

# What Every Secretary/Treasurer Needs to Know



**California Physical Therapy Association**  
**1990 Del Paso Road**  
**Sacramento, CA 95834**  
**916-929-2782**  
**ccapta.org**



# Role of Secretary/Treasurer

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- ❖ Serve as an officer of the District Executive Committee
- ❖ Take and submit to the Chapter office the minutes and/or meeting summary of all District business and Executive Committee meetings;
- ❖ Keep an accurate record of meeting and educational program attendance. This may be in the form of a sign in/out sheet;
- ❖ Submit an annual budget, prepared by the District Executive Committee, in accordance with CPTA policies;
- ❖ Sign off on expenditures prior to submitting to CPTA for reimbursement.
- ❖ Ensure a smooth knowledge transition to the next elected Secretary/Treasurer.

# District Finances

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From CB-PROC 10

1. Districts shall operate on a balanced budget and not obligate funds beyond their general and reserve fund balance(s).
2. Districts shall give priority in their budgeting for funding specific functions and responsibilities required by District Rules of Governance and Chapter Bylaws, and Chapter Policies and other enactments. Once adequate funding has been provided for priority functions, funds may be budgeted for any activity the District approves so long as these activities do not conflict with APTA and CPTA Bylaws, policies and procedures.
3. Expenditures for any Expense Activity beyond the total included in the District budget shall be made only following specific approval by the District Executive Committee. This approval shall constitute a budget amendment. Such amendments shall be recorded and reported to the Chapter Office.

# District Finances (Cont'd)

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From CB-PROC 10 con't

4. When an Income Category total exceeds or is anticipated to fail to meet the amount included in the District budget, the Secretary/Treasurer shall bring this information to the attention of the Executive Committee, with a recommendation to amend the budget. The Executive Committee shall act on the recommendation to amend the budget to accommodate for this additional or decreased income.
5. CPTA will provide California Assembly representatives up to \$500 per year for reimbursement of expenses incurred while attending the Chapter Assembly of Representatives meeting. Only representatives who attend the Assembly of Representatives meeting shall be eligible for the reimbursement stipend. The amount of the reimbursement stipend shall be approved by the CPTA Board of Directors annually. Reimbursement of expenses will follow Chapter Policies.
6. Reimbursement of expenses for the Chief Representative shall be considered separately from reimbursement of expenses of other Representatives due to the Chief Representative's greater responsibility.

# Budget & Reports

- ❖ The fiscal year is January 1 through December 31. Budgets are due to CPTA office by December 31.
- ❖ CPTA requires each District and Special Interest Group to submit an annual budget and an annual activity report.
- ❖ All Districts and Special Interest Groups must provide copies of their newsletters on a timely basis to the Chapter Office.

**Budgets are due to CPTA office by December 31**

# District Membership Dues Allocation

- ❖ 2026 Allocation is \$1,000 per district and 1% District Dues. (Districts with reserves exceeding 500% of the prior three-year average at the start of the fiscal year will not receive an annual dues allocation.)
- ❖ Membership dues are disbursed to the Districts on a quarterly basis provided that all required reports have been received and approved.
- ❖ Each district will receive their dues allocation funds directly to their US Bank account.
- ❖ Financial statements will be emailed quarterly.



# Checking Accounts

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- ❖ **Districts:** District checking accounts are held under the main CPTA US Bank Account. Districts can pay for expenses using checks or a credit card connected to the checking account or submit expenses to CPTA for payment.
- ❖ **Special Interest Groups:** A checking account should be established in the Special Interest Group name. The Special Interest Group must use its own employer identification number to establish an account. Never use the social security number of the treasurer or any other individual to open this account.



# Expense Reimbursement Request

- ❖ Expense reimbursement request must be emailed to your Secretary/Treasurer with the completed reimbursement form and receipts.
- ❖ Secretary/Treasurer will review the request and email to Lisa Ruport at [lrupart@ccapta.org](mailto:lrupart@ccapta.org) stating the request is approved for reimbursement.
- ❖ Two reimbursement forms are available. One is for any travel related expenses and the other is for any district expenses such as supplies, postage, misc. etc.

## District Travel Reimbursement Request

### Completion Instructions

1. Reimbursement is based upon the CPTA Reimbursement Policy (copy on reverse)
2. Travel by air or auto unless other transportation is of equal or lesser cost. Check travel method.
3. Transportation between airport and hotel or other meeting location is to be done by:
  - a. Hotel courtesy shuttle when available
  - b. Super Shuttle, Uber, Lyft, etc.
  - c. Taxi (only when a and b are not available)
4. Expenses allowed for meals based upon the time of beginning and ending of travel from home or practice setting to meeting and return. If travel is extended for personal reasons, time is to be adjusted to the time that would have been applicable if travel was direct.
5. Clearly indicate any meals you purchase for another person authorized to be reimbursed for such expense.
6. Lodging is at rate arranged by CPTA or at lowest regular rate available.
7. All receipts must accompany the request. **You may fax or email the receipts in order to get reimbursed.** If receipts are not available, please provide an explanation otherwise your expense reimbursement may be denied.
8. **Requests for reimbursement must be received in the CPTA Office within 30 days after incurring authorized expenses.**
9. Complete information as fully as possible.
10. DO NOT place any figures in "For Office Use Only" space.

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Purpose of Expenditure: \_\_\_\_\_  
 District Name: \_\_\_\_\_

Authorized by: \_\_\_\_\_

Date	Travel	Shuttle/Taxi	Meals			Lodging	For Office Use
			Breakfast	Lunch	Dinner		
	<input type="checkbox"/> Air <input type="checkbox"/> Auto (.70¢ per mile) Other (explain)	<input type="checkbox"/> Shuttle <input type="checkbox"/> Taxi <input type="checkbox"/> Parking					
Miscellaneous (explain & attach documentation)							

For office use only: \_\_\_\_\_ **Total Reimbursement** \_\_\_\_\_

Date: \_\_\_\_\_ Approved: \_\_\_\_\_ GL Code: \_\_\_\_\_

# Investments

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- ❖ Money market and certificates of deposit have been the traditional investment options for most Districts and Special Interest Groups.
- ❖ Should your District or Special Interest Group would like to seek other forms of investments, CPTA has an investment policy. Please contact the CPTA Office and we will send you a copy.



# Financial Statements

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The two most used financial statements are the Balance Sheet and the Income Statement. Financial Statements will be distributed quarterly, along with dues allocation.

# Balance Sheet

A balance sheet shows the financial position of a business as of a specific date, usually the last day of a month, quarter or a year. It is called the balance sheet because the assets must equal the total of liabilities, restricted funds, and general fund. The balance sheet helps measure the financial stability of an entity.

**SAMPLE  
Balance Sheet  
September 30, 2024**

Assets	
Current Assets	
Checking	\$ 6,205.69
Savings	0.00
Other Cash Accounts	0.00
<b>Total Cash Accounts</b>	<b>6,205.69</b>
Other Current Assets	
Accounts Receivable	0.00
<b>Total Other Current Assets</b>	<b>0.00</b>
<b>Total Assets</b>	<b>\$ 6,205.69</b>
Liabilities & Fund Balance	
Current Liabilities	
Accounts Payable	\$ 0.00
<b>Total Current Liabilities</b>	<b>0.00</b>
Fund Balance	
Operating*	(1,747.81)
Reserve	7,953.50
<b>Total Fund Balance</b>	<b>6,205.69</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 6,205.69</b>

\*Current Income - Expenses = Current Surplus

Unaudited - For Management Purposes Only

# Balance Sheet Terminology

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- ❖ **Current Assets** – Includes cash, items that will be converted to cash, and other accounts that the organization benefits from in the current period.
- ❖ **Accounts Receivable** – Monies owed to the organization by customers, members, etc.
- ❖ **Prepaid Expenses** – Expenditures made in a current period that the organization will benefit from in some future period.
- ❖ **Total Assets** – The aggregate net value of all assets held by the organization.
- ❖ **Current Liabilities** – Amounts owed by the organization and due to be paid within 12 months of the date of the Balance Sheet.
- ❖ **Accounts Payable** – Amounts owed to creditors and vendors.
- ❖ **Fund Balance** – The equity portion of the Balance Sheet.
- ❖ **Operating** – Current income minus expenses equals your current surplus.
- ❖ **Reserve** – The net profit of the organization since it has been in existence. An adjustment will be made to this line at the end of the year for any surplus or loss.

# Income Statement

Income statement shows the income and expenses for each program.

## SAMPLE Income & Expense Statement For the Nine Months Ending September 30, 2024

	Current Month	Year to Date	Budget	Variance
<b>Income</b>				
800 District Dues	\$ 0.00	\$ 1,318.92	\$ 2,319.72	(1,000.80)
810 Sales	0.00	0.00	0.00	0.00
811 Contributions	0.00	0.00	0.00	0.00
812 Newsletter Ads	0.00	0.00	0.00	0.00
812 Other Ads	0.00	0.00	0.00	0.00
814 NL Subscriptions	0.00	0.00	0.00	0.00
820 Con Ed Courses	0.00	0.00	2,500.00	(2,500.00)
821 Meeting Fees	0.00	42.60	200.00	(157.40)
840 Interest	0.00	0.00	0.00	0.00
899 Miscellaneous	0.00	0.00	0.00	0.00
<b>Total Income</b>	<b>0.00</b>	<b>1,361.52</b>	<b>5,019.72</b>	<b>(3,658.20)</b>
<b>Expenses</b>				
910 Equipment	0.00	0.00	0.00	0.00
911 Equip Maint/Lease	0.00	0.00	0.00	0.00
912 Supplies	0.00	21.44	1,025.00	1,003.56
913 Duplication	0.00	0.00	0.00	0.00
914 Postage/Shipping	0.00	29.65	25.00	(4.65)
915 Telephone	0.00	0.00	0.00	0.00
920 Printing & Comp	0.00	0.00	90.00	90.00
930 Travel & Expenses	409.92	2,158.24	6,150.00	3,991.76
931 Meeting Space	0.00	0.00	200.00	200.00
940 Legal	0.00	0.00	0.00	0.00
941 Insurance	0.00	0.00	0.00	0.00
942 Taxes	0.00	0.00	0.00	0.00
943 Accounting/Audit	0.00	0.00	0.00	0.00
971A Speakers	0.00	0.00	3,400.00	3,400.00
971B Audio/Visual	0.00	0.00	0.00	0.00
971C Support Service	0.00	0.00	0.00	0.00
971D Advertising	0.00	0.00	0.00	0.00
971E Outside - Other	0.00	0.00	0.00	0.00
980 Refunds	0.00	0.00	0.00	0.00
990 Contributions	900.00	900.00	1,100.00	200.00
999 Miscellaneous	0.00	0.00	0.00	0.00
<b>Total Expenses</b>	<b>1,309.92</b>	<b>3,109.33</b>	<b>11,990.00</b>	<b>8,880.67</b>
<b>Surplus/(Deficit)</b>	<b>\$ (1,309.92)</b>	<b>\$ (1,747.81)</b>	<b>\$ (6,970.28)</b>	<b>(5,222.47)</b>

# Employer Identification Number

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- ❖ Every District and Special Interest Group has a nine-digit employer identification number, also referred to as the federal identification number. You should have this number available to provide to vendors and others who might ask.
- ❖ Contact Jennifer Guico at [jguico@ccapta.org](mailto:jguico@ccapta.org) if you need your Tax ID number.



**I.R.S.**

## Authorization Letter

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- ❖ Every year each District and Special Interest Group needs to file with CPTA an IRS Authorization Letter. Filing this letter with CPTA is required in order to include your District/SIG in the group filings with the IRS & Franchise Tax Board.
- ❖ This letter must be on letterhead and signed by your District/SIG Chairperson.

# Federal and State Tax Returns

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Your District or Special Interest Group may have to file federal and state tax returns separate from CPTA's group tax return. If your District or Special Interest Group needs to file, CPTA will prepare the tax returns and provide copies for your signature and advise you of any tax payments that need to be made.



# Advertising

- ❖ UBIT is income not substantially related to the organization's tax-exempt purpose.
- ❖ Income from advertising is considered by the IRS to be "Unrelated Business Income Tax" or UBIT.
- ❖ All income from advertising must be reported to CPTA for tax purposes.

**ADVERTISE  
YOUR  
BUSINESS  
HERE**



# Independent Contractors Form 1099-NEC

An IRS Form 1099-NEC must be prepared for any individual or business to whom you pay a cumulative \$600 or more during the calendar year. You do not have to file a 1099-NEC for payments to corporations, except for payments to attorneys. You must also prepare and file IRS Form 1096 to transmit the Form 1099-NEC to the IRS.

7171  VOID  CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		OMB No. 1545-0116 Form <b>1099-NEC</b> (Rev. January 2022) For calendar year 20__	<b>Nonemployee Compensation</b>
PAYER'S TIN	RECIPIENT'S TIN	1 Nonemployee compensation \$	
RECIPIENT'S name		2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>	<b>Copy A</b> For Internal Revenue Service Center <b>File with Form 1096.</b> For Privacy Act and Paperwork Reduction Act Notice, see the <b>current General Instructions for Certain Information Returns.</b>
Street address (including apt. no.)		3	
City or town, state or province, country, and ZIP or foreign postal code		4 Federal income tax withheld \$	
Account number (see instructions)	2nd TIN not <input type="checkbox"/>	5 State tax withheld \$	6 State/Payer's state no. \$
		7 State income \$	

Form **1099-NEC** (Rev. 1-2022) Cat. No. 72590N www.irs.gov/Form1099NEC Department of the Treasury - Internal Revenue Service  
**Do Not Cut or Separate Forms on This Page — Do Not Cut or Separate Forms on This Page**

# Independent Contractors W-9

- ❖ Secretary/Treasurers will need to send a W-9 form to vendors and speakers to find out if they are an independent contractor. If so, you must complete/file Form DE-542.
- ❖ Click here [W-9 Form](#) to download the form.

**W-9**  
Form (Rev. October 2018)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer Identification Number and Certification**

Give Form to the requester. Do not send to the IRS.

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3).

5 Address (number, street, and apt. or suite no.) See instructions.

6 City, state, and ZIP code

7 List account number(s) here (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and

3. I am a U.S. citizen or other U.S. person (defined below); and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Sign Here**

Signature of U.S. person

Date

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1099 (home mortgage interest), 1099-E (student loan interest), 1099-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Cat. No. 10231X Form **W-9** (Rev. 10-2018)



REPORT OF  
INDEPENDENT CONTRACTOR(S)  
See detailed instructions on reverse side. Please type or print.



05420101

**SERVICE-RECIPIENT (BUSINESS OR GOVERNMENT ENTITY):**

DATE	FEDERAL ID NUMBER	CA EMPLOYER ACCOUNT NUMBER	SOCIAL SECURITY NUMBER
SERVICE-RECIPIENT NAME / BUSINESS NAME		CONTACT PERSON	
ADDRESS		PHONE NUMBER	
CITY	STATE	ZIP CODE	

**SERVICE-PROVIDER (INDEPENDENT CONTRACTOR):**

FIRST NAME	MI	LAST NAME	UNIT/APT.
SOCIAL SECURITY NUMBER	STREET NUMBER	STREET NAME	UNIT/APT.
CITY	STATE	ZIP CODE	
START DATE OF CONTRACT	AMOUNT OF CONTRACT	CONTRACT EXPIRATION DATE	CHECK HERE IF CONTRACT IS ONGOING
M M D D Y Y		M M D D Y Y	<input type="checkbox"/>

**SERVICE-PROVIDER (INDEPENDENT CONTRACTOR):**

FIRST NAME	MI	LAST NAME	UNIT/APT.
SOCIAL SECURITY NUMBER	STREET NUMBER	STREET NAME	UNIT/APT.
CITY	STATE	ZIP CODE	
START DATE OF CONTRACT	AMOUNT OF CONTRACT	CONTRACT EXPIRATION DATE	CHECK HERE IF CONTRACT IS ONGOING
M M D D Y Y		M M D D Y Y	<input type="checkbox"/>

**SERVICE-PROVIDER (INDEPENDENT CONTRACTOR):**

FIRST NAME	MI	LAST NAME	UNIT/APT.
SOCIAL SECURITY NUMBER	STREET NUMBER	STREET NAME	UNIT/APT.
CITY	STATE	ZIP CODE	
START DATE OF CONTRACT	AMOUNT OF CONTRACT	CONTRACT EXPIRATION DATE	CHECK HERE IF CONTRACT IS ONGOING
M M D D Y Y		M M D D Y Y	<input type="checkbox"/>

MAIL TO: Employment Development Department • PO Box 997350, MIC 96 • Sacramento, CA 95899-7350  
or Fax to 916-319-4410

DE 542 Rev. 9 (6-17) (INTERNET)

Page 1 of 2

# Independent Contractors Form DE542

- ❖ Within 20 days of reaching the threshold of \$600 in payments to an independent contractor, you must file Form DE542 with the EDD. The reporting requirements are per calendar year. It only applies to independent contractors who are sole proprietorships. If the independent contractor is a corporation, general partner or limited liability company, you do not have to report the independent contractor.

- ❖ Click here to download the form [Form DE-542](#)

# Records Retention

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- ❖ Because an association is a legal entity whose history is defined by the documents in its files, a haphazard system of documentation disposal can easily result in legal difficulties for the association.
- ❖ There is no simple answer to how long an association should retain its records. The sensible solution is to file documents by the following categories:
  - *Permanent Records*
  - *Semi Permanent Records*



# Permanent Records

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- ❖ Bylaws and Articles of Incorporation
- ❖ Records of Board of Directors' meetings and Executive Committee meetings and resolutions
- ❖ Accounting ledgers and records, annual financial reports and auditors' reports
- ❖ Insurance policies – current and expired
- ❖ Association policy and practice manuals that procedures to carry out board resolutions
- ❖ Tax-exempt status records
- ❖ Legal correspondence
- ❖ Fixed asset purchases

PERMANENT RECORD STUB 3  
OFFICE FILE

NAME.....  
H.R..... DATE.....  
REASON.....  
TEACHER.....  
STUDENT SIGNATURE.....

Nº 27195  
CARDINAL HAYES  
HIGH SCHOOL

# Semi-Permanent Records

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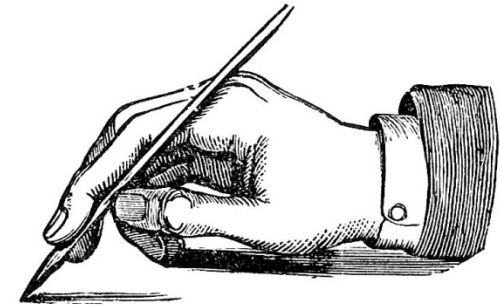
- ❖ Retain the following documents seven (7) years:
  - *Financial records that are used to prepare tax returns*
  - *Book of accounts, bank statements, check records, canceled checks*
  - *Fixed-term documents, such as licenses, contracts, leases and permits (retain seven years after expiration)*
  - *Minutes and resolutions generated by committees other than the Executive Committee and the Board of Directors*



# General Files

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Districts and Special Interest Groups should annually review general files that contain business correspondence, internal memos, project data, and other information. The organization should use good judgment when determining how long to retain these files. If a file has had no activity for a three-year period, discard it.



# District Reserves

From CB-PROC-10

- a. District Reserve Funds” are defined as: All funds held at year end. Districts are encouraged to maintain a Reserve Fund not to exceed 100% of the previous three years’ average expenses to meet unforeseen contingencies.
- b. Budgets should be developed to maintain the recommended reserve fund level.
- c. When Reserve Funds are in excess of 500%, the district will not receive an annual dues allocation from the Chapter.



# District Reserves Policy

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- ❖ At its August 2025 Board meeting, the CPTA Chapter Board approved updates to our District Reserve policies, with final adoption at the December 2025 meeting. These changes are intended to streamline financial processes, support responsible reserve management, and allow Districts to focus resources on activities that directly benefit members.
  - *Districts are now encouraged to maintain a Reserve Fund **not to exceed 100%** of the previous three years' average expenses to meet unforeseen contingencies (previously between 35–50%).*
  - *Districts with reserves **exceeding 500%** of the prior three-year average at the start of the fiscal year will **not receive an annual dues allocation**.*
  - *The Chapter will now cover up to \$500 per Representative for the Assembly of Representatives. (Previously, the Chapter covered up to \$200 only for Districts whose reserves were below 300% as of December 31 of the prior year.)*



# Current District Reserve Levels

CPTA District Reserve Levels September 30, 2025										
Districts	2022	2023	2024	3 Years Average Expenses	Reserves 9/30/2025	Reserve % Level	Amount available to be spent (NEW) 35%	Total # of Members 9/30/2025	Avg. Annual Expense per Member	Avg. Reserve per Member
Golden Gate	\$ 1,954.33	\$ 3,919.99	\$ 5,614.99	\$ 3,829.77	\$ 32,135.59	839%	\$ 30,795.17	1405	\$2.73	\$22.87
Greater LA	\$ 1,581.95	\$ 2,465.52	\$ 5,966.84	\$ 3,338.10	\$ 14,560.04	456%	\$ 13,391.70	1301	\$2.57	\$11.19
Inland	\$ 3,146.91	\$ 5,629.15	\$ 4,875.06	\$ 4,550.37	\$ 6,119.22	134%	\$ 4,526.59	803	\$5.67	\$7.62
Long Beach	\$ 3,750.48	\$ 3,078.98	\$ 7,431.16	\$ 4,753.54	\$ 4,271.31	90%	\$ 2,607.57	423	\$11.24	\$10.10
Northeast	\$ 2,572.65	\$ 5,195.70	\$ 7,816.49	\$ 5,194.95	\$ 15,404.51	297%	\$ 13,586.28	1043	\$4.98	\$14.77
Orange	\$ 1,988.04	\$ 2,546.49	\$ 8,726.69	\$ 4,420.41	\$ 8,360.22	189%	\$ 6,813.08	725	\$6.10	\$11.53
Redwood	\$ 3,049.76	\$ 4,488.68	\$ 4,062.04	\$ 3,866.83	\$ 2,970.57	77%	\$ 1,617.18	201	\$19.24	\$14.78
San Diego	\$ 1,912.54	\$ 9,000.08	\$ 7,256.95	\$ 6,056.52	\$ 12,773.81	211%	\$ 10,654.03	1428	\$4.24	\$8.95
San Gabriel	\$ 475.00	\$ 2,220.63	\$ 1,726.88	\$ 1,474.17	\$ 16,642.99	1129%	\$ 16,127.03	1011	\$1.46	\$16.46
San Joaquin	\$ 1,290.74	\$ 1,973.96	\$ 2,346.39	\$ 1,870.36	\$ 6,817.93	365%	\$ 6,163.30	550	\$3.40	\$12.40
San Jose	\$ 4,637.52	\$ 10,488.76	\$ 13,829.57	\$ 9,651.95	\$ 22,063.24	229%	\$ 18,685.06	613	\$15.75	\$35.99
Tricounties	\$ 4,924.74	\$ 4,924.74	\$ 3,927.83	\$ 4,592.44	\$ 6,149.33	134%	\$ 4,541.98	342	\$13.43	\$17.98
	\$ 31,284.66	\$ 55,932.68	\$ 73,580.89	\$ 53,599.41	\$ 148,268.76		\$ 129,508.97	9845	\$5.44	\$15.06
<b>Excerpt of CBPROC-10 (Page 17)</b>										
E. District Finances										
7. District Reserves										
a. "District Reserve Funds" are defined as: All funds held at year end. Districts are encouraged to maintain a Reserve Fund <del>between 35% and 50%</del> <b>not to exceed 100%</b> of the previous three years' average expenses to meet unforeseen contingencies.										
b. Budgets should be developed to maintain the recommended reserve fund level.										
c. When a District's Reserve Funds are in excess of <del>50%</del> <b>500%</b> , <del>expending should be increased to bring the reserves down to the recommended level.</del> <b>the District will not receive an annual dues allocation from the Chapter.</b>										
<b>Excerpt of CBPOL-6 (Page 6)</b>										
D. Reimbursement of Expense Incurred on Official Authorized Chapter Business										
5. Reimbursement for Assembly Representatives										
<del>When a District's Reserve Level is below 300% as of Dec 31st of the prior year, the Chapter may contribute funding for that District's Representatives to attend the Assembly of Representatives.</del>										
<b>CPTA will provide California Assembly representatives up to \$500 per year for reimbursement of expenses incurred while attending the Chapter Assembly of Representatives meeting. Only representatives who attend the Assembly of Representatives meeting shall be eligible for the reimbursement stipend. The amount of the reimbursement stipend shall be approved by the CPTA Board annually.</b>										
<b>Reimbursement of expenses will follow Chapter Policies (CBPOL – 6. D).</b>										

Updated 12/11/2025

# CPTA Sponsorships & Contributions

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The following is a list of sponsorships and contributions CPTA will be requesting from the Districts in 2026. We ask that you review this list and consider budgeting for some of these items during your budget process.



# CPTA Sponsorships & Contributions

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- CPTA Annual Conference:
  - *General Conference Sponsorship: \$250 and up*
  - *CAL-PT-FUND Barrels & Brews: \$250, \$500 or \$1000*
  - *CAL-PT-PAC Dinner: \$250, \$500 or \$1000*
  - *First Timers Reception: \$250*
  - *Welcome Reception: \$250*
  - *Oxford Debate: \$250 - \$1000*
  - *DEI Networking Event: \$500 or \$1000*
- Continuing Education Courses or Webinars:
  - *Advertising: \$100 - \$1,000*
- Center of PT Practice Excellence Program Sponsorship: \$250
- CAL-PT-FUND Think Tank Sponsorship: \$300 or \$600

# Additional areas for consideration

- ❖ Run radio or bus ads, etc. for CPTA's *PTs Improve the Way You Move* PR Campaign in your District.
- ❖ Fund or help fund activities to promote CPTA's *PTs Improve the Way You Move* PR Campaign and the PT profession to consumers.
- ❖ Host a Booth or participate in an Expo or PR Event in your area.
- ❖ Host fundraisers for state legislators.
- ❖ Provide scholarships to students in the District.
- ❖ Pay for a retreat for members



# Additional areas for consideration

- ❖ Bring in national speakers for some of your meetings.
- ❖ Sponsor a team or host an event for CAL-PT-FUND's *Research Moves Us* fundraising event.
- ❖ Give away APTA memberships for members who raise PAC funds.
- ❖ Host a course in the District as a fundraiser for the PT Fund or the PAC.
- ❖ Host a continuing education event for district members at no charge
- ❖ Serve food at District meetings
- ❖ Pay for travel to important legislative hearings/PT Legislative Day



# Additional areas for consideration

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- ❖ Pay for members to make membership recruitment presentations at local clinics
- ❖ Contribute to the National PT Foundation
- ❖ Sponsor a Payment Policy Committee billing seminar
- ❖ Co-Sponsor a research project with a local PT program
- ❖ Run a local newspaper ad announcing PT month activities in the district.
- ❖ Assembly of Representative Travel
- ❖ Donate an item to the CAL-PT-FUND Silent Auction.





# Questions?

If you have any questions, please contact  
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