



# Summer Activities for Incoming Presidents

## Financial Activities

- **Year end audit** – The fiscal year end for PTA is June 30 and should be completed by the outgoing (2005/2006) Unit Auditor. Audits should be completed as soon as possible during the summer months to allow for the incoming treasurer to get started with the 2006-2007 records. Two copies of the year end audit will be due at our first meeting in September.
- **Annual Financial Report** – Your current Treasurer is responsible for completing the Annual Financial Report. This report is available under “PTA News/Forms”. It is also due at the first meeting in September. If you have any questions on this report, contact Julie Redmond.
- **Check Signing Authority** – You must visit your bank during the summer to complete new bank authorization signature cards based on your incoming board. Check in Article VI Section 6 (f) in your bylaws to determine who can and cannot sign checks. All units should require two signatures on all checks.
- **2006-2007 Budget** – During the summer months the incoming president should plan to meet with the new treasurer and board to develop a proposed budget for the year.

## Training:

Remember, all incoming presidents, treasurers and secretaries are now *required* to complete one of the training classes offered at Convention, by Fourth District or Council to insure that they are familiar with PTA policies and procedures. Our Council will be holding **Summer Leadership Training on Thursday, August 10** at the NEW District Office in the Training Room. Reservations are due on July 21. A link to the flyer is on the website Home page.

## Unit PTA Website:

Update your PTA website with 2006-2007 school year information.

## Surveys

If not already completed, submit the General Survey to Barb Shangraw and Communications Survey to Kathy Westling by mid August. Links to the forms are on the website Home page.