



MEMO

TO: PTO Presidents and Treasurers

FROM: Jim Fleischer, Treasurer

DATE: September 2022

I. WELCOME

The Executive Board of the PT Council welcomes our new and returning PTO Officers to the 2022-2023 school year. We are looking forward to working with you. The PT Council is a 501(c)(3) organization, and acts as the umbrella group for all of our schools' PTOs. We offer most of our member PTO groups tax exempt status and insurance coverage.

II. ADMINISTRATIVE MATTERS

- To maintain our status with the IRS, it is CRITICAL that all records are kept current.
- Our goal is to maintain a master file for each school.
- The documents needed: Current by-laws, copies of tax return, and list of officers.

III. TAX MATTERS

- All Schools are required to file a tax return form and report to the IRS every year.
- Although we all share the same tax exempt group number (#4229) each school has its own EIN (Employee Identification Number). You must reference this number in all IRS correspondence.
- Filing requirements:
 1. Gross receipts of \$50,000 or less may file the "e-postcard" IRS Form 990-N. You may also choose to file 990-EZ or 990.
 2. Gross receipts <\$200,000 and total assets <\$500,000 may file Form 990 or 990-EZ
- Request for Extension of Time - you MUST file Form 8868 which gives an automatic 3 month extension.
- www.irs.gov Click on the "Charities & Non-Profits" tab at the top of the page for more information.

IV. BY-LAWS

Upon review of the PT Council by-laws, it was determined that each member PTO have by-laws, and those by-laws be shared with the PT Council to ensure that all by-laws are aligned and not outside the general purview of the overall organization and to ensure no violations of our not-for-profit status. It is the responsibility of the Member PTO Presidents & Treasurers to provide the latest version of these by-laws.

V. INSURANCE

Our Insurance Agent is: Christine Girardi, Rand Insurance, 1100 E. Putnam Ave., PO Box 900, Riverside, CT 06878 direct (203)409-4620 main (203)637-1006 cgirardi@randinsurance.com

- For coverage information see the PTC handbook online at: <https://stamfordptcouncil.com/>.
- For PTO sponsored events, please put on the bottom of all posters, fliers, etc: “*Sponsored by (your School’s name) PTO, Member of the PT Council of Stamford.*”
- For high risk or other unusual events, please refer to the Special Event Application Forms on the PTC Website - complete and send to Christine Girardi at cgirardi@randinsurance.com.
- Annual PT Council dues of **\$525** are used to pay the insurance premiums to cover all PTO sponsored events.

VI. MAUREEN TOBIN SCHOLARSHIP FUND

Another financial matter for your board to act upon is your donation to the PT Council’s Scholarship Fund. This scholarship honors Maureen Tobin, a Stamford parent volunteer who was active in her children’s school PTOs and PTC before she passed away. It is awarded yearly to high achieving Stamford Public School seniors who plan on attending college. While high school graduation preparations may seem a long distance away from elementary and middle school planning, **please consider giving generously** to this worthwhile fund. This collective effort of ALL schools in Stamford assures the scholarship program’s continued success. You should make your donation by November 1st. In the past, **many schools have been able to donate up to \$400**, and we hope that this year’s donations will match or exceed that amount.

The minimum requested donation is **\$250**.

VII. KEY DATES

07/01/2022 Fiscal Year Begin

11/01/2022 PTC Funds, Dues and Scholarship

- \$525 Dues
- \$250 Maureen Tobin Scholarship (minimum)

11/15/2022 For the 2021-2022 School Year - The IRS deadline to file Form 990 (Return of Organization Exempt From Tax) or Form 8868 (Application for Extension of Time to file an Exempt Organization Return).

12/15/2022 Copy of the 2020-2021 Tax Forms (990 or 8868) due to the PTC Treasurer.

Digital file preferred via email to: ptcouncilofstamford@gmail.com.

06/30/2023 Fiscal Year End

Should you have any questions concerning financial or insurance matters, please feel free to contact me on my cell (917) 817-6218 or via email at ptcouncilofstamford@gmail.com. Thank you for your continued support, and best wishes for a wonderful school year ahead.

PLEASE COMPLETE THE DUES & CONTRIBUTIONS FORM AND RETURN IT WITH YOUR DUES BY NOVEMBER 1, 2022.



PLEASE COMPLETE THIS FORM AND RETURN IT WITH YOUR PAYMENT

**YOUR PTO EVENTS WILL NOT BE COVERED UNDER THE INSURANCE POLICY
IF YOUR DUES ARE NOT PAID BY NOVEMBER 1, 2022**

School _____

Treasurer's Name _____

Phone Number _____

Email _____

Please remit 2 checks:

- 1. \$525 Dues (reduced rate for this year)**
- 2. \$250 Maureen Tobin Scholarship Fund (additional contributions welcome)**

Total amount enclosed \$ _____

Make both checks payable to: PT Council of Stamford

Mail checks to: Jim Fleischer, 45 Bellmere Avenue, Stamford, CT 06906