

General Instructions/Help for Completing the
IRS – FORM 990EZ

*** This form is due ANNUALLY by the 15th day of the 5 month following the end of your PTA/PTSA's FISCAL YEAR (not the calendar year). For units whose year ends on 6/30, the due date is November 15th. ***

- Line A – at the top of the page. Enter your PTA's Fiscal Year dates (i.e., July 1 – June 30).
- Line B – check ONLY if this is your **FIRST return, Final** (if your school is closing or if your PTA is disbanding), or **Amended** if you are correcting a previously submitted return...otherwise, don't check anything.
- Line C – Name of your PTA/PTSA and the SCHOOL'S ADDRESS.
- Line D – enter your Federal EI Number (this probably begins with 38- unless you are a newer unit).
- Line E – use the school's phone number here.
- Line F – enter the Michigan PTSA's Group Exemption # (you are all under our umbrella as long as your unit is "in good standing"). This # is 5017.
- Line G – check CASH.
- Line H – **Most units will check this box and move on.** Unless, you received the greater of \$5,000 or 2% of Line 1 from a SINGLE CONTRIBUTOR. Did person or company donate THAT MUCH \$\$ to your PTA???? If so, then DON'T check this box and complete a Schedule B.
- Line I – does your PTA/PTSA have a website? If so, enter the web address here.
- Line J – check the 1st box and enter a "3" in the parenthesis after the (c).
- Line K – check this box if your gross receipts are less than \$25,000 but you have been filing in the past and the IRS sent you a 990 package. If you get a package (blank forms like we get at home for our own taxes), and your receipts were under \$25,000 last year, file anyway!! Don't stop filing.....that's a red flag, just like if you stopped filing your own taxes at home. Yikes.
- Line L – Are your Gross Receipts (total income) more than \$100,000? WOW! If so, you need to file a regular Form 990....not this 990EZ.

Are you ready for the MEAT of the return??? It's not that hard.....have all your bank statements and receipts of income (all kinds) in front of you. Let's begin!!

PART I:

- Line 1 – enter any "donations, grants, etc" that you received from someone. This is just a check that a person or company writes to the PTA/PTSA as a gift. If you hold a "non-fundraiser" fundraiser (where your parents just donate \$\$ instead of buying candy, wrapping paper, etc.), enter the total here. Also include on this Line the 'cash value' of any donations of gifts/services you received.
- Line 3 – enter the TOTAL amount of membership dues you received.
- Line 4 – enter any interest earned from your bank account, CD, etc.
- Line 6a – enter on Line 6a ALL INCOME from your fundraisers. ALL FUNDRAISERS. (except donations....you already entered those on Line 1). **** You also need to type and attach a list of all the Fundraisers you held.....i.e., Scholastic Book Sale , Frankenmuth Candy Sale, Family Fun Run, Wrapping Paper Sale, etc.****
- Line 6b – enter all EXPENSES associated with these fundraisers (i.e., payment to the fundraising company, prizes, promotion, advertising, etc.)
- Line 6c – This will be the NET INCOME from your fundraising efforts. Line 6a minus 6b = 6c.

FYI.....in reference to Lines 5 & 7.....PTA's do not have "assets" or "inventory" that we maintain and sell.**

- Line 9 – Total of Lines 1, 3, 4, & 6.
- Line 10 – “Grants & similar amounts paid”. This is purchases made with profits from your fundraisers (i.e. playground equip., books for the library, Authors in April, Science Alive, Math Wizard, etc.). Also include regular yearly expenses you include in your budget (i.e. teacher stipends; 5th grade graduation parties; donations to Salvation Army, victims of Hurricane Katrina, etc.). **** Don’t forget** Include the Michigan/National portion of membership dues you sent to the state office (\$3.75 per member).**
 - *The instructions tell you to include a list of who you paid (wrote the checks to) for these expenses – name & address; amount paid; reason. (for example: Doug Scheer, 1 Mathematics Way, Our town, MI. 48000, \$450.00, Math Assembly for grades 3-5.....or.....School District of Royal Oak, 50 Lexington Blvd., Royal Oak, MI 48073, \$2,200.00, playground equipment for Oakland Elementary School).*
- Line 13 – enter any fees you pay a CPA/Accountant for doing these returns (or your Michigan Sales & Use Tax Return – Form 165).
- Line 15 – enter all expenses you paid for printing (do you have a newsletter, flyers, raffle tickets?), postage (sending a newsletter home, monthly mailing of membership dues to the State PTA Office, etc), and shipping.
- Line 16 – “Other Expenses”. These include.....monies paid for Michigan PTSA/National PTA Convention; any other trainings offered by the Michigan PTSA or your local Council if there are fees charged; your Annual Unit Dues to MPTSA (\$25); any dues paid to your local council; NSF fees paid to your bank for bounced checks; expenses for your monthly meetings (snacks, coffee, babysitting, etc.); expenses for awards purchased to honor your members (Distinguished Service, Council Member of the Year, Michigan PTSA Honorary Life).
- Line 17 – total of Lines 10 thru 16.
- Line 18 – subtract Line 17 from Line 9 – enter here.
- Line 19 – (see below) enter Line 27a here.
- Line 21 – add Lines 18 & 19 – enter here.

PART II:

- ****If you filed a Form 990EZ last year, bring last year’s figures from Column B forward to this year’s Column A.****
- Line 22a – enter what was in the bank (and any petty cash) on July 1 (or the first day of your Fiscal Year).
- Line 22b – enter what was in the bank (and any petty cash) on June 30th (or the last day of your Fiscal Year).
- Line 24 – “other assets” – Enter here the ‘cash value’ of any non-cash donations you included in Part 1, on Line 1, because this amount won’t be part of your cash balance in the bank that you just entered on Line 22.
- Line 25 a & b - bring totals down from Line 22 & 24.
- Line 27 a & b - bring totals down from Line 25.
- *****Line 27b MUST AGREE with Line 21*****

PART III:

***** fill in the blank with an answer to the question.....maybe “Child Advocacy”, or “to enrich and enhance the education of children”.....something like that. *****

- On Lines 28-30.....choose your PTA/PTSA’s biggest, most impressionable, most important PROGRAMS. We’re not talking about Fundraisers here; we’re talking about PROGRAMS that your PTA/PTSA sponsors. Ways you spend the \$\$ you bring in. Maybe Science Alive, Back-to-School-Event, All Night Party for High School Seniors, etc. Describe each event.....services provided, # of persons/students benefited, etc. (For example; “Science Alive”.....gives our students in grades K-3 the opportunity to directly interact with animals while learning about their habitats, prey, habits, etc.)
- On Lines 28-30a – enter what it cost your PTA/PTSA to put on this Program.
- Line 32 – enter the total of Lines 28-30a.

PART IV:

List **ALL ELECTED OFFICERS** here. Include: name, home address, title (in Column B). If you need more space, attach a sheet of notebook paper with the rest of the Officers info. This DOES NOT include the Principal, Teacher Rep., or Committee Chairs. **ONLY ELECTEDS.**

PART V:

- Line 36 – ONLY complete this Line if your PTA/PTSA was disbanded. Attach a brief statement about what happened to your return.
- Line 40a – leave blank.
- Line 40b – check “No”.
- Lines 40 c & d – leave blank.
- Line 40e – check “No”.
- Line 41 – enter “Michigan”
- Line 42a – enter the Treasurer’s name, home address and home phone #. The books should always be in the care of the Treasurer, NOT the school.
- Lines 42 b & c – check “No”.

Continued.....see next page.....

OK.....we're almost done! You still need to complete a SCHEDULE A and attach it to your return. It is 7 pages long. Read on.....

Page 1 – Enter the name of the PTA/PTSA at the top and enter your EI #.

Go to **Page 2**.....

Answer “No” to ALL QUESTIONS.....except for a Council or PTA Unit that awards a Scholarship to your High School Seniors. If you do, then check “Yes” on Line 3a and attach a statement to the return explaining how your application process works and how the winners are chosen.

Go to **Page 3**.....**check the box 11a.**

Go to **Page 4**.....you need to complete the “Support Schedule” (Part IV-A) (lines 15-26).

these figures are from the years PRIOR to the year you are reporting This information should be available in the Treasurer’s Books that have been handed down to you. Hopefully, previous Treasurers have filed a 990-EZ and a copy is included in your records.

If this is the FIRST TIME you are filing a 990-EZ, you will have to pull these figures from your past audits/records. *****DO NOT** enter “n/a”, “not available”, “records lost”, “records destroyed”, “records not available”, etc. in any of these spaces!! This will flag your return at the IRS and they WILL contact you for the information!!***

The IRS rep advises to contact your bank, ask for the past 4 years worth of bank statements, and try to reconstruct these figures the best you can. I would advise you confer with past Treasurers/Presidents if you’re not sure and enter your best “guess-timates” in these spaces. You know if your PTA has been: a) losing money, b) doing about the same, c) making more money.

Line 15: enter the total of gifts, grants, contributions from individuals or businesses. (refer to page 1 of these instructions for Part 1, Line 1).

Line 16: enter the total of membership income (less the \$\$ you sent to State – enter only the amount you kept).

Line 17: enter your GROSS receipts (before expenses) for your fundraisers, and all other activities you charge money to participate in (assemblies, dinners, fun runs, carnivals).

Line 18: enter your interest income from your bank accounts.

Line 19: leave blank.

Line 20: leave blank.

Line 21: leave blank.

Line 22: leave blank (I can’t think of anything you would include here and not on Line 17 instead).

Line 23 – 25: follow directions....

Line 26a-f: follow directions (line 26b will be blank).

Go to **Page 5**.....leave blank.

Go to **Page 6**.....leave blank.

Go to **Page 7**.....line 51.....answer no to all questions.

YOU DID IT!!!! YOU'RE DONE!!!

Still have questions??? I can try to help, or you can call the IRS' non-profit FREE assistance line (they're very nice!) at 1-877-829-5500.

Be sure to sign your return!!! The Treasurer should sign it, as they are the "keeper of the funds and records". If you have someone prepare this for you, they will sign under "preparer".

You can e-file your 990-EZ for free! Use: <http://efile.form990.org/>

Breathe a big sigh of relief and pat yourself on the back!! You did it!!

Be sure to send it in by November 15th (or your due date).....you don't want a late fee or penalty after all this!!!

Provided courtesy of: Libby Benton, Treasurer, Michigan PTSA, 2007-2009.