

**Georgia
PTA**

2010

Form 990 Workshop

**Presented by:
Sherry Flagg ~ Tax Accountant
September 11, 2010**

Barstow Elementary School PTA
Statement of Operations (For Form 990-EZ Preparation)
July 1, 2009 through June 30, 2010

		Form 990-EZ Classification
Cash on Deposit, July 1, 2009	\$ 12,009.55	990-EZ, Part II, Line 22, Col (a)
Receipts (07/01/09-06/30/10):		
Directory	\$ 2,675.00	990-EZ, Part I, Line 8
Interest Earned	\$ 30.06	990-EZ, Part I, Line 4
Kroger	\$ 2,043.27	990-EZ, Part I, Line 1
Fundraising:		
Boosterthon	\$ 15,000.00	990-EZ, Part I, Line 6a
Gift wrap	\$ 12,650.00	990-EZ, Part I, Line 6a
Carnival	\$ 8,110.00	990-EZ, Part I, Line 6a
Total Fundraising	\$ 35,760.00	
Membership (1050 @ \$2.75/non-unit)	0.00	
Membership (1050 @ \$2.25)	\$ 2,362.50	990-EZ, Part I, Line 1
Contributions (Members)	\$ 14,418.00	990-EZ, Part I, Line 1
Publix	\$ 2,740.04	990-EZ, Part I, Line 1
Spirit Wear	\$ 3,510.00	990-EZ, Part I, Line 7a
Target	\$ 880.59	990-EZ, Part I, Line 1
Total Receipts (07/01/09-06/30/10)	\$ 64,419.46	990-EZ, Item L
Expenditures:		
Academic Enrichment		
Character Education	\$ 365.55	
Mini Grant Program	\$ 5,869.14	
Reflections	\$ 200.12	
Total Academic Enrichment	\$ 6,434.81	990-EZ, Part I, Line 16, Other Exp
Administrative Support		
Hospitality	\$ 1,533.25	
Teacher Appreciation Week	\$ 3,550.00	
Total Administrative Support	\$ 5,083.25	990-EZ, Part I, Line 16, Other Exp
Community Support		
Campus Beautification	\$ 750.00	
Community Speakers	\$ 200.00	
Legislation	\$ 50.00	
Project Elbow Grease	\$ 131.80	
Total Community Support	\$ 1,131.80	990-EZ, Part I, Line 16, Other Exp
PTA Operating Expenses		
Accounting Fee	\$ 200.00	
Insurance	\$ 335.00	
Membership Expense	\$ 260.08	
Miscellaneous Expenses	\$ 95.22	
Nametags	\$ 220.66	
New School PTA Fund	\$ 800.00	
NFCPTA Dues	\$ 125.00	

Barstow Elementary School PTA
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Expenditures: (continued)

PTA Operating Expenses (continued)

Registration Fees	\$ 170.00
Scholarship Fund	\$ 25.00
State and National Dues	0.00
Total PTA Operating Expenses	\$ 2,230.96

990-EZ, Part I, Line 16, Other Exp

School Services

Internet	\$ 600.00
Classroom Production Studio	\$ 3,000.00
Phone	\$ 600.00
School Improvements	\$ 3,500.00
Professional Development	\$ 1,000.00
Strategic Plan Team Support	\$ 406.86
Student Health support	\$ 434.58
Teacher Support	\$ 3,539.22
Total School Services	\$ 13,080.66

990-EZ, Part I, Line 16, Other Exp

Student Enrichment

Enrichment	\$ 4,006.00
Directory Expense	\$ 2,658.71
Red Ribbon Week	\$ 109.55
Student Activities- 5th Grade	\$ 2,655.89
Total Student Enrichment	\$ 9,430.15

990-EZ, Part I, Line 16, Other Exp

Ways & Means:

Boosterthon	\$ 8,400.00
Gift wrap	\$ 8,222.50
Spirit Wear	\$ 3,110.00
Carnival	\$ 2,838.50
Total Ways & Means	\$ 22,571.00

990-EZ, Part I, Line 16(Fund.Exp)

990-EZ, Part I, Line 16(Fund.Exp)

990-EZ, Part I, Line 7b

990-EZ, Part I, Line 16(Fund.Exp)

Total Expenditures

\$ 59,962.63

Cash on Hand, June 30, 2010

\$ 16,466.38

990-EZ, Part II, Line 22, Col (b)

Receipts Not Belonging to Unit

State and National PTA Dues (1,050 members @ \$2.75) **\$2,887.50**

Disbursements Not Belong to Unit

State and National PTA Dues (1,050 members @ \$2.75) **(\$2,887.50)**

Balance due to State PTA Office

0.00

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990-EZ, Part III: Statement of Program Service Accomplishments

State the PTA's objective. For example, Student Enrichment and Support of Child Advocacy. Describe services provided and total amount of expenses incurred for each services. For example, Academic Enrichment services incurred expenses totaling \$6435.00.

990-EZ, Part IV: List of Officers, Directors, Trustees, and Key Employees

List Board members names, addresses, title and number of hours volunteered per week. (Suggestion: List the school's address beside the each Board Member's name instead of personal address.

990-EZ, Part V: Other Information:

Responses to the information completed in section should be universal for all PTA.

990-EZ, Schedule A, Part III:

Retrieve information from Current Year and Prior Years Forms 990-EZ.

990-EZ, Schedule B:

Complete only if Item H is not checked on Page 1 of Form 990-EZ.

Item H is checked if Association is not required to complete Schedule. Always remember to check the box for this item, increases chance of receiving correspondence from IRS requesting additional information if it is not.

990-EZ, Schedule G:

Complete if Form 990-EZ, Line 6a, is \$5,000.00 or more.

Form 8868: Request for An Extension

If Form 990-EZ can't be completed on or before due date, request an additional 3 months by completing Form 8868.

Quick Notes for Form 990-EZ:

- Item A: ~ Make sure tax year is always classified on Form (e.g. 07/01/09-06/30/10)
 - Item C: ~ Name and address of PTA (always use the school's address)
 - Item D: ~ Employer Identification Number
 - Item E: ~ Contact telephone number, (preferably the school's)
 - Item F: ~ Group Exemption Number will be **1595** for everyone
 - Item G: ~ Accounting method ~ is **cash**
 - Item H: ~ If the PTA is not required to attach Schedule B, Check the box.
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- If needed, an automatic extension can be requested by completing and filing Form 8868 on or before Form 990-EZ's due date. For example, if Fiscal Year ends on 06/30/10. Form 990-EZ is due November 15, 2010. File 8868 on or before 11/15/10. Form 8868 attached for your reference.