

The background of the slide is a dense field of 3D-rendered numbers in various shades of blue and white. The numbers are scattered across the frame, creating a sense of depth and movement. Some numbers are larger and more prominent, while others are smaller and recede into the background. The overall effect is a vibrant, data-oriented aesthetic.

Q&A for IRS Filing Forms for Non-Profits

990N / 990EZ / 990

Objectives

- ◆ Understand all the board members have a fiduciary responsibility, not just the treasurer
- ◆ Briefly touch on the audit – when it is required, who can perform it and how to report the results of it
- ◆ Types of IRS Form 990s and which one to use

Understand all the board members have a fiduciary responsibility, not just the treasurer

- ◆ Every PTA board member has a fiduciary responsibility to:
 - Protect the assets of the organization. These assets include cash, assets, volunteers and the PTA's reputation.
 - Ensure compliance with all laws. These include federal and state laws as well as the policies and procedures of the PTA.
 - Ensure the assets are used to meet the needs of the children and members served by the PTA.
 - Ensure continuity of the association by preserving assets for the future and not encumbering future boards.
 - Ensure the association remains transparent – all the members are given the opportunity to participate in decision making and to view financial reports.
 - Ensure the association is carrying out the purposes of PTA. These include increasing family engagement, advocacy and increasing communications between home and school. Fundraising is not a purpose of PTA, but PTAs may fundraise to provide PTA programs. Councils and districts have an additional purpose, which is to train and support local associations and their officers.

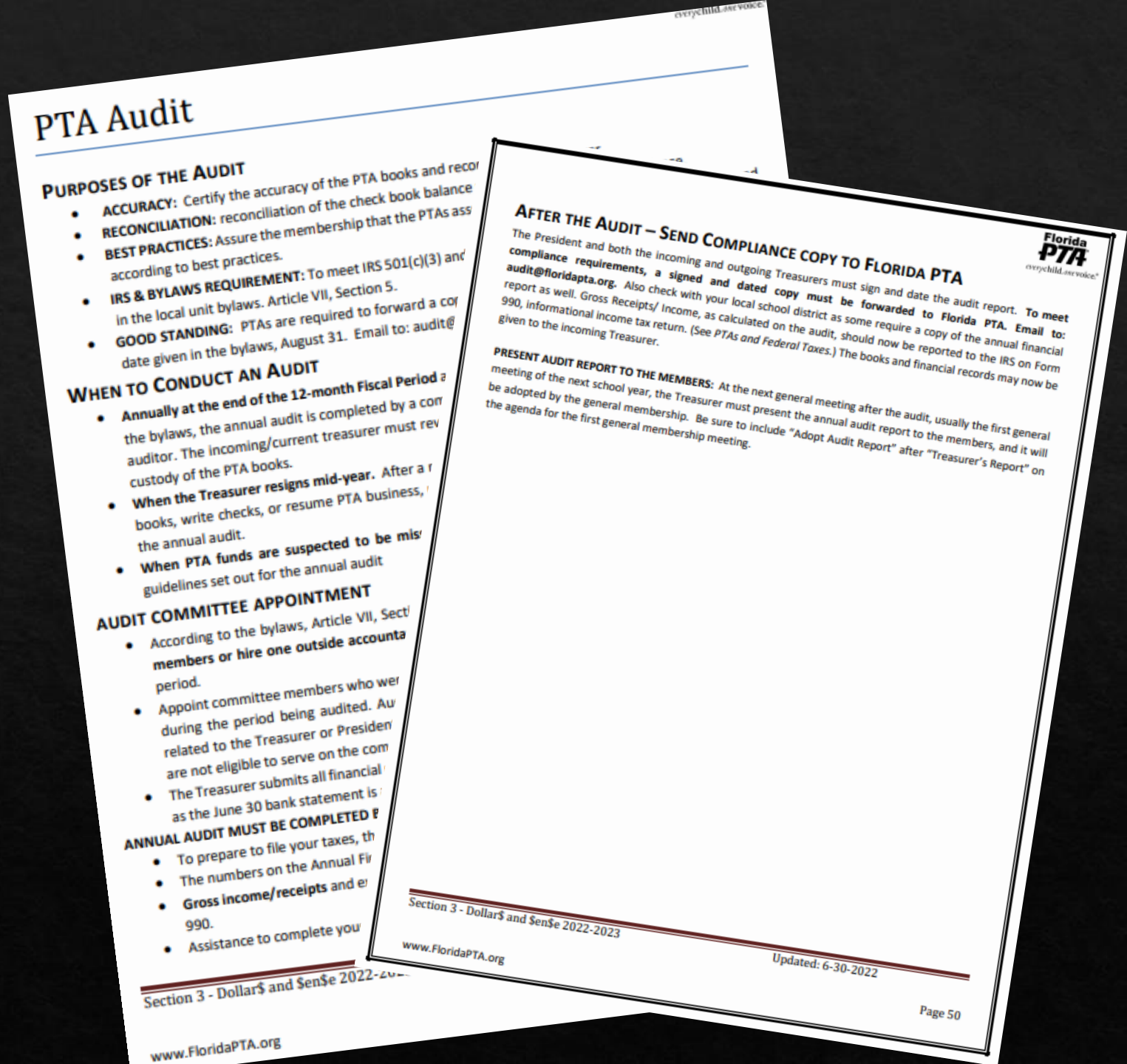
PTA Audit

Dollars and Sense – Page 48

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BA.section-3---dollars-and-sense-
treasurers-manual-08132022.pdf
\(hccptaptsa.org\)](https://www.hccptaptsa.org/BA.section-3---dollars-and-sense-treasurers-manual-08132022.pdf)

Once your Audit is complete, you can complete your taxes!

Audit is due to Florida PTA (audit@floridapta.org) NLT 31 August.



Three Types of 990 Forms



990N

Also known as “990 e-postcard”
Less than or equal to \$50,000 in
gross receipts



990EZ

Gross receipts less than
\$200,000, and
Total assets less than \$500,000



990

Gross receipts greater than or
equal to \$200,000, or
Total assets greater than or
equal to \$500,000

Gross Receipts vs. Total Assets

Gross Receipts

- ◆ **DEFINITION:** The total amounts the organization received from all sources during its annual accounting period, without subtracting any costs or expenses.

Total Assets

- ◆ **DEFINITION:** All the assets, or items of value, a small business owns. Included in cash, accounts receivables, inventory, equipment, etc.

Calculate Gross Receipts

- ◇ How to Calculate “Normal” Gross Receipts per the IRS:
- ◇ Tax-exempt organizations with annual gross receipts that are "normally" greater than \$50,000 are NOT eligible to file Form 990N (e-Postcard) and must file either Form 990EZ or Form 990 (Long Form)
- ◇ Calculate the three-year average of your gross receipts to determine which Form 990 to file. Take the average of prior three years gross receipts, including the tax year you are reporting. In the example below the three-year average of gross receipts = \$52,000. Even though the gross receipts dropped below \$50,000 in the last two years, they are still required to file Form 990EZ rather than 990N since the three-year average of gross receipts is greater than \$50,000.
 - ◇ 2020-21 Gross Receipts: \$75,000
 - ◇ 2021-22 Gross Receipts: \$39,000
 - ◇ 2022-23 Gross Receipts: \$42,000
- ◇ Three-Year Average / Normal Gross Receipts = \$52,000. Must File 2022 IRS Form 990EZ

How do I file?

- ◇ All 990 forms must be filed electronically.
- ◇ 990N: <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>
- ◇ Only use an IRS authorized e-filer. You can find one here:
 - ◇ <https://www.irs.gov/e-file-providers/exempt-organizations-and-other-tax-exempt-entities-modernized-e-file-mef-providers>
- ◇ Once you have filed your taxes, you will need to ensure you submit the 990 and all schedules (if filing the 990EZ or 990) to Florida PTA at (990@floridapta.org)
 - ◇ 990 Must be filed with the IRS no later than 15 November
 - ◇ 990 Must be sent to Florida PTA no later than 30 November
 - ◇ Also, please ensure you upload the 990 (to include all schedules to Giveback (formally Memberhub))
- ◇ **YOU DO NOT NEED TO WAIT TO FILE YOUR 990s!** As soon as your audit is done you can file your 990

990N

- EIN
- Email
- Create a log in using new ID.me
- Once complete you will receive an acceptance from the IRS, this is what you will need to send to Florida PTA at (990@floridapta.org)



Confirmation

Your Form 990-N(e-Postcard) has been submitted to the IRS

Organization Name: PTA FLORIDA CONGRESS

EIN [REDACTED]

Tax Year: 2020

Tax Year Start Date: 07-01-2020

Tax Year End Date: 06-30-2021

Submission ID: 10065520212634923246

Filing Status Date: 09-20-2021

Filing Status: Accepted

MANAGE FORM 990-N SUBMISSIONS

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What proof do I need to send to Florida PTA that the PTA filed the 990N?



CORRECT ✓

Confirmation

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e-Postcard Profile Select EIN Organization Details Contact Information **Confirmation**

Your Form 990-N(e-Postcard) has been submitted to the IRS

- Organization Name: PTA FLORIDA CONGRESS
- EIN: 650280263
- Tax Year: 2018
- Tax Year Start Date: 07-01-2018
- Tax Year End Date: 06-30-2019
- Submission ID: 10065520192833219553
- Filing Status Date: 10-10-2019
- Filing Status: Accepted

Email the "Accepted" 990N to
990@floridapta.org

MANAGE FORM 990-N SUBMISSIONS

INCORRECT ✗



Confirmation

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e-Postcard Profile Select EIN Organization Details Contact Information **Confirmation**

Your Form 990-N(e-Postcard) has been submitted to the IRS

- Organization Name: PTA FLORIDA CONGRESS
- EIN: 237105830
- Tax Year: 2018
- Tax Year Start Date: 07-01-2018
- Tax Year End Date: 06-30-2019
- Submission ID: 10065520192843221616
- Filing Status Date: 10-11-2019
- Filing Status: Pending

Note: Print a copy of this filing for your records. Once you leave this page, you will not be able to do so.

MANAGE FORM 990-N SUBMISSIONS

Electronic Notice (e-Postcard)

OMB No. 1545-2085

Department of the Treasury
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2018

Open to Public Inspection

A For the 2018 Calendar year, or tax year beginning 2018-07-01 and ending 2019-06-30

B Check if available

- Terminated for Business
 Gross receipts are normally \$50,000 or less

C Name of Organization: PTA FLORIDA CONGRESS
8701 131st Street, Seminole,
FL US 33776

D Employee Identification
Number 23-7499812

E Website:

seminolemiddleclass.org

F Name of Principal Officer: Marcel Edmister
8701 131st Street, Seminole,
FL US 33776

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

How do I fill out the IRS 990 Forms

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990EZ

- ◇ <https://www.irs.gov/charities-non-profits/tax-year-2022-exempt-organizations-modernized-e-file-mef-providers-form-990-ez>
- ◇ Providers listed on this webpage are Approved IRS e-file Providers;
- ◇ They are not part of, nor do they have any special relationship with the Internal Revenue Service.
- ◇ They have passed the IRS Assurance Testing System (ATS) requirements for Software Developers of electronic Exempt Organizations returns for Tax Year 2022.
 - ◇ Meeting the requirements means that the software can provide correct data in the proper format for processing by IRS systems.
 - ◇ It does not mean that a software package includes every possible schedule or attachment, or that it will meet the needs of all filers.
 - ◇ It is the filer's responsibility to contact the provider to determine if the software meets their needs.

What are Schedules? (A, O, G)

- ◇ Schedules are forms the IRS will require as you complete forms 990EZ or 990.
- ◇ 990N has NO SCHEDULES
- ◇ 990EZ common schedules: A, O, and G.
 - ◇ The new online e-file software is AMAZING and will autofill what you will need depending on how you answer the questions.
 - ◇ <https://efile.form990.org/Default.asp>

What did we discuss

- ◆ The importance and how all the board members have a fiduciary responsibility
- ◆ We briefly touched on the audit
- ◆ Types of IRS Form 990s and which one to use
- ◆ Resources you will need to complete you 990s



Questions???