

# HILLSBOROUGH COUNTY COUNCIL PTA/PTSA SIMPLIFIED COMPLIANCE CHECKLIST

NAME OF PTA: \_\_\_\_\_

- BYLAWS APPROVED & UPDATED \_\_\_\_\_ (EVERY 3 YEARS)
- FLORIDA MEMBERSHIPS PAID \_\_\_\_\_ (MONTHLY UNTIL MAY 1ST)
- COUNTY COUNCIL DUES PAID \_\_\_\_\_ (OCTOBER 1<sup>ST</sup>)
- AUDIT COMPLETED FOR PREVIOUS YEAR (BEFORE NEW BUDGET STARTS)
- TAXES REPORTED TO IRS \_\_\_\_\_ (NOVEMBER 15<sup>TH</sup>)
- INSURANCE IN PLACE \_\_\_\_\_ (OCTOBER 1<sup>ST</sup>)
- OFFICERS REPORTED TO FLORIDA PTA (JULY 1ST)

- THESE ARE MINIMUMS NECESSARY FOR PTA COMPLIANCE, ANNUALLY.