

PTA[®]
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NH PTA TREASURER PRESENTATION



YOU THE TREASURER

- ◉ Is the authorized custodian of the funds of the association.
- ◉ Keeps a full and accurate account of receipts and expenditures.
- ◉ Makes disbursements in accordance with bylaws and the budget adopted by the association.
- ◉ Presents a financial statement at every meeting of the association and when requested by the executive board.
- ◉ Is responsible for accurate and timely reporting of all local and state requirements.

WHO ARE YOU REQUIRED TO REPORT TO?

- NH PTA
- The IRS
- The NH Secretary of State
- The Attorney General Charitable Trusts Unit

NH PTA

- ◉ WEBSITE: www.nhpta1.org
- ◉ Dues are required to be sent into NH PTA in December and March each year. We will accept dues at any time but to be considered a unit in good standing you must send dues in on time for the current year.
- ◉ By-laws are required to be sent in and approved every 3 years.
- ◉ Annual list of officers form is required to be sent in every June.

INTERNAL REVENUE SERVICE (IRS)

- ◉ WEBSITE: www.irs.gov

 - ◉ All filings must be done by the 15th day of the 5th month following the end of the unit's fiscal year
 - For i.e. fiscal year ending June filing would be due November 15th.

 - ◉ Units with Gross Earnings of \$50,000 or less
 - Must file the online e-postcard or 990-N

 - ◉ Units with Gross Earning of more than \$50,000
 - Use either Form 990 or 990EZ with all appropriate schedules
- *Taxes must be reported every year with the IRS.
- *Filing late will result in a possible penalty of a per day fee for each day the form is late.
- *If unsure on how to complete the form, review the previous year's tax return and contact the IRS.

NH SECRETARY OF STATE

- ◉ WEBSITE: www.sos.nh.gov/corporate/nonprofitforms
- ◉ Any nonprofit organization that 1) will be or has applied to the IRS to be a 501(c)(3) organization and/or 2) will solicit donations or distribute funds in the state of N.H. and/or 3) is formed for any purpose enumerated in RSA 7:21, II is required to register with and report to the Attorney General, Charitable Trusts Unit.
- ◉ All local units must hold 5 board positions who are not of the same immediate family or related by blood or marriage in order to be registered with the NH SOS. You will need to have all 5 positions filled/listed in order to receive your certificate. There is NO exception for non-profits. You may have to revise your by-laws if your board is not currently made up of 5 positions, so review them accordingly.
- ◉ Fees:
 - ◉ \$25 NH Non Profit Application
 - ◉ \$25 NH Non Profit Amendment
 - ◉ \$25 Nonprofit Merger;
No standardized form available; see RSA 292:7
 - ◉ No Fee NH Non Profit Dissolution
- ◉ Follow up directly with the SOS for any clarification on forms or if you do not hear back from them or do not receive a certificate in a timely manner.

ATTORNEY GENERAL CHARITABLE TRUSTS UNIT

- ◉ **WEBSITE:** www.doj.nh.gov/charitable-trusts/charities
- ◉ “All charitable non-profit organizations, with the exception of churches, are required to register with and report to the Attorney General. Once the organization is registered, it is required to file annual financial reports with the Attorney General.”
- ◉ Fees:
 - \$25 Initial Filing Fee
 - \$75 Annual Filing Fee
- ◉ You will be notified of your annual filing deadline when you receive your certificate, so keep all documents for future reference.
- ◉ Follow up directly with the Attorney General for any clarification on forms or if you do not hear back from them or do not receive a certificate in a timely manner.

QUESTIONS, COMMENTS, OPEN
DISCUSSION

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