

NEWSCASTER



PERALTA DISTRICT PTA NEWSLETTER • Serving Alameda County, California • NOVEMBER 1, 2009
www.peraltadistrictpta.org • peraltanewsletter@comcast.net • voicemail: 510/ 670-4109

Dates To Remember

- Nov 1 Sun** Daylight Saving Time Ends - set clock back one hour!
- Chairman's Award Deadline:**
50 Membership Dues to District Fin Secretary
- Nov 15 Sun** 15 Memberships Due to District Fin Sec To Remain in Good Standing
- Taxes due to IRS**
- Continuing Education Scholarships Due in CAPTA Office**
- CAPTA Grant Applications Due in CAPTA Office**
- Nov 16 Mon** District Executive Board Meeting 7:00pm, ACOE

PERALTA DISTRICT PRESIDENT'S MESSAGE

November marks the end of the first quarter of your PTA year. How is it going so far? Now is a good time to take a look at how you are doing.

You should have a fully functioning Board with everyone comfortable with their job and responsibilities. Your financial team should have seamless procedures in place for the collection, banking and distribution of money, with fully transparent reports presented at each meeting. You should be close to your membership target for the year and have sent all outstanding per caps to your Council, or straight to the District Financial Secretary if you are Out of Council. You should have good attendance at your meetings, with everyone contributing ideas and opinions without feeling uncomfortable or not one of "the in crowd". Your meeting is often the only opportunity for many parents to hear from the Principal, so make sure that your principal or their representative gives a report. Speakers talking about subjects of interest to your members will often "bring in the crowd" as long as you have remembered to post the agenda at least 10 days in advance so people know what is going on. You should have a method of disseminating information to your group – remember that the president is often the only one who receives copies of the "Our Children" magazine from National PTA, "The PTA in California" newsletter and the Peralta District and Council PTA newsletters. Make sure you keep your board and members informed about information to do with their jobs or their children.

Inside This Issue

2009 Alameda County Teacher of the Year	3
Contact Us - New Auditor Phone	2
Convention	10
Financials	6-7
Historian	9
Increase Meeting Attendance	4
Membership Awards	5
PTA Spotlight - Livermore Unit	3
Reflections	10
Scholarships / Grants / Awards	9
Secretary	8
Volunteer Tracking Sheet	11
Worker's Compensation Form	12

But what if your PTA isn't functioning? What if you are unsure about what to do? What if your financial people are making mistakes? What if YOU are feeling overwhelmed, helpless, insecure? Call the folks at your Council or us at District. Look for the right person on the list of board members or email me directly and I will link you to the right person. District board members have already helped many, many unit people. Mostly over the phone or by email, but also by attending unit meetings. We will sit next to you and lead you through. Nothing is as bad as struggling on. You don't need too.

Continued on Page 3

PERALTA DISTRICT PTA BOARD 2009-11
- Serving Alameda County

District PTA Officers

PRESIDENT	➤ ALISON WISCOMBE president@peraltadistrictpta.org or 510-656-3695
1ST VP, LEADERSHIP	➤ CATHRYN BRUNO vicepres1leadership@peraltadistrictpta.org or 510-333-5491
2ND VP, PROGRAMS/EVENTS	➤ PAM CHANG vicepres2programs@peraltadistrictpta.org or 510-865-2571
3RD VP, COMMUNICATIONS	➤ DAWN WHALEN vicepres3communications@peraltadistrictpta.org or 925-373-4898
AUDITOR	➤ AMY WILLIFORD auditor@peraltadistrictpta.org or 925-425-9369
FINANCIAL SECRETARY	➤ SRIDEVI GANTI financialsecretary@peraltadistrictpta.org or 510-742-1936
HISTORIAN	➤ BARBARA BOUSQUET historian@peraltadistrictpta.org or 510-557-1640
PARLIAMENTARIAN	➤ KAREN TINCHER parliamentarian@peraltadistrictpta.org or 925-931-1711
SECRETARY	➤ MARGARET STEELE secretary@peraltadistrictpta.org or 925-846-8683
TREASURER	➤ NANCY MITCHELL treasurer@peraltadistrictpta.org or 510-657-2912

District PTA Chairs & Co-Chairs

CONVENTION	➤ PEGGY FITZGERALD convention@peraltadistrictpta.org or 510-278-1591
FOUNDER'S DAY	➤ OPEN
HEALTH	➤ OPEN
LEGISLATION	➤ MARK VAN KRIEKAN legislation@peraltadistrictpta.org or 510-848-6406
MEMBERSHIP: ADMINISTRATION	➤ ESTHER COLLIER membership@peraltadistrictpta.org or 510-562-4024
MEMBERSHIP: OUTREACH/OMDR+	➤ OPEN
NEWSLETTER	➤ DAWN WHALEN newsletter@peraltadistrictpta.org or 925-373-4898
OUTREACH	➤ OPEN
REFLECTIONS CHAIR	➤ LINDA DEWLANEY reflections@peraltadistrictpta.org or 510-502-8537
SCHOLARSHIPS/ GRANTS/AWARDS	➤ OPEN
WEB SITE CHAIR	➤ NANCY MITCHELL webmaster@peraltadistrictpta.org or 510-657-2912
WEB SITE GURU	➤ JENNY MITCHELL webmaster@peraltadistrictpta.org or 510-657-2912

PTA Council Presidents

ALAMEDA PTA COUNCIL	➤ CHRISTINE STRENA teamstrena@alamedanet.net or 510-814-9863
BERKELEY PTA COUNCIL	➤ MARGOT REED margot.reed@seiu1021.org or 415-717-7943
FREMONT PTA COUNCIL	➤ SUSAN NATHAN Susan.nathan@comcast.net or 510-301-5898
PLEASANTON PTA COUNCIL	➤ JOAN LAURSEN joan@laursens.com or 925-462-7994
SAN LORENZO PTA COUNCIL	➤ SHIRLEY PRECIADO spinhwd@comcast.net or 510-887-4473

Updated 10-27-09

California State PTA
 President Jo Loss
 2327 L Street,
 Sacramento, CA
 95816-5014
 916-440-1985
 Fax: 916-440-1986
 www.capta.org
 info@capta.org

**California State PTA
 Legislation Office**
 530 10th Street,
 Sacramento, CA
 95814
 916-422-5667
 leginfo@capta.org

National PTA
 President
 Charles J. Saylor
 541 N. Fairbanks Court,
 Suite 1300,
 Chicago, Illinois
 60611-3396
 800-307-4PTA (4782)
 www.pta.org
 info@pta.org

• • • • •
 •
 • Newsletter by Email •
 • Only •
 • The Newscaster •
 • will be sent via •
 • email only to •
 • PTA/PTSA units. •
 •
 • The Newscaster •
 • is also posted •
 • on our website: •
 • www.peraltadistrictpta.org •
 •
 • • • • •

PRESIDENT'S MESSAGE - CONTINUED

Heads Up, Out of Council units: Albany, Castro Valley, Hayward, Livermore, Newark, Oakland, San Leandro and Union City/New Haven!

The Peralta Board is starting to appoint Area Counselors to be a direct contact and advisor for each of you. We have a few good people already lined up, but could use more to take on this important role. If you would like to help in this role please send me an email and we can talk about the time commitment, responsibilities etc. If you know someone who has PTA experience and is currently at a non-PTA school, please let them know of this opportunity to stay involved with PTA.

Have a great month! And BE SAFE!

Alison Wiscombe
Peralta District PTA President
510/656-3695
president@peraltadistrictpta.org

PTA SPOTLIGHT

**Rancho Las Positas Elementary School in Livermore
wins The Governor's Fitness Challenge School of the Year!!**

On Wednesday, September 16, the Governor's Fitness Challenge named Rancho Las Positas Elementary School *California's Elementary School of the Year*. Rancho was represented in Sacramento by its entire fourth and fifth grade student body, teachers, office staff, principal and running club coordinators. Rancho school accepted the honor but chose not to accept the award of \$100,000 in fitness equipment. Instead Rancho opted to give it away to another deserving school community less fortunate than its own.

Peralta District PTA is honored to have Rancho Las Positas Elementary School PTA within its family of PTA units. They truly represent the mission of the California State PTA, having positively impacted the lives of many children and families, both by their hard work on health and fitness within their own school, and by making sure other children can benefit from their success.



2009 Alameda County Teachers of the Year

The 20th Annual Alameda County Teacher of the Year Ceremony was held on October 8, 2009. Peralta District PTA supports this event each year by providing volunteers to check-in attendees and providing funding for the nominee awards.

Peralta District PTA congratulates the 2009 Alameda County Teachers of the Year:

Lauren Bishop of the Butler Academic Center, San Leandro
Peter Mates of Brett Harte Middle School, Oakland

Want More Parents to Attend the PTA Meeting?

Need a Quorum? Try This!



- Send out an agenda at least ten days prior
- Use the personal touch; try a phone tree to invite members
- Advertise meeting or training on the marquee
- Advertise meeting in newsletter
- Follow-up with phone call/email about attending
- Follow-up with postcard reminders
- Bring someone with you
- Start and end on time
- Include potluck meal
- Conduct concise business meetings
- Move locations around for variety (councils, districts)
- Invite superintendent to speak
- Provide breakout workshops
- Provide hospitality
- Have a training with principals and council presidents (districts)
- Provide babysitting with activities or homework help (follow *Toolkit* and insurance guidelines)
- Toot your own horn about all the PTA's accomplishments
- Have programs related to community issues
- Have exciting programs and/or guest speakers
- Celebrate the PTA's successes
- Have a "make it and take it home" session
- Have a program about different ways to install boards
- Create challenges between units or councils
- Have an Honorary Service Awards program
- Have entertainment

CONGRATULATIONS!

The following UNITS qualified for the Chairman Award

(submitting at least 50 per caps by November 15th)

ALAMEDA PTA COUNCIL

- ⇒ Alameda High PTSA
- ⇒ Alameda Science & Tech PTA
- ⇒ Amelia Earhart Elementary PTA
- ⇒ Encinal High PTSA
- ⇒ Franklin Elementary PTA
- ⇒ Haight Elementary PTA
- ⇒ Lincoln Middle PTA
- ⇒ Lum Elementary PTA
- ⇒ Otis Elementary PTA
- ⇒ Ruby Bridges Elementary PTA
- ⇒ Washington Elementary PTA
- ⇒ Wood Middle PTA

FREMONT PTA COUNCIL

- ⇒ American High PTSA
- ⇒ Ardenwood Elementary PTA
- ⇒ Centerville Jr High PTSA
- ⇒ Glenmoor Elementary PTA
- ⇒ Gomes PTA
- ⇒ Irvington High PTSA
- ⇒ Kennedy High PTSA
- ⇒ Maloney Elementary PTA
- ⇒ Mattos Elementary PTA
- ⇒ Niles Elementary PTA
- ⇒ O.N. Hirsch Elementary PTA
- ⇒ Parkmont PTA
- ⇒ Patterson Elementary PTA
- ⇒ Steven Millard Elementary PTA
- ⇒ Thornton Jr High PTSA
- ⇒ W. W. Brier Elementary PTA
- ⇒ Walters PTA
- ⇒ Washington High PTSA

PLEASANTON PTA COUNCIL

- ⇒ Alisal PTA
- ⇒ Amador Valley HS PTA
- ⇒ Fairlands Elementary PTA
- ⇒ Harvest Park Middle PTA
- ⇒ Henry Mohr Elementary PTA
- ⇒ Phoebe Hearst Elementary PTA
- ⇒ Vintage Hills Elementary PTA
- ⇒ Walnut Grove Elementary PTA

SAN LORENZO PTA COUNCIL

- ⇒ Arroyo High PTSA
- ⇒ Bay Elementary PTA
- ⇒ Colonial Acres Elementary PTA
- ⇒ Corvallis School PTA
- ⇒ Dayton PTA
- ⇒ Del Rey Elementary PTA
- ⇒ Grant PTA
- ⇒ Lorenzo Manor Elementary PTA
- ⇒ Washington Manor Middle PTA

OUT OF COUNCIL

ALBANY

- ⇒ Albany High PTSA
- ⇒ Albany Middle School PTA

CASTRO VALLEY

- ⇒ Jensen Ranch Elementary PTA

HAYWARD

- ⇒ Eden Gardens Elementary PTA

LIVERMORE

- ⇒ Altamont Creek Elementary PTA
- ⇒ Andrew Christensen Middle PTA
- ⇒ Arroyo Seco Elementary PTA
- ⇒ Emma Smith Elementary PTA
- ⇒ Junction Avenue Middle PTA
- ⇒ Mendenhall Middle PTA

NEWARK

- ⇒ Kennedy Elementary PTA

OAKLAND

- ⇒ Anthony Chabot Elementary PTA
- ⇒ Carl B. Munck Elementary PTA
- ⇒ Claremont Middle PTA
- ⇒ Cleveland Elementary PTA
- ⇒ Crocker Highlands Elementary PTA
- ⇒ Henry J. Kaiser, Jr. Elementary PTA

SAN LEANDRO

- ⇒ Roosevelt Elementary PTA
- ⇒ Woodrow Wilson PTA

CONGRATULATIONS!

The following UNITS qualified for the Early Bird Award

(submitting at least 15 per caps by October 19th)

FREMONT PTA COUNCIL

- ⇒ Azeveda Elementary PTA
- ⇒ Durham Elementary PTA
- ⇒ Warwick PTA

SAN LORENZO PTA COUNCIL

- ⇒ Edendale Middle PTA
- ⇒ Hillside Elementary PTA

OUT OF COUNCIL

HAYWARD

- ⇒ Lorin Eden Elementary PTA

LIVERMORE

- ⇒ Rancho Las Positas Elementary PTA

FINANCIALS

Thank you to all who have been prompt in sending in per caps to our financial secretary. We appreciate your efforts in getting them in on time. Keep up the good work! A note regarding the Peralta remittance forms: **IF YOU ARE AN OUT-OF-COUNCIL UNIT, DO NOT USE A COUNCIL REMITTANCE FORM!!!**

The due date of October 19th has passed for submitting financial reports!

It is Peralta District's job to help keep your unit stay in compliance with California corporate law – a tough job, but someone has to do it! Please email or mail us copies of your paperwork.

End-of-Year (08-09) Audit due to District Auditor

Out of Council Units submit 1 copy directly to District.

Councils submit 1 copy of council & unit reports.

Email - auditor@peraltadistrictpta.org

Regular mail:

Amy Williford

Peralta Auditor

466 Vineyard Place

Pleasanton, CA 94566

08-09 Annual Financial Report & 09-10 Approved Budget due to District Treasurer

Out of Council Units submit 1 copy directly to District.

Councils submit 1 copy of council & unit reports.

Email - treasurer@peraltadistrictpta.org

Regular mail:

Nancy Mitchell

Peralta Treasurer

44999 Cree Court

Fremont, CA 94539

November deadlines

November 15th: First remittance of per caps is due to Peralta to remain in good standing with the CAPTA. These are the folks who hold your non-profit charter, so it is a good idea to keep on their good side. Fifteen members is the minimum number.

November 15th: 990-N (for gross receipts under \$25,000) and 990-EZ and Schedule A (for gross receipts over \$25,000) are due to the IRS. A gross receipt is any money deposited into your checking or savings account other than a transfer of funds and not counting council/ district/ state/ national per caps passed on through channels. If you cannot meet this deadline, you should file a request for extension – Form 8868 NOW! The first request for extension is granted automatically. Ask us for help if you need it. It is our job to keep you out of hot water. Tax preparation is a legitimate PTA expense.



FINANCIALS - CONTINUED

Insurance & Workers Comp

The new amount for insurance / Workers Comp has been announced:

\$202.00 for all units

\$120 for our 5 councils

If you paid no one this last calendar year, or your payments for the year are complete, please send in the Worker's Comp form along with your insurance remittance to either your council or the district financial secretary, payable to your council or district. All payments go through channels. Don't forget your council or out-of-council remittance form.

You may be wondering why you are asked to fill out the Workers' Comp form every year, when most PTAs do not have any employees or contractors to whom they paid over \$1,000 total. And the reply is: because our insurance premium is actually divided into two parts: (1) the first part is for insurance and (2) the second part is for Workers' Comp. They are both required and are combined into one payment.

The information that PTA units send in every year is considered in setting the rates for the subsequent year. The more forms that are received at the State PTA office before January 31st saying that you paid no one that year, or paid less than \$1,000, the lower our rates will be for the next year. If you do not send in a form at all, the insurance company assumes that you DO have employees and will adjust the rates accordingly, ie upward. The rates also rise when there were a greater number of claims the previous year.

If you have paid no one up until this time and do not intend to pay anyone, complete the Worker Comp form in this issue and send it in to your council or district financial secretary along with your check. There is also a form on the Peralta web site: www.peraltadistrictpta.org under Forms.

If you plan to pay people up to the end of the calendar year, you may send your form to us in January. January 15th is the last day for Peralta to receive forms and remittances without incurring a late fee. The policy period ends January 4th, 2010. It is up to you to ensure continued coverage of your PTA's very important insurance policy.

Again, thank you, financial gurus, for your hard work on behalf of your units and councils. You are the life's blood of your PTAs!

Your Peralta District PTA Financial Team:

Sridevi Ganti

Peralta District PTA Financial Secretary

510/742-1936

financialsecretary@peraltadistrictpta.org

Nancy Mitchell

Peralta District PTA Treasurer

510/657-2912

treasurer@peraltadistrictpta.org

Amy Williford

Peralta District PTA Auditor

925/518-7808

auditor@peraltadistrictpta.org

Thank you to the units that have submitted your audits!

Recommendations for your to consider prior to your next audit:

1. The audit form and checklist should be considered a package - both must be completed to an accurate audit.
2. **One** audit form and checklist is required for **each** of your units'/councils' bank account: one for checking, one for savings, one for money market, etc. You should be reporting each account separately in your monthly treasurer reports as well!
3. Ensure that your unit/council has adequate processes in place: two verification signatures on cash forms, two signatures on checks and reimbursement request forms, one reimbursement request for each check, etc. Read your bylaws and be sure to contact your Council officers, District Liaisons, or District officers with any questions. We're all here to help make your job easier!

SECRETARY

20 MINUTE TIPS

Organizing Your Minutes:

- Use bound books for permanent storage. This prevents pages from being lost.
- Paste computer-generated, printed minutes into your bound, minute book or write minutes directly into the bound book.
- Keep minutes from all meetings - executive board, executive committee, and association meetings - in the same minute book.
- Number the pages in consecutive order.
- Leave wide margins on the pages to allow enough space for any corrections.

Remember to write minutes that:

- Record what is done, not what is said.
- Record business in the order it happened.
- Do not reflect your personal opinion about anything that is said or done.

Recording Your Minutes:

- Provide only a brief record of the meeting that includes all of the important information needed to check past proceedings.
- Write minutes in paragraph form or by department/ subject headings.
- Use motion forms to ensure accurate wording of all motions.
- Record all motions (except those withdrawn), all points of order and appeals.
- Cite the name of the member introducing a motion and the voting result (carried or lost).
- The name of a person who offered the second is no longer recorded.
- For a ballot vote, record the number of eligible votes, number of affirmative votes (ayes), and number of negative votes (nos).
- For an election, include nominees' name(s) and the number of votes each nominee received. A motion to destroy the ballots is in order.

After Your Meeting:

- Write your minutes immediately following the meeting.
- Refer to the motion form(s) for specific wording when completing the minutes.
- Prepare a list of action items from the meeting as a reminder for your board to follow up.
- Send an advance copy to the president as soon as the minutes are completed.

Maggie Steele
Peralta District PTA Secretary
925/ 846-8683
secretary@peraltadistrictpta.org

Source: Adapted from 2009 California State PTA Convention, Workshop #218 - Secretary: For the Record

HISTORIAN

The Historian article for November is all about Historian Tally Sheets. Tracking volunteer hours is very important. Every PTA/PTSA unit needs to keep track of volunteer hours. This becomes a record of how much PTA/PTSA members contribute to school and community.

Using the Volunteer Hour Tally Sheet, Historians are able to compile volunteer hours. It is important to remember to count all hours that pertain to any and all PTA/PTSA activity.

Example of hours to be counted:

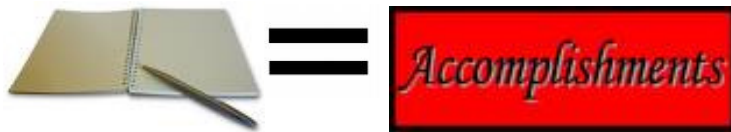
- Time spent writing PTA/PTSA agendas, minutes, reports and newsletter articles.
- Time spent on PTA/PTSA related activities at school or within the community.
- Telephone time regarding PTA/PTSA business.
- Travel time to and from PTA/PTSA meetings or events.
- Attendance at meetings, workshops and other functions related to PTA/PTSA work.
- Convention attendance.

The tally sheet hours start July 1, 2009 and should be counted and recorded every month until June 30, 2010. If you keep a current account of your monthly volunteer hours this will help you when it is time to prepare the Annual Unit Report in May 2010.

A copy of the volunteer tally sheet is available in this issue and can be downloaded from the Peralta District PTA website (www.peraltadistrictpta.org) under *Forms* or you can email me for copies.

Document everything...

Barbara Bousquet
Peralta District PTA Historian
510/557-1640
historian@peraltadistrictpta.org



SCHOLARSHIPS / GRANTS / AWARDS



The California State PTA scholarship and grant program is funded through Honorary Service Award donations. Please remember that when you honor a volunteer with an HSA Award, the money spent is doing double-duty by funding a Scholarship or Grant! What a "Win-Win" situation for all!

- For applications, visit the forms section in the Toolkit available on the California State PTAs web site at www.capta.org for details.

Due Dates for Scholarship and Grant applications to be **in** the State Office:

Scholarships-Due Dates: November 15

Continuing Education for Credentialed Classroom Teachers and Counselors
Continuing Education for School Nurses
Continuing Education for PTA Volunteers

Grants for Units, Councils, & District PTAs -Due Dates: November 15

Outreach Translation
Cultural Arts
Parent Education
Healthy Lifestyles

Scholarship-Due Date: February 1

Graduating High School Seniors

When submitting scholarship or grant applications please be sure to provide all requested information. Note that applications are due in the California State PTA office via mail on or before the above stated due date. Facsimiles will not be accepted.

CONVENTION

SAVE THE DATE: APRIL 29 - MAY 2, 2010

That might sound like it is way in the future, but it will be here before you know it.

This year the California State PTA Convention is going to be in Sacramento, so I hope that many of you will be able to make it.

Registration fees have not changed from last year (remember to register early so you do not have to pay the higher price). The registration booklets will be mailed in early January and registration will begin on February 1, 2010.

Peralta District has once-again approved a hospitality fee for all Peralta District registrants:

One day delegates: hospitality fee of \$10

Full-time delegates: hospitality fee of \$25

The hospitality fee is mandatory and payment must be sent directly to Peralta as State will not be including in the registration fee.

Registrants will be receiving more information about the Hospitality suite after they register. Remember you can come for breakfast, lunch and snacks in the hospitality suite as well as receiving water and treats for the General Meetings.

If you have any questions please call me or e-mail me.

Peggy Fitzgerald
Peralta District PTA Convention Chair
510/278-1591
convention@peraltadistrictpta.org

REFLECTIONS

“Beauty Is...”

By now the Reflections programs at the Unit level are well underway and those who have Council level programs should be gearing up for those soon. Remember that you will need to turn in your entries to me on Tuesday, December 15 between 6:00pm and 7:00pm. Bring your entries and the paperwork to the Alameda County Office of Education -- the turn-in is immediately before the Peralta District meeting. If you have any questions about the turn-in procedure, feel free to email me!

Council Presidents and Out-of-Council Unit Presidents, please email me the contact information (name, phone number and email address) of your Reflections Chairperson. This month I will begin contacting the Chairs directly with helpful hints and information about judging and awards, plus any news from California State.

If you have any questions regarding Reflections, be sure to look at the plethora of information on the California PTA website (go to www.capta.org, click on Reflections on the left side, under Programs & Services). You will find copies of all the rules, guidelines and forms, plus you can see the National Reflections Gallery and the California State recipients of the Awards of Excellence and Awards of Merit.

Of course, feel free to email me, too -- I will be happy to help you any way I can.

Linda Dewlaney
Peralta District PTA Reflections
510/502-8537
reflections@peraltadistrictpta.org

VOLUNTEER TALLY SHEET

NAME OF PTA VOLUNTEER	VOLUNTEER HOURS												TOTAL	
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN		
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														
18														
19														
20														
TOTAL														

EVERY UNIT, COUNCIL AND DISTRICT PTA
MUST COMPLETE AND RETURN THIS FORM *EVEN IF NO ONE WAS PAID*

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 _____ District _____
Address _____ Council _____
City _____ Zip _____

Please note: List only those employees that PTA pays directly. Attach copies of al DE-6 and DE- 542. Do NOT list when monies are donated to school district for employee salaries.. Do NOT list company name, only individual names.

Name of Worker	TYPE OF WORK <small>BE SPECIFIC</small>	DOES PERSON PAID CARRY HIS/HER OWN WORKERS' COMPENSATION INSURANCE?		DATES WORKED <small>JAN 5, [] TO JAN 4, []</small>	PAYROLL AMOUNT PAID
		YES*	NO		
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
A	<i>Total Payroll for ALL Employees</i>				
B	<i>Less \$1000</i>				- \$1,000.00
C	<i>Gross Payroll</i>				
D	<i>Premium due for additional Workers' Compensation insurance coverage. 5% of Gross Payroll (Line C)</i>				

*If yes, worker must supply the PTA with a Certificate of Insurance from his/her Workers' Compensation insurance carrier.

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 paid workers – attach additional Payroll Report detail pages(s) as necessary.
- Attach copies of quarterly employee reporting forms DE-6 and DE-542 for Independent Contractors.
- 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.
- See California State PTA Toolkit, "Workers' Compensation Annual Report," 5.6.5 for more information.

Date _____ Signed _____
Phone (_____) _____ Position _____

FOR COUNCIL/DISTRICT PTA USE ONLY				
PAYMENT DATE	CHECK NUMBER	AMOUNT OF CHECK	TOTAL PREMIUM (LINE D)	AMOUNT DUE
SIGNATURE (Council/district PTA president or treasurer):				