

**e-Postcard Filers Gross Receipts of $50,000 or less**

**(3-year average)**

**Unit Information - please complete ALL fields - Bylaws have official information-**

Unit Name:

Address:

Unit Identification Numbers: (can be found in your bylaws)

EIN (IRS):

Franchise Tax Board:

Charitable Trust #: CT

Information regarding volunteers at the Unit

Name and contact information of elected officer that will be signing documents (preferably president or treasurer)

Name:

Officer Title:

Email:

Phone:

**By signing and submitting this form to Ninth District PTA to process our tax returns for the previous fiscal year, we acknowledge that all the information we have provided is true and accurate to the best of our ability. If we find any discrepancies in the information we provided, we will immediately contact our district leadership to find next steps to file an amended return.**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Financial Information**

**Based on 2024-2025 Fiscal Year-End Financially Reviewed financials**

**Complete the following:**

| Total Gross Receipts:  (amount of all income, before expenses are deducted. Does not include the portion of membership dues sent up through channels) Does include Noncash Donations | $ |  |
| --- | --- | --- |
| Checking Account Balance on 6/30/2024: | $ |  |
| Savings Account Balance on 6/30/2024: | $ |  |
| Other Account Balances on 6/30/2024: | $ |  |
| Fair market value of “inventory” such as spirit wear not already sold: | $ |  |

**From the Receipts section of your Annual Financial Report, please complete the following if not clearly itemized on the Annual Financial Report:**

| Income from membership (unit portion only), monetary donations, gift cards donated for prizes/incentives, etc.: | $ |  |
| --- | --- | --- |
| Noncash contributions (fair market value of donated goods for events such as water, food, items for auctions and raffles): | $ |  |
| Interest earned: | $ |  |
| Income from “Program” line items (spirit wear, yearbooks and family nights): | $ |  |
| Income from “Fundraiser” line items: | $ |  |
| Income from “Other” (itemize sources and amounts below\*): | $ |  |

**\*Income from “Other”**

|  | $ |  |
| --- | --- | --- |
|  | $ |  |

**From the Disbursements section of your Annual Financial Report, please complete the following if not clearly itemized on the Annual Financial Report:**

| Fundraising Expenses: | $ |  |
| --- | --- | --- |
| Office Supplies & Postage: | $ |  |
| Insurance (include additional coverage you might have purchased): | $ |  |
| Total of all “Other Expenses”, including program expenses  (itemize categories and amounts below\*\*): | $ |  |

**\*\*“Other Expenses”**

|  | $ |  |
| --- | --- | --- |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |

**Did the PTA use the services of a commercial fundraiser (person or company that ran a fundraiser the PTA paid them a percentage or flat fee)?** YES or NO

If YES, please list their name, address, telephone number and email address below.

**Did the PTA hold a raffle during this reporting period?** YES or NO

If YES, how many and on what date(s)?

**Note: The Charitable Trust renewal with the RRF-1 requires a payment.** Obtain authorization from your executive board to pay **$25.00** to the **Department of Justice** for the annual Charitable Trust renewal fee. A tax filing fee or officer expense should be a line item in your approved budget, funds released to this line item. There are two ways to renew your PTA’s Charitable Trust:

* Print and mail the forms and renewal fee check to the AG. Prepare a check for **$25** made payable to the **Department of Justice** and have it ready to mail with the completed forms..
* [Online](https://rct.doj.ca.gov/eGov/Login.aspx). If your PTA is current or awaiting reporting with the AG, you may complete the RRF-1, upload the CT-TR-1, and make the renewal payment online. Check the [AG’s Registry Verification Tool](https://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y) to determine if your PTA is eligible to file the RRF-1 online (must be Current or Awaiting Reporting).

**Upload the following to the 2024-2025** [**Ninth District PTA Tax Help**](https://forms.gle/Sa6rKYik4MsBaqEH7) **form**

1. Annual Financial Report for 2024-2025 fiscal year
2. Annual Review(s) covering the fiscal year; and
3. This entire completed form

**We will confirm your appointment and prepare everything we need to file your taxes.**

**If you have any questions, please contact** [**treasurer@ninthdistrictpta.org**](mailto:treasurer@ninthdistrictpta.org)**.**