Elementary PTA
1950 Space Race Avenue
Novato, CA 94947

CANCELATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Manny Mashpotatoes

EXAMPLE ONLY
PTA as an Employer

Employers are subject to extensive, complex, and constantly changing federal, state, and local compliance and tax filing requirements. **Failing to meet those requirements can result in significant civil and criminal penalties.** Since school districts generally have the ability, experience, and expertise to meet these requirements, it is **recommended that whenever possible PTAs gift funds to the school district to procure services.** If funds are gifted to procure services, it is important to communicate to the school district that the financial gift is **NOT** an ongoing commitment since each PTA’s budget must be adopted annually.

It is recommended that PTAs choosing to directly procure services seek assistance from compliance, legal, and tax professionals to ensure all applicable compliance and tax filing requirements are identified and met. At a minimum, PTAs must seek and regularly monitor guidance from authoritative sources including but not limited to the Internal Revenue Service (IRS), Department of Labor (DOL), the State of California Employment Development Department (EDD), the State of California Franchise Tax Board (FTB), and the State of California Department of Industrial Relations (DIR).

The following is a brief overview of some common employer compliance and tax filing requirements. It is not intended to be a complete list or constitute legal or tax advice.

- **Worker Classification**
  Workers receiving compensation from your PTA for providing services generally need to be classified as an employee or independent contractor. This classification affects many of your PTA’s employer compliance and tax filing obligations. Therefore, it is important for your PTA to identify the applicable criteria for making the classification and apply that criteria to the facts and circumstances to determine the appropriate classification of each worker.

- **Background Checks and Other Hiring Requirements**
  All personnel who work on a school campus, regardless of whether they are classified as employees or independent contractors, must be fingerprinted and undergo a background check. Also, all personnel employed by your PTA must meet school district health screening requirements AND comply with school district procedures for detecting and reporting suspected child abuse, as required by state law. Finally, minors employed in the state of California must have a Work Permit.

- **Documentation**
  The following documentation should generally be collected for workers classified as employees: U.S. Citizenship and Immigration Services (USCIS) Form I-9, Employment Eligibility Verification; Internal Revenue Service (IRS) Form W-4, Employee’s Federal Withholding Allowance Certificate; and Employment Development Department (EDD) Form DE-4, Employee’s State Withholding Allowance Certificate.

  The following documentation should generally be collected for workers classified as independent contractors: Internal Revenue Service (IRS) Form W-9, Request for Taxpayer Identification Number and Certification; Franchise Tax Board (FTB) Form 590, Withholding Exemption Certificate; and Certificate of Liability Insurance (COI) demonstrating contemporary general liability, employer, and workers compensation coverage.

- **Notices and Posters**
  State and federal regulations require employers to display various up-to-date posters and notices to workers.
**Workers’ Compensation**

California law mandates that every employer shall establish, implement, and maintain an effective Injury and Illness Prevention Program. Any PTA that pays wages directly to an individual and reports said employment on the Workers’ Compensation Annual Payroll Report must comply with this mandate.

**Wages, Withholding, and Employer Taxes**

There are federal, state, and local requirements regarding compensation of workers classified as employees including but not limited to minimum wage, overtime, sick leave, and other leaves of absence for a variety of reasons. PTAs with workers classified as employees must identify all applicable requirements and ensure compliance with them. The U.S. Department of Labor is an authoritative source of federal guidance and the State of California Department of Industrial Relations is an authoritative source of state guidance. Both websites are listed in the employer resources section below.

For workers classified as employees, employers generally have a number of withholding requirements including but not limited to federal and state income tax withholding, Social Security and Medicare (commonly referred to as FICA), and California State Disability. In addition, employers with workers classified as employees are generally subject to a number of employer taxes including but not limited to Social Security and Medicare (commonly referred to as FICA), California State Unemployment Insurance, and California State Employment Training Tax. Payment of withholding and employer taxes is required at regular intervals which must be determined each calendar year based on the guidance issued by the federal or state agency to which payments will be made.

**Reporting**

Following is a list of common filing and reporting requirements related to workers classified as employees:

- IRS Form 941, Employer’s Quarterly Federal Tax Return
- IRS Form 944, Employer’s Annual Federal Tax Return
- IRS Form W-2, Wage and Tax Statement/Form W-3, Transmittal of Wage and Tax Statements
- EDD Form DE-9/DE-9C, Quarterly Contribution Return and Report of Wages
- EDD Form DE-34, Report of New Employees

Following is a list of common filing and reporting requirements related to workers classified as independent contractors:

- IRS Form 1099-MISC, Miscellaneous Income
- EDD Form DE-542, Report of Independent Contractors
- FTB Forms 592/592-B Resident and Nonresident Withholding and Tax Statements

**Planning and Approvals**


**Failure to Fulfill Employer Responsibilities**

Failure by an employer to pay taxes due or to withhold required amounts from an employee’s wages can result in substantial penalties to the employer. Refer to the current *IRS Publication 15, Circular E, Employer’s Tax Guide* and the current *California Employer’s Tax Guide* for detailed information regarding penalties.

**Employer Resources:**

- California State PTA Toolkit [http://toolkit.capta.org/?s=pta+as+an+employer](http://toolkit.capta.org/?s=pta+as+an+employer)
- EDD California Employer’s Guide (DE44) [https://www.edd.ca.gov/Payroll_Taxes/Employers_Guides.htm](https://www.edd.ca.gov/Payroll_Taxes/Employers_Guides.htm)
- State of California Department of Industrial Relations [https://www.dir.ca.gov/](https://www.dir.ca.gov/)
- California Tax Service Center [https://www.taxes.ca.gov/](https://www.taxes.ca.gov/)
- U.S. Department of Labor [https://www.dol.gov/](https://www.dol.gov/)
ADDITIONAL REMINDERS
PTA FINANCES AND EMAIL: PHISHING SCAMS

If you receive an email from a fellow PTA officer asking for funds to be wired, gift cards to be purchased, or sensitive information to be provided, BEWARE!

Email phishing scams as well ransomware and other malware attacks are increasingly common and can have devastating impacts on non-profit associations of all sizes, including PTAs. In fact, PTAs in California and across the country have been targeted for these scams and attacks, which are growing in both numbers and sophistication.

Spear Phishing is currently one of the most pervasive scams that target PTAs. This scam is the fraudulent practice of sending emails that appear to be from a known or trusted sender, often another PTA officer or a vendor such as the organization’s bank, in order to induce targeted individuals to transfer funds, purchase gift cards, reveal sensitive information, or open attachments or links that contain malware.

Following are strategies you can implement to help protect your PTA from these scams and attacks:

- Contact the purported requestor directly by phone or text to verify it is in fact them making the request.
- Contact your president and treasurer directly by phone or text to ask about the validity of the request.
- Never wire money, purchase gift cards to pay for things, or relay gift card activation information.
- Never open attachments or click on links in emails that you suspect are phishing scams.
- Keep personal and PTA technology systems and firewalls up-to-date to minimize risk of malware infection.
- TRUST YOUR GUT! If it seems strange, it is likely for good reason. Since email can be hacked, any strange or unusual request should be investigated directly with the appropriate persons via phone or text prior to taking action, regardless of whether or not it is coming from a known and trusted source.

Additional Resources:

- California State PTA Online Toolkit – http://toolkit.capta.org/finance/policies-and-procedures/
- Osterman Research White Paper – http://ow.ly/EXWq30m3kPs
California State PTA's
Electronic Membership System

We are excited about the progress our online membership system **TOTEM** has made, making joining and renewing PTA membership at the local level **easier**.

More than 1,000 local PTAs have processed more than 70,000 memberships using our online membership system. So consider this your invitation to get started.


Email emembership@capta.org with questions.
Electronic Membership System: Important Financial Information

Stripe Payment Processing
The new electronic membership system, TOTEM, utilizes a secure third-party payment processing center known as Stripe. If your PTA unit is signed up for TOTEM and you receive an email from Stripe seeking additional information, please realize this is an additional security protection for our PTAs at every level. Please verify the browser address is correct and then follow up with the request. These verifications are there for your security.

Important FYI
Stripe may ask leaders who connect a bank account for personal information, such as your date of birth or government IDs such as your social security number. This is part of secondary user-identification verification that is required by Federal banking regulations known as KYC (Know Your Customer). Stripe uses this information to stay in compliance with anti-fraud and anti-money laundering regulations. When providing such information, you should double-check that your browser address begins with HTTPS (note the S at the end) and shows the proper name of the website you are visiting (i.e., https://stripe.com).

www.capta.org/membershipTOTEM
2020 Legislation Conference
Embassy Suites Hotel in downtown Sacramento

January 13-14, 2020

Whether you’re experienced in speaking up for children – or you are interested in learning about key issues and legislation – the California State PTA Legislation Conference is for you!

Remember, attending the Legislation Conference is a legitimate expense for your PTA, don’t forget to build this into your PTA budget every year.

Registration opens fall 2019 at capta.org

Join us at the Capitol!
Budget Now for Convention

Investing in your unit leadership IS a legitimate PTA expense!

Build for success! Jumpstart your PTA and boost your skill sets as a leader with workshops, networking, inspirational speakers, exhibitors, business of the association, Reflections performances and more!

Be sure to include Convention in your annual budget and get approval from your association.

May 15-17, 2020, in Riverside. Early Bird Registration approx. $240, 1-day $99, hotels begin at $106 + tax per night. Travel and food expenses vary and all can be covered by your PTA.

Win free convention registrations!
Check out our Membership Challenges @ CAPTA.org to learn more.

Whether you attend just one day or all three, this is an experience you do not want to miss!
Free Modules to PTAs in California
In partnership with the California State PTA, PTAEZ® has provided every PTA in the state with access to Tax Document Upload and Officer Board Member Contact.

Tax Document Upload
Tax Document Upload allows every Unit, Council, and District in California to upload and store tax information directly into PTAEZ®. Detailed reporting allows for all PTA Units in California to stay on top of all required tax documentation and prevent non-profit status revocation.

Officer Board Member Contact
All California PTA Units, Councils, and Districts have access to Officer Board Member Contact. Update your PTA’s list of board members each year, and give PTAEZ® Officer Contact access to your board.

We’re here to support you!
PTAEZ® offers free support and trainings. You can reach our team by phone and support ticket. You can also sign up for one of our weekly webinars online at PTAEZ.com!

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PTAEZ®

Helping you make the most of your time.

You’re making the most of your time so your students can be successful. Don’t spend extra time keeping track of your organization’s funds when there is an easier way. Check out PTAEZ®, the web based PTA software. Designed by accounting experts in partnership with leaders in PTA, PTAEZ® is tailor made to be easy, efficient, and effective.

With simple to use financial tools and detailed reports, you can take back your time for the important things you do as a PTA volunteer; making a difference.

California PTA Specific Features

PTA Specific Reporting
Financial Report
Treasurer’s Report
Budget to Actual

Financial Secretary Report
Fundraiser Tracking & Membership Reporting

Other Features

Check Writing
Receipting
Custom Web Store
Bulk Email
Bank Recon Tool

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Theme designed marketing products that will help increase membership.

- Buttons
- Posters
- Banners
- Lawn Signs
- "Just Joined" Stickers

All Promote Your PTA items come in 8 different PTA theme designs

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Own The Meeting

- Meeting Signs & Banners
- Padfolios
- Attendance Sign-In Pads
- Secretary Notebooks
- Robert's Rules Guides
- Pens & Pencils
- Bank Bags
- Thumb Drives
- Receipt Books
- Planner/Calendar
- Meeting Tonight Stickers

Sunset Ranch PTA
MEETING THURSDAY
7:00 PM - LIBRARY

ShopPTA.com

ShopPTA.com

ShopPTA.com
With Home Internet service, your children will gain access to many resources online to do well in school. In addition, you can apply for jobs quickly and easily, and get online access to public services, housing, healthcare and the DMV.

There are two ways that you can sign-up for an affordable Home Internet plan:

(1) Call the company phone number listed below. The company phone numbers are only for affordable offers OR

(2) Call this Toll-Free number, 844-841-INFO (4636), to find out if you pre-qualify for an affordable Home Internet offer.

When you call the Toll-Free number a representative will determine if you pre-qualify. If you qualify a specialist will then call you back to help you choose an offer, some offers even include a free Chromebook laptop, while supplies last!

### Internet Service Providers

<table>
<thead>
<tr>
<th>Service Provider</th>
<th>Cost / Speed</th>
<th>Call for Low Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Access</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>at&amp;t</td>
<td>$10 / month (10 Mbps)</td>
<td>855-220-5211</td>
</tr>
<tr>
<td><strong>Fundamental Internet</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frontier Communications</td>
<td>$15 / month (12 Mbps DSL or 50 Mbps FIOS)</td>
<td>888-864-8707 (English &amp; Spanish)</td>
</tr>
<tr>
<td>Mobile Citizen</td>
<td>$15 / month (8-18 Mbps)</td>
<td>888-519-4724 (English &amp; Spanish)</td>
</tr>
<tr>
<td>Internet Assist</td>
<td>$15 / month (30 Mbps)</td>
<td>844-525-1574 (English &amp; Spanish)</td>
</tr>
<tr>
<td>Comcast</td>
<td>$10 / month (15 Mbps)</td>
<td>855-846-8376 (Spanish)</td>
</tr>
</tbody>
</table>

You are eligible for affordable, Home Internet if you meet one of the following qualifications:

- Child Enrolled in the NSLP (National School Lunch Program)
- CalFresh (food stamps) or Supplemental Nutrition Assistance Program (SNAP) Recipient
- Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI) Recipient
- Medi-Cal Recipient
- Household Income Under $40,000/year