

The FINer Points

TAX FORMS – A Synopsis

U.S. Forms

What: IRS Forms

When: Due every November 15th

Where: Found at www.irs.gov

Who: Units, councils and districts with gross receipts between \$25,000 and \$100,000 file **Form 990 EZ and Schedule A.**

Who: Units, councils and districts with gross receipts over \$100,000 file **Form 990 and Schedule A.**

Who: units, councils and districts with gross receipts under \$25,000 file **Form 990-N**, the e-postcard. This is done online only. Go to the IRS web site for instructions and completion of this form.

Who: Units, councils and districts with donations of over \$1,000 totaling \$5,000 from a single source file **Schedule B.**

See pages 188-191 of the Toolkit for details.

California State Forms

Where: www.ftb.ca.gov

What: RRF-1 Form

When: Due every November 15th

Where: www.caag.state.ca.us/charities

Who: **Districts and councils. NOT UNITS**

Fee: ONLY if assets and revenues are over \$100,000; then \$25 fee.

What: Form 199 – Franchise Tax Board

Who: **Districts** with gross receipts over \$25,000. This form is filled out by the State PTA for councils and units.

When: Due November 15th.

What: IRS Form 990-T and Form 109 – Franchise Tax Board

Who: Units, councils and districts with over \$1,000 of **unrelated business income.**

Unrelated Business Income is described as income derived from activities not directly related to the purpose or function of the PTA.
When: Due November 15th.

Worker's Comp Form

When: Due in December to your District PTA. Due to State PTA no later than January 31st.

Who: **All unit, council and district PTA's**
even though no one was paid.

Where: Form on page 302 of the Toolkit

Officer responsible for filing: PTA Board.

The State PTA recommends hiring a tax professional to complete PTA tax forms, since not many treasurers will be well versed in this area.

Other activities that may impact tax status: SCRIP

Guidelines for scrip programs are found on page 200 of the Toolkit. All scrip income is to be included in gross receipts; all expenses listed under expenses.

E-commerce

The State PTA has determined that income from e-commerce is a contribution.

PTA as an Employer

Employer requirements are found on pages 184-188 of the Toolkit. Requirements are many; therefore, PTA recommends you go through the school or the school district when paying for individual salaries as opposed to programs. This is to let the liability rest where it should – on the school or school district, not on the PTA. If it is absolutely necessary that your PTA be an employer, please consult a professional for tax and legal implications.

For further information, the whole Toolkit can be downloaded from the State PTA web site.

www.capta.org